

EAST CAROLINA UNIVERSITY

FACULTY SENATE

2001-2002 ANNUAL REPORT

July 30, 2002

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SECTION I. REVIEW OF THE 2001/2002 FACULTY SENATE

This academic year the Faculty Senate sent 31 resolutions to the chancellor, and he approved all but one of those resolutions. This high rate of approval stems from the extensive work that occurs in the Academic Committees that include both faculty and administrators as voting members. The reorganized Academic Committees appear to be working quite well. Many of the various issues are resolved at the committee level before they go to the senate.

An example is our new Copyright Policy. Each of the 16 UNC campuses had to develop a new copyright policy to bring the institutional policies into conformance with a new UNC policy. A proposal for a new copyright policy was developed by an ad hoc Administrative Copyright Committee and forwarded to the Faculty Governance Committee. The Governance Committee formed a subcommittee composed of selected Faculty Governance Committee members, administrative copyright committee members, and the assistant university attorney. As the policy was being revised by the committee, the assistant university attorney consulted with the UNC counsel to make sure that what we were proposing was in line with UNC policy. The resulting Copyright Policy easily went through the Faculty Senate and was approved by the chancellor.

Here is the summary of what the Faculty Senate has done this year.

- The university continually changes the curriculum of instruction as it adapts to the changing needs of society. At ECU we offer 5,387 courses in 193 degree programs – consisting of 104 undergraduate degree programs and 89 graduate degree programs. The Curriculum Committee made recommendations to the Faculty Senate on 107 course revisions, 62 new courses, and changes in 52-degree programs.
- The Faculty Senate approved recommendations from committees to revise procedures for recognizing faculty for outstanding teaching, research and creative activity.
- There were changes in the Faculty Manual that address personnel files and faculty joint appointments.
- The Faculty Senate approved the Academic Calendar for 2003-2004.
- The Senate approved a revised Conflicts of Interest and Commitment Policy, which is Appendix I of the Faculty Manual.
- The new copyright policy mentioned previously was approved.
- The Senate endorsed a report that opposed a new computer requirement for all incoming freshmen, until a number of issues associated with such a requirement could be addressed.
- The Senate approved revisions to the University Athletics Committee charge that expanded its membership.
- One of the most complicated issues to come before the senate this year was a proposal to move several of the teacher education programs from the College of Arts and Sciences to the School of Education. The Educational Policies and Planning Committee held extensive meetings to listen to affected faculty members and administrators as they made arguments for and against such a move. The committee recommended against moving the teacher education programs, and the issue engendered an extensive, passionate, and substantive debate on the floor of the Faculty Senate. The Faculty Senate voted in favor of keeping those teacher education programs in the College of Arts and Sciences. The Senate Office sent a rather thick notebook to the chancellor that contained all of the documentation obtained during the hearings held by the Educational Policies and Planning Committee. This was a complicated issue that the Chancellor studied before making the decision to move the programs to the School of Education.
- The senate passed a resolution on Health Insurance.
- The Educational Policies and Planning Committee approved a request to plan one new masters program, 3 requests to plan new Ph.D. programs, and a request to plan a Doctor of Pharmacy.

SECTION II. INDEX OF 2001/2002 FACULTY SENATE RESOLUTIONS

- 01-28 September 4, 2001
Curriculum Committee minutes of April 26, 2001.
- 01-29 October 9, 2001
Amended unit codes of operation for the School of Medicine and Department of Geography
- 01-30 October 9, 2001
Curriculum matters contained in the September 13, 2001, University Curriculum Committee minutes.
- 01-31 October 9, 2001
Support of Mathematics Education at ECU

