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

The fifth regular meeting of the 2002/2003 Faculty Senate will be held on
Tuesday, January 28, 2003, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

December 3, 2002

III. Special Order of the Day

- A. Roll Call
- B. Announcements
- C. William Muse, Chancellor
Report on employment category of all faculty
- D. Vice Chancellor's Report
- E. Bob Morrison, Chair of the Faculty
- F. Bertus Ferreira, Interim Director of International Programs
- G. Question Period

IV. Unfinished Business

V. Report of Committees

- A. University Curriculum Committee, Dale Knickerbocker
Curriculum matters contained in the minutes of the January 9, 2003, meeting.
- B. Academic Standards Committee, John Tilley
 - 1. Progress Report on the Review of the University's General Education Course Goals and Objectives (attachment 1).
 - 2. Proposed Revisions to the University Policy for Distance Education Class Evaluations (attachment 2).
- C. Committee on Committees, Henry Ferrell
 - 1. Second Reading of a Revised Faculty Information Technology Committee Charge (attachment 3).
 - 2. Nominees for three delegates and one alternate to the UNC Faculty Assembly Delegation (attachment 4).
- D. Educational Policies and Planning Committee, Bob Morrison
Request for Authorization to Plan a Ph.D. in Physical Therapy
(A copy of this request may be obtained from Rita Reaves in the office of Academic Affairs.)
- E. Faculty Governance Committee, Dee Dee Glascoff
 - 1. Proposed Policy on the Custody, Retention, Transfer and Access to Research Data and Records (attachment 5).
 - 2. Proposed revision to the *ECU Faculty Manual*, Appendix L. Section F. Quadrennial Unit Administrator Evaluation (attachment 6).
 - 3. Proposed revision to the *ECU Faculty Manual*, Part V., Subsection I.M. Orientation of Courses (attachment 7).

VI. New Business

ACADEMIC STANDARDS COMMITTEE REPORT

Review of the University's General Education Course Goals and Objectives

In a memorandum dated April 9, 2002, the Chair of the Faculty asked the Academic Standards Committee to undertake a comprehensive review of the University's General Education Goals and Objectives. The Chair of the Faculty requested that the Committee deliver a progress report at the January, 2003 meeting of the Faculty Senate, and a final report at the Senate meeting of January, 2004. The Academic Standards Committee has drafted the following language summarizing the philosophy behind, and purposes of, general education. This document is not being presented for a vote at this time, but rather as a component of the progress report.

