

**EAST CAROLINA UNIVERSITY
2002-2003 FACULTY SENATE**

The second regular meeting of the 2002-2003 Faculty Senate will be held on **Tuesday, October 1, 2002**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
September 3, 2002
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. William Muse, Chancellor
 - D. Vice Chancellor's Report
 - E. Bob Morrison, Chair of the Faculty
 - F. Ralph Scott, Faculty Assembly Delegate
Faculty Assembly Meeting of September 20, 2002
 - G. Gary Lowe, Associate Vice Chancellor for Academic Affairs and Director of Enrollment Management
Breakdown of Fall undergraduate admissions
 - H. Question Period
- IV. **Unfinished Business**
- V. **Report of Committees**
 - A. University Curriculum Committee, Dale Knickerbocker
Curriculum matters contained in the minutes of September 12, 2002.
 - B. Academic Standards Committee, John Tilley
Revised Policy for Distance Education Class Evaluations (attachment 1).
 - C. Admission and Retention Policies Committee, Jan Tovey
Proposed revision to the *ECU Undergraduate Catalog*, Section 5, subsection: Grade Replacement Policy (attachment 2).
 - D. Committee on Committees, Henry Ferrell
 - 1. Nomination for vacancy on the Appellate Due Process Committee (attachment 3).
 - 2. Revision to the Educational Policies and Planning Committee Charge (attachment 4).
 - E. Faculty Governance Committee, Mary Glascoff
Revision to the *ECU Faculty Manual*, Part V. Subsection I.N. Posting Grades (attachment 5).
 - F. Faculty Grievance Committee, Gene Hughes
Overview of 2001-2002 Committee Activities (attachment 6).
 - G. Unit Code Screening Committee, Ralph Scott
Revised School of Allied Health Sciences' Unit Code of Operation
- VI. **New Business**

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Attachment 1.

ACADEMIC STANDARDS COMMITTEE REPORT

Revised University Policy for Distance Education Class Evaluations

Revise University Policy to read as follows:

"All student evaluations of instructors in distance education classes are to be submitted by the Monday following the last full week of classes in a given semester (i.e. no extension of deadlines following the completion of courses). To increase student response rates, the office of Planning and Institutional Research will send a reminder e-mail to all students enrolled in distance education classes one week prior to the deadline."

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ADMISSION AND RETENTION POLICIES COMMITTEE REPORT

Proposed Revision to the *ECU Undergraduate Catalog*

Revise Section 5: Academic Regulations, subsection Grade Replacement Policy changing the "must" to "should" as follows:

To replace a grade, the student **should** request a grade replacement on the online registration form, the schedule change form, or the grade replacement form To implement the policy, the form **should** be submitted no later than the last day of classes of the semester in which the student retakes the course

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COMMITTEE ON COMMITTEES REPORT

Nomination for vacancy on the Appellate Due Process Committee

Nominees:

Patricia Anderson (Education) for the 2005 regular member term
and David Pravica (Mathematics) for the unexpired 2003 alternate member term

Due Process Committee Regular Members:

Ralph Scott, Academic Library Services
Dan Schisler, Business
Rick Taylor, English
Greg Lapicki, Physics

Due Process Committee Alternate Members:

Patricia Anderson, Education
James Smith, Business
Dorothea Handron, Nursing
Jeanette Dolezal, Medicine
Thomas Allen, Communication and Broadcasting

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COMMITTEE ON COMMITTEES REPORT

Revision to the Educational Policies and Planning Committee Charge

Delete the "Vice Chancellor for Research or an appointed representative" from the committee roster, keeping the remaining committee charge text intact.

2. Membership:
7 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.

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FACULTY GOVERNANCE COMMITTEE REPORT

Revision to the *ECU Faculty Manual*, Part V. Subsection I.N. Posting Grades

At the request of the University Attorney, the following text is being revised. The intention behind the revision is to clarify that grades should not be posted by social security number.

Revised the *ECU Faculty Manual*, Part V. Academic Information, Section I.N. Posting Grades to read as follows.
(Additions are noted in **bold** print and deletions by ~~strike through~~)

"As soon as they are determined at the end of each semester or summer term, grades are posted electronically. ~~by the Registrar and a report of grades is sent to the student at his or her permanent home address. Students may also secure their grades using the automated voice response system and via the World Wide Web, using their pin numbers.~~ **via the automated voice response system (252-328-2149) using their pin number, and via the OneStop (<http://onestop.ecu.edu>) using their exchange userid and password.** In compliance with the Family Educational Rights and Privacy Act, **faculty are not allowed to post grades by Social Security Number, any sequential part thereof, or any other personally identifiable characteristic.** Upon receipt of a **written request to the Office of the Registrar, a report of grades is sent to the student at his or her permanent home address.** Questions about final examination grades should be directed to the instructor who determined the grade. "

FACULTY GRIEVANCE COMMITTEE REPORT
Overview of 2001-2002 Committee Activities

1. On grievances initiated during the last academic year (2001-2002), 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)? one
 - 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? none
 - 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)? one
 - c. Of this number, how many reports were subsequently submitted by the committee to the Chancellor? one

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:
Step I. evaluation and Step II. assignment
 - b. for grievances in each category, the following information:
 - 1) the number of Petition for Redress submitted (same as 1.c. above):
Step I. one and Step II. two
 - 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? none

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