- 01-32 November 13, 2001
Approval of the Fall 2001 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.
- 01-33 November 13, 2001
Selection Procedures for the University Award for Outstanding Teaching and Robert L. Jones Award for Outstanding Teaching.
- 01-34 November 13, 2001
Curriculum matters contained in the minutes of the September 27, 2001, University Curriculum Committee meeting.
- 01-35 December 4, 2001
Procedures for the Annual Lifetime and Five-Year University Research/Creative Activity Awards
- 01-36 December 4, 2001
2002-2003 Faculty Senate and Agenda Committee Meeting Dates
- 01-37 December 4, 2001
University Athletics Committee charge.
- 01-38 December 4, 2001
Curriculum matters contained in the minutes of October 11, 2001, Committee meeting.
- 02-01 January 29, 2002
Curriculum matters contained in the minutes of the November 8, 2001, Committee meeting.
- 02-02 January 29, 2002
Revised Administrative University Athletics Committee charge.
- 02-03 January 29, 2002
Request for Permission to Plan for a Great Books Minor - Request for Permission to Establish a Clinical Audiology Concentration within the Communication Sciences PhD program - Request for Authorization to Establish a Masters of Public Health.
- 02-04 January 29, 2002
Revised *ECU Faculty Manual*, Part VI., Section VIII. Frequently Asked Questions About Faculty Personnel Records.
- 02-05 January 29, 2002
Revised *ECU Faculty Manual*, Appendix D., Section II. Faculty Appointments.
- 02-06 February 26, 2002
Curriculum matters contained in the January 10, 2002, and January 24, 2002, University Curriculum Committee minutes.
- 02-07 February 26, 2002
University Nomination Procedures for the Oliver Max Gardner Award.

- 02-08 February 26, 2002
Revisions to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, subsection Grade Replacement Policy.
- 02-09 March 19, 2002
Spring 2002 Graduation Roster.
- 02-10 March 19, 2002
Curriculum matters contained in the February 14, 2002, and February 28, 2002, (excluding action on EHST 2110/2111 for Natural Sciences General Education Credit) University Curriculum Committee minutes.
- 02-11 March 19, 2002
Review of the University's general education policy.
- 02-12 March 19, 2002
Proposed 2003-2004 University Calendar returned to the Calendar Committee for further discussion.
- 02-13 March 19, 2002
Revised *ECU Faculty Manual*, Part VI. Section VIII.
- 02-14 April 23, 2002
Revised 2002 Fall Semester University Calendar
- 02-15 April 23, 2002
2003-2004 University Calendar
- 02-16 April 23, 2002
Revised Guidelines for Scheduling Lecture and Discussion Classes for Fall and Spring Semesters and Summer Sessions
- 02-17 April 23, 2002
Revised *ECU Faculty Manual*, Appendix I. ECU Policy on Conflicts of Interest and Commitment
- 02-18 April 23, 2002
Revised *ECU Faculty Manual*, Part VII. Research Information, Subsection III. Copyright Procedures
- 02-19 April 23, 2002
Vote to keep the three secondary education BS degree programs in the College of Arts and Sciences and not move them to the School of Education

Chancellor Muse denied approval of this resolution June 11, 2002.
- 02-20 April 23, 2002
Endorsed the Committee's report to oppose the proposed Student Computer Requirement until various issues could be addressed by administration. (A listing of the Committee's concerns adopted by the Senate are included in the Committee's report to the Senate, attachment 7.)

02-21 April 23, 2002

Curriculum matters contained in the April 11, 2002, University Curriculum Committee minutes

02-22 April 23, 2002

Selection Procedures for the Max Ray Joyner Award for Faculty Service Through Continuing Education

02-23 April 23, 2002

Revised Student Scholarships, Fellowships, and Financial Aid Committee's Charge

02-24 April 23, 2002

Resolution on Health Insurance

SECTION III. 2001/2002 FACULTY SENATE COMMITTEES' REVIEW

Agenda Committee

Chair: David Pravica (Mathematics)

The Committee met prior to each Faculty Senate meeting to draft the agenda and also prepared the meeting dates for the upcoming 2002/2003 Agenda Committee and Faculty Senate. At this time, the Committee has no business carried over.

Committee on Committees

Chair: Henry Ferrell (History)

The Committee revised the charges of the Student Scholarships, Fellowships and Financial Aid, Faculty Information Technology, and Academic Standards committees. The Committee reviewed and/or revised the charges of the University Athletic Committee, Copyright Committee and Educational Policies and Planning Committee. The Committee also provided the Senate a list of Faculty Assembly and committee nominees for its consideration. At this time, the Committee has no business carried over.