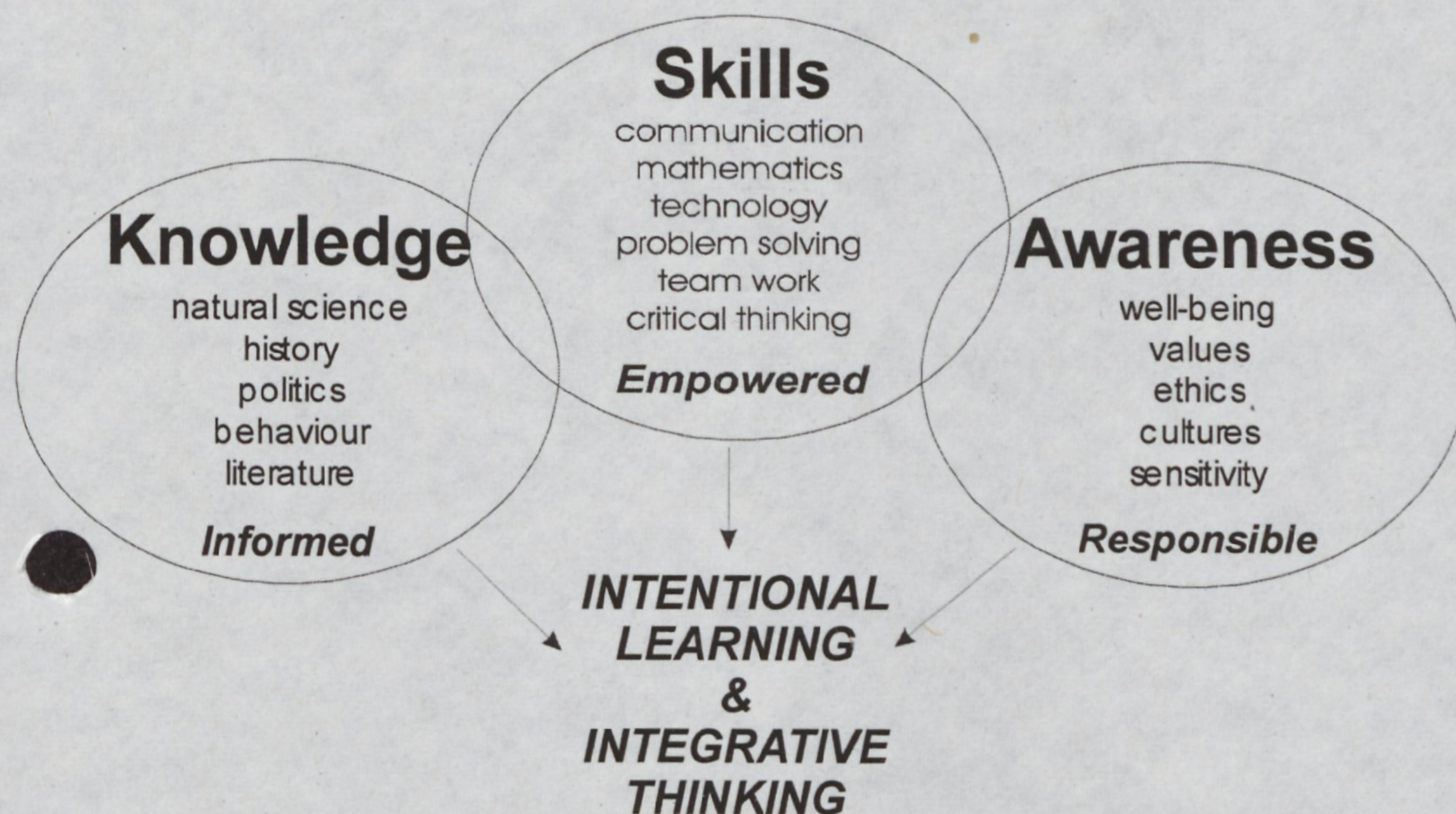
The Foundations Curriculum

Graduation from East Carolina University requires successful completion of both the Foundations Curriculum, which is required of all students receiving baccalaureate degrees, and the specific requirements of the student's degree program.

Philosophy of the Foundations Curriculum

The Foundations Curriculum is based on the faculty's belief that a liberal education is the best way to prepare students for personal success and responsible action in our increasingly global and diverse world. The curriculum helps students become *intentional learners* and *integrative thinkers* who can adapt to new environments, integrate knowledge from different sources, and continue learning throughout life. It liberates and opens the mind in preparation for a successful college experience, a fulfilling life, a rewarding career, and participation in a just and democratic society.

The Foundations Curriculum complements specialized studies in the major and provides a broad context for exploring both personal and career choices. Our overarching goal is to produce *empowered, informed, and responsible* learners. Courses within the Foundations Curriculum *empower* students with communication, quantitative, technological, and critical thinking skills; *inform* students with knowledge of science, history, the arts, human behavior, and culture; and challenge students to high standards of both personal and civic *responsibility* by increasing personal, cultural, and ethical awareness. Through this curriculum, students have the opportunity to grapple with complicated, important issues and to discover that learning is complex, multifaceted, and lifelong.



ACADEMIC STANDARDS COMMITTEE REPORT

Revised University Policy for Distance Education Class Evaluations
(deletion noted in ~~strikethrough~~ and addition noted in **bold print**.)