SECTION IV. 2001/2002 ACADEMIC COMMITTEES' REVIEW

Academic Awards Committee

Chair: Karl Wuensch (Psychology)

The Committee modified the format in which S.O.I.S. data that are reported by candidates for teaching awards and was involved in the selection of recipients for the University Award for Outstanding Teaching, BOG Excellence in Teaching Award, BOG Distinguished Professor for Teaching Award and Research/Creative Activity Award. The Committee revised the Selection Procedures for the University Award for Outstanding Teaching and Robert L. Jones Award for Outstanding Teaching, Procedures for Annual Lifetime and Five-Year University Research/Creative Activity Awards, University Nomination Procedures for the Oliver Max Gardner Award and Selection Procedures for the Max Roy Joyner Award for Faculty Service Through Continuing Education. At this time, the Committee has no business carried over.

Academic Standards Committee

Chair: John Tilley (History)

The Committee collaborated with the General Education Assessment Committee in the development of procedures to assess academic outcomes of the General Education Program, in conjunction with the University-wide self-study generated by the SACS accreditation review. It also collaborated with the University Curriculum Committee in revising the on-line Course Proposal form to clarify the requirements for awarding General Education credit for new courses and in developing procedures and schedules for recommending awarding of General Education credit for new and existing courses.

The Committee reviewed the existing faculty development activities for teaching effectiveness, addressed peer evaluation of distance learning courses and recommended to the University Curriculum Committee the awarding of General Education credit for the following courses: WOST 3510, WOST 3520, RELI 2500, EHST 2110, EHST 2111. Next year, the Committee will begin a general review of the General Education program.

Admissions and Retention Policies Committee

Chair: John Cope (Psychology)

The Committee appointed John Cope to serve on the Enrollment Management Group and Dawn Clark to serve as an ex-officio member of the Undergraduate Academic Advising Council, recommended revisions to Grade Replacement Policy, presented a report to the Faculty Senate detailing their support for the International Program. Committee members were in agreement that there should be a visible faculty presence on the Enrollment Management Committee. Next year, the Committee will recommend to the Faculty Senate that two Faculty Senators serve on the Enrollment Management Council.

Calendar Committee

Chair: John Crammer (Mathematics)

The Committee started the process of coordinating ECU academic calendars with Pitt County school system and Pitt Community College, modified the University calendar to fit new contact minutes requirements as mandated by the General Administration to have 750 contact minutes, including final exams, per credit hour, modified the exam schedule for evening graduate level classes, resolved the exam scheduling conflicts for evening classes starting at 8:00 pm or later, changed the length of final exams from two hours to two and a half hours to satisfy the 750 minute requirement for 3 s.h. classes, changed the time between summer session classes from ten minutes to fifteen minutes and presented a modified Fall 2002 calendar and new Summer 2003, Fall 2003 and Spring 2004 University calendars. Next year, the Committee will update the Faculty Senate approved guidelines for calendars and Committee internal guidelines for calendars, modify the contact minutes guidelines for Fall/Spring/Summer classes to meet the 750-minute standard, establish an exam schedule for web-based classes, review the Common Exam schedule, consider changes to the guidelines for lecture based 4 s.h. classes and attempt to firm up communication with Pitt County Schools.

Continuing and Career Education Committee

Chair: Nellie Drees (Nursing)

The Committee received reports from representatives of Career Services and Cooperative Education, reviewed with the Division of Continuing Studies the need for co-coordinated readily accessible web-based information related to distant education policies, procedures and services (for both faculty and students) and reviewed with Joyner Library the support services for distance education faculty and students. Next year, the Committee will review Career Service activities, particularly those related to on-campus recruitment and coordination with academic units, continue dialog with Continuing Studies representative regarding faculty interest and concerns related to distant education and continue dialog with Joyner Library representative regarding support services for distant education.

Educational Policies and Planning Committee

Chair: George Bailey (Philosophy)

The Committee approved a request to plan a Great Books Minor in the College of Arts and Sciences, a request to establish a Clinical Audiology Concentration within the Communication Sciences Ph.D. program in Allied Health Sciences, to establish a Public Health Master's degree program in Allied Health Sciences, to plan a Ph.D. in Technology Management, to plan a Ph.D. in Medical Family Therapy, to plan a Ph.D. in Technical and professional Discourse, to add an Electronics Minor to the BS degree in Electronics and to plan a Doctor of Pharmacy program. The Committee also reviewed and held hearings on a request to move three secondary education programs from the College of Arts and Sciences to the School of Education and recommended to the Faculty Senate against the move of the secondary education programs in Mathematics, History and English from the College of Arts and Sciences to the School of Education. The Committee turned over to the Academic Standards committee the review of general education. Next year, the Committee will finalize any revisions to the *ECU Faculty Manual*, Part V. Section III. Curriculum Development.

Faculty Governance Committee

Chair: Dee Dee Glascoff (Health and Human Performance)

The Committee proposed revisions to *ECU Faculty Manual*, Part VI., Section VIII. Frequently Asked Questions About Faculty Personnel Records, Part VII. Research Information, Subsection II.G. Copyright Procedures, Appendix D., Section II. Faculty Appointments, Appendix D., Section IV., A.3.b. Composition of Personnel Committee, Appendix D., Section IV., A.3.b. Composition of Personnel Committee and Appendix I. ECU Policy on Conflicts of Interest and Commitment. Next year, the Committee will consider revisions to the *ECU Faculty Manual*, Part V. (Posting Grades and Orientation of Courses), Part VI. (Appointment), Appendix A. (Organization of the Faculty Senate and Officers of the Faculty and Faculty Senate), Appendix D. Section IV. (Description of "voting faculty" and rank of initial faculty appointments) and Appendix L. (Quadrennial Unit Administrator Evaluation).

The Committee will also determine the role of faculty in converting fixed-term positions to tenure-track positions and consider proposed revision to *ECU Faculty Manual*, review the process used for interpretations of the *ECU Faculty Manual* and consider including current interpretations in the actual text of the manual and discuss the proposed Patriot Act Compliance Policy that will be placed in the *ECU Faculty Manual*.

Faculty Information Technology Committee

Chair: Jonathan Probbler (Human Environmental Sciences)

The Committee initiated interaction with University Attorney's office to create a faculty-friendly document clarifying faculty computer and email privacy policies, agreed to advise on faculty needs for a campus-wide IT security plan, agreed to serve as evaluative body for Student Computer Technology Fund proposals beginning 2002-2003. (This involved a revision to the FITC charge.), studied and ultimately recommended against a mandatory student computer purchase policy and worked with an ad hoc ITCS committee to create specific recommendations for student computer specifications. Next year, the Committee will implement procedures for judging Student Computer Technology Fund proposals and work with University Attorney's office to develop a faculty guide to computer and email privacy.

Faculty Welfare Committee

Chair: Beth Winstead (Health Sciences Library)

The Committee discussed Campus Day Care (an assessment team is addressing this) and a Faculty Dining Club (a task group is addressing this). The Committee investigated lecturer's salaries in relation to SPA salaries and prepared a memo to the Chair of the Faculty, presented a report to the Faculty Senate on the state of Health Insurance, and forwarded letters to the Chair of

the Faculty on merit raise procedures by department and spousal employment and career support for spouses. Next year, the Committee will continue to discuss Sabbatical/Research leaves and various health insurance issues.

Libraries Committee

Chair: Ann Schreier (Nursing)

The Committee reviewed the results of the faculty survey from Spring 2001 and began discussion of the liaison program, the journal reallocation process, and allocation of materials budget. The Committee also reviewed the Committee charge, the Journal re-allocation process with approval of policy to convert to electronic journals whenever made necessary by budgetary considerations, materials budgets of both libraries, web and electronic services of libraries- with recommendation that libraries continue work to increase ease of use by faculty and students while at the same time remain dedicated to the acquisition of knowledge as well as the dissemination of information. The Committee also encouraged Joyner libraries redefining of the library liaison to include information exchange between faculty and libraries administration and staff. Next year, the Committee will discuss how to best promote the Library liaison program, work to improve future survey recommendations, act on suggestions for improvements from SACS, improve related web sites, including addition of joint online catalog search of all constituent libraries. The Committee will also continue its review of library services including liaison visits to all departments at a faculty meeting and materials budgets for both libraries.