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 **courses will receive a reminder email prior to the deadline.** ~~classes one week prior to the deadline.~~

COMMITTEE ON COMMITTEES REPORT

Second Reading of a Revised Faculty Information Technology Committee Charge
(additions are noted in **bold print**, deletions in ~~strikethrough~~)

1. Name: Faculty Information Technology **Review** Committee
2. Membership:
7 elected faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, **the Vice Chancellor for Research or an appointed representative, the Chief Information Officer or an appointed representative**, the Chair of the Faculty **or an appointed representative**, 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 of the committee may appoint such subcommittees as he or she deems necessary.
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.~~

COMMITTEE ON COMMITTEES REPORT

Revised Faculty Information Technology Committee Charge

- A. The purpose of the committee is to ensure timely, informed faculty opinion on any Information Technology action in any area of the University that may affect significantly the University's academic mission. The committee recommends policy related to the academic use of information technology. [All Information Technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University's academic mission.]
- B. The committee initiates, reviews and makes recommendations on proposals to plan, implement, revise or eliminate information technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University's academic mission.
- C. The committee shall prepare and make available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.
5. To Whom The Committee Reports:
~~The committee makes its recommendations to the Faculty Senate.~~
The committee makes recommendations to the Chief Information Officer, and reports to the Faculty Senate. At their discretion, reports are also submitted to the appropriate administrative officer(s).
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~~
The committee makes its recommendation to the appropriate university administrator. The committee reports its recommendations and other actions to the Faculty Senate
8. Standard Meeting Time:
The committee meeting time is scheduled for the second Monday of each month. **Additional meetings may be scheduled as needed.**

COMMITTEE ON COMMITTEES REPORT

Nominees for three delegates and one alternate for the UNC Faculty Assembly Delegation

Nominees

Ralph Scott	Academic Library Services
Purification Martinez	Foreign Languages
Jacinta McElligott	Medicine
Bob Morrison	Chemistry

Current UNC Faculty Assembly Delegates for East Carolina University

<u>Name</u>	<u>Academic Unit</u>	<u>Term</u>
Brenda Killingsworth	Business	2005
John Cope	Psychology	2005
Bob Morrison	Chemistry	2003*
Ralph Scott	Academic Library Svcs.	2003
David Pravica	Math	2003

*Chair of the Faculty terms begin and end with his/her term in office.

Current UNC Faculty Assembly Alternates for East Carolina University

<u>Name</u>	<u>Academic Unit</u>	<u>Term</u>
Michael Duffy	Art	2005
Mark Taggart	Music	2005
Mary Glascoff	Health & Human Perf.	2004
David Long	History	2004
Lou Everett	Nursing	2003

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Policy on the Custody, Retention, Transfer and Access to Research Data and Records
(for inclusion in the *ECU Faculty Manual*, Part VII. Research Information)

PURPOSE

The preparation and retention, of accurate and appropriate records are essential components of a credible research endeavor. East Carolina University, its faculty, its staff and its students have a common interest and a shared responsibility to assure that research data and records are recorded appropriately, archived for a reasonable length of time, and available for review by scholars and others under appropriate circumstances. Original research records are also essential to protect intellectual property rights, to answer ongoing questions regarding the management of a research program, and to address questions that may arise regarding the propriety of research conduct and methods. This policy defines the nature of research data and its associated records. It also describes the importance of good data and record keeping for obtaining and defending intellectual property rights, and the procedures to be used for the custody, retention, access, and transfer of research data and records.

This policy shall apply to all faculty, staff, and students of East Carolina University who are involved in the design, conduct and/or reporting of research at or under the auspices of East Carolina University, regardless of source of finding.

DEFINITION OF RESEARCH DATA AND RECORDS

Research data and records refers to recorded information, regardless of its form or the media on which it may be recorded, which is necessary for the reconstruction and evaluation of the reported results of a research project. Research data and records include more than just primary data (e.g., raw numbers generated by a measuring instrument; audiotapes or transcripts of survey interviews). They also include documentation or citation of a) the experimental methods for data collection, and b) the methods used for data processing and interpretation. In practice, they include, but are not limited to, the material contained in laboratory notebooks or other media such as computer disks and machine printouts. The term does not include the intellectual property generated by a research project; administrative information, such as financial data; or the tangible products of research, e.g., tissue banks, specialized tools or chemicals produced by the project. (Ownership and disposition of intellectual property or the tangible products of research are covered by other ECU policies.)

INTELLECTUAL PROPERTY ISSUES INVOLVING RESEARCH DATA AND RECORDS

Retention of maximum intellectual property rights places additional importance on the preparation and retention of research data and records. Documented research records are important in determining priority of research data, such as identifying who first conceived an invention or in defending against patent infringement. In order to protect the rights of investigators and the University to the intellectual property generated by their research programs, university technology transfer managers recommend specific record keeping and retention practices such as the use of bound laboratory notebooks. Maintaining good data records is recommended for all university laboratories, but is essential for any patentable or licensable research activity. Responsible faculty should be aware of and follow, as closely as possible, the record-keeping recommendations described in Addendum B. Section II of the OPERATIONAL PROCEDURES FOR IMPLEMENTATION OF FACULTY MANUAL PART VII, SECTION II (Regarding Inventions, Patents, and Technology Transfer) Approved October 22, 1999.
(See: <http://www.research2.ecu.edu/ott/operating.html>)

Proposed Policy on the Custody, Retention, Transfer and Access to Research Data and Records

The data management approaches above will also help defend an investigator and Ms/her work if there is an allegation of misconduct regarding this research

CUSTODY OF RESEARCH DATA AND RECORDS

By tradition, and for practical reasons, custody of original research data and records shall be with the senior investigator of a project, usually a faculty member. This senior investigator (the responsible investigator) shall insure the integrity, preservation and security of the original research data and records. Expenses of data and record preservation and security are allowable costs to sponsored programs. As an aid to scholars and other appropriate individuals who may wish to review the research data and records, they should be appropriately organized and labeled to allow the identification of specific information within the records by someone who was not involved with the original project.

In situations where the Vice Chancellor for Research, Economic Development and Community Engagement (the designated ECU Integrity Officer) has received an allegation of research misconduct per ECU policy (Faculty Manual Part VII Section VI) or when patent litigation is imminent, the University may take immediate and preemptory custody of the original research data and records relating to the allegation or the patent. In this circumstance the University shall provide needed copies of data and records to the investigator that will allow active research projects to continue.

In multi-institutional studies, contractual agreements often stipulate that the home institution of the primary study director shall have custody of original primary data from all participating institutions. In situations where ECU is not the site of the home institution and will need to transfer the original data to the institution of the study director, ECU shall retain a true copy of all data and records generated for the multi-institutional study.

Senior members of research teams have obligations to discuss the responsibilities of data management and retention with other members of the research team and to directly oversee the data and record management of the technicians, post-doctoral fellow, students, and others working under their direct supervision.

ACCESS TO RESEARCH DATA AND RECORDS

The University has the right of access to and to make copies of the data and records for all research performed at the University or under University auspices provided such access to the records shall be for reasonable cause, at reasonable times and after reasonable notice (except in cases of misconduct allegations, see below). For example, the University Medical Center Institutional Review Board and the Brody School of Medicine Compliance Office acting for the University may review records and study data of projects that use human subjects to assure compliance with human subjects protection regulations. In cases involving an allegation of research misconduct, the University through the Vice Chancellor for Research, Economic Development, and Community Engagement may request immediate, preemptory access and custody of original research records. When such records contain confidential information about human participants in research, the Vice Chancellor shall institute appropriate procedures to assure that participant confidentiality is maintained while the research records are in his custody,

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Policy on the Custody, Retention, Transfer and Access to Research Data and Records

Extramural sponsors providing support for East Carolina University or appropriate governmental officials also have the right to review the data and records resulting from that extramural support. In addition, investigators, co-investigators, students, visiting researchers, and students who are or were an integral part of a research project team have the right to review all records and data which are part of that project, or which support publications for which they are named authors. Similarly, investigators, co-investigators, students, visiting researchers, and students have a right to a copy of data that they personally generated or substantially analyzed unless prohibited by law, regulation, or contractual agreements. The responsible investigator in addition has the right to distribute to other scholars or individuals copies of any part the research records in his custody per the general practices of Ms/her field of study unless prohibited by law, regulation, or contractual agreements.

RETENTION OF RESEARCH DATA AND RECORDS

Research data and records, including the primary experimental results, should be retained for a sufficient period to allow evaluation and repetition by others of published results emanating from those data. In general, three years from the first publication date of the research results is specified as the minimum period of retention for research published in peer-reviewed journals. For sponsored research that is not published, the minimum retention period is three years from the date of the issuance of the final report to the research sponsor, unless the sponsor specifies a longer retention period. However, if an investigation, legal action or an official inquiry concerning a research project is underway, all data and records related to the project must be retained and made accessible until all issues are resolved. In addition, the records should be kept for as long as may be required to protect any patents or other intellectual property resulting from this work. If a research project is not funded with external or designated internal funds (e.g., an internal university grant), the above retention policy shall apply to these research data and records only when the project results in a publication; its data is used to support a grant or contract application; or it involves the use of animal or human subjects.