Research/Creative Activity Grants Committee

Chair: Randy Parker (Economics)

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

Student Academic Appellate Committee

Chair: Tom Durham (Psychology)

The Committee reviewed the Committee charge, became familiar with University policies and procedures relevant to the committee's areas of responsibilities, successfully integrated the functions of four predecessor committees, heard and decided appeals in a timely fashion, denied several course drop appeals in which the request was made after the end of the semester in which the course was retaken or was requested for a non-qualifying course, denied 21 grade replacement appeals, one financial aid appeal, and 63 readmission appeals, granted one grade replacement appeal, 23 readmission appeals, and one request to allow the transfer of nine credit hours by exception as transferring from a senior institution, adopted a temporary policy, effective Fall Semester, 2001, that a grade replacement appeal based on late submission of a grade replacement request would be approved, if the request was made within the same semester that the student was taking the course (i.e., on or before the last day of classes for the semester). The Committee also directed the Dean of Undergraduate Studies to apply the policy retroactively to grade replacement appeals rulings made by the committee at its October meeting and recommended to ITCS that the online registration program be modified so that students can complete a request for a grade replacement during online registration, thus eliminating the need to turn in a paper form. At this time, the Committee does not have any business carried over.

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 investigate allocation of scholarship funds by the ECU bookstore's scholarship program, allocation of athletic scholarships, allocation of graduate fellowships/assistantships and investigate how the committee can help in attracting merit scholars.

Teaching Grants Committee

Chair: Lessi Bass (Social Work and Criminal Justice Studies)

The Committee evaluated 27 proposals and recommended 14 for funding. The top 11 proposals were funded by the Interim VC for Academic Affairs. The Interim VC indicated that limited resources prevented the funding of all 14 proposals. The Committee also presented a report to the Faculty Senate recommending 3 changes to the Teaching Grants application. At this time, the Committee does not have any business carried over.

Unit Code Screening Committee

Chair: Ralph Scott (Academic Library Services)

The Committee reviewed and presented to the Faculty Senate revisions to the School of Medicine and the Department of Geography's Unit Code of Operations. At this time, the Committee does not have any business carried over.

University Budget Committee

Chair: Rick Niswander (Business)

The Committee held meetings (and 2 open forums) during the summer to provide input to the Chancellor and other administrative officers concerning the faculty's position on budgetary issues. The Committee provided a report to the Chancellor which set forth a general statement of priorities and specific recommendations pertaining to budgetary items. The Committee chair provided an oral report to the Faculty Senate on September 4, 2001, November 13, 2001, and February 26, 2002, with updates on the status of the University budget and related committee activities. Next year, the Committee will discuss the specifics of athletics funding.

University Curriculum Committee

Chair: Dale Knickerbocker (Foreign Languages and Literatures)

The Committee acted on proposed revisions to undergraduate curriculum, revised submissions process, combined UCC's independent website with Senate-maintained UCC website, rewrote informational materials on web site and added General Education guidelines, made editorial revisions to course proposal form, investigated use of a web-based proposal form. Next year, the Committee will work to strengthen the relationship between student and program assessment and curricular review, investigate ways to ensure that units affected by course proposals are notified, revise submissions process and/or course proposal form to make more user-friendly, clarify process of approval for General Education credit, elucidate format for electronic submission of catalogue copy, continue to work on a HTML version of the course proposal and create an orientation for new committee members.

SECTION V. 2001/2002 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 prepared a report of past grievances and time for processing grievances for the Faculty Senate. The Committee also formalized the process of requesting information prior to a hearing. Four additional grievances are pending in either Steps 1, 2, or 3 as defined in Appendix Y of the *ECU Faculty Manual*. Next year, the Committee will continue work on revising Appendix Y. of the *ECU Faculty Manual*.

Grievance Board

Chair: Charles Hodson (Medicine)

The Committee held one formal hearing (June 2002), with a report of the committee's findings forwarded to the Chancellor.

Hearing Committee

Chair: Belinda Lee (Nursing)

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

Reconsideration Committee

Chair: Paul Gemperline (Chemistry)

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

SECTION VI. PREVIEW OF THE 2002/2003 FACULTY SENATE

We will continue studying the expanded definition of scholarship and the community of scholars. The next step in this study is to appoint a task force consisting of faculty members and administrators to see how to adapt an expanded definition of scholarship to fit the mission of ECU.

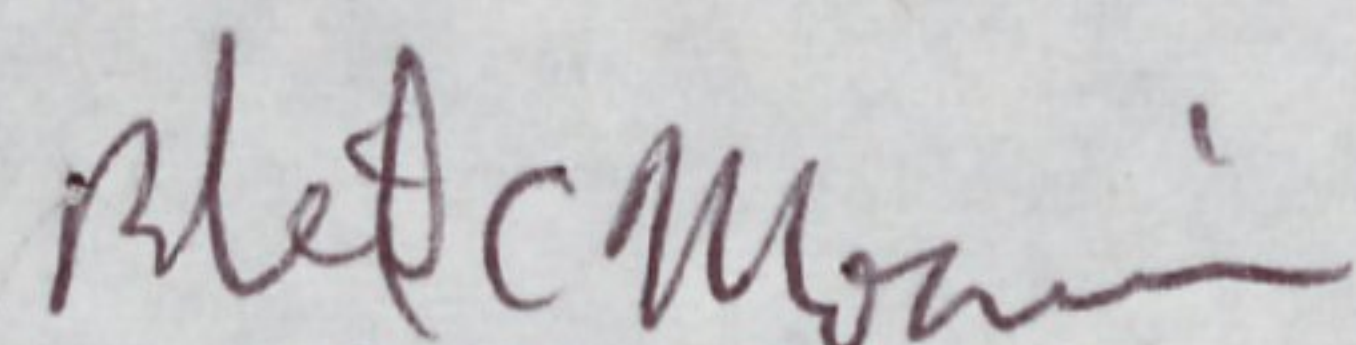
The UNC Non-tenure Track Faculty Committee submitted a report to the Board of Governors and they have asked the Office of the President to begin implementing the report recommendations on the constituent institutions. Among other recommendations the committee recommended more multi-year contracts after a probationary period and sequential ranks with a title such as senior lecturer for an advanced rank. This report will require action by ECU administration as well as the Faculty Governance Committee and the Faculty Senate.

As the university changes some programs will move from one school to another. More moves are expected during the coming year. The Faculty Governance Committee will be asked to re-examine Appendix L to see whether our current process for approving such moves is appropriate.

We will continue with the revision of the Faculty Manual Part V on Curriculum Development. The Academic Standards committee will examine General Education requirements for undergraduates.

We need to re-examine our grievances to determine how to resolve the different conclusions reached by faculty committees and administrative officers. Recent differences in conclusions by faculty committees and administrative officials have shown that the process is not satisfactory.

The Information Resources Coordinating Council is restructuring to streamline the approval process of university policy on information technology. The approval process has been particularly cumbersome for issues that needed to go through the Faculty Senate. The streamlined process will require some changes in the charge to the Faculty Information Technology Committee.



Robert C. Morrison
Chair of the Faculty
Department of Chemistry

Email transmission of this report forwarded to:

- 2001/2002 Faculty Senators/Alternates
- 2002/2003 Faculty Senators/Alternates
- Chancellor, Provost/ VC for Academic Affairs, VC for Health Sciences, VC for Research, Economic Development and Community Engagement and VC for Administration and Finance.
- Archives, Joyner Library
- Members of the Committee on Committees

The full report is available on the [Faculty Senate website](#).