TRANSFER OF RESEARCH DATA AND RECORDS THAT SUPPORT UNIVERSITY PATENTS OR WERE FUNDED BY FEDERAL GRANTS & CONTRACTS

Due to federal regulations (OMB Circular A-110, section 53) and the need of the University to protect its patent rights, original research data and records that support university patents or were funded by federal grants and contracts must remain in the custody of the University for the required retention period as discussed above. In the event the responsible investigator transfers to another institution or leaves the University for any reason, the responsible investigator shall transfer custody of these original research data and records to the University. Exceptions to this policy are discussed at the end of this section. The responsible investigator, however, may make a copy of the data and research records for his/her personal use at a new institution unless prohibited by law, regulations or contractual agreements. Before his/her departure, the responsible investigator shall transfer custody of the original research data and records to his/her department chair or supervisor as required by this policy. These records shall be retained in the University Archives of Joyner Library per the retention paragraph above. These data and records shall be organized in a format to permit reasonable identification of specific experiments and data by individuals not involved with the original research.

The research data and records shall be used by the University only for patent litigation, misconduct inquires and investigations, or for other purposes required by federal regulations for US government funded research.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Policy on the Custody, Retention, Transfer and Access to Research Data and Records

Exceptions:

- 1) **Currently Active Federal Grants and Contracts:** If the responsible federal agency allows the transfer of an active grant or contract to the new institution of the principle investigator, and the new institution accepts the administrative responsibility for the federal award, the original research data and records may be transferred to the new institution upon the request of that institution. The University, however, shall retain a true copy of all research records produced while the research project was active and under ECU jurisdiction.
- 2) **Faculty Request for Transfer of Original Records:** Per OMB Circular A-110 section 53c, a faculty member may request authorization from the responsible federal agency to substitute true copies of the research data and records in the University Archives in place of the originals. If so authorized, the investigator may then transfer his/her original data and records to the new institution.
- 3) **Multi-Institutional Federal Grants and Contracts:** If such federal awards designate a specific institution as the depository of original data and records for a multi-institutional project, the University shall comply with this requirement. However, the University shall retain a true copy of the original records.

TRANSFER OF OTHER RESEARCH DATA AND RECORDS

In the event the responsible investigator transfers to another institution or leaves the University for any reason, the responsible investigator shall provide a true copy of his/her research data and records that have been retained less than seven years in the investigator's possession per the retention paragraph above. Before his/her departure, the responsible investigator shall provide these true copies of the research data and records to his/her department chair or supervisor. These data and records shall be organized in a format to permit reasonable identification of specific experiments by individuals not involved with the original research. These research data and records shall be used by the University only for misconduct inquiries and investigations,

RESOLUTION OF DISPUTES INVOLVING RESEARCH DATA AND RECORDS

The Vice Chancellor for Research, Economic Development, and Community Engagement or his designee shall arbitrate all disputes involving research data ownership, retention, and access. Whenever possible, the Vice Chancellor or his designee shall first attempt to mediate a resolution to the dispute acceptable to all parties. When the dispute involves faculty from the School of Medicine or the College of Arts and Sciences, the Vice Chancellor or his designee shall consult with the designated Associate Deans for Research in those units.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed Revision to the *ECU Faculty Manual*, Appendix L., Section F.
(Additions are noted in **bold** print and deletions by ~~strike through~~)

F. Quadrennial Unit Administrator Evaluation (refer to interpretation #00-13)

(http://www.ecu.edu/fsonline/FacultyManual2/Interpretations/I_00_13.htm)

1. The voting faculty of each unit shall vote on the effectiveness of the unit administrator. During ~~September~~ **March** of the unit administrator's fourth year of appointment and every fourth year thereafter¹, the voting faculty shall discuss and vote by secret ballot on the effectiveness of the unit administrator. **Please refer to the ECU Policy on Review of Administrative Officers, dated 3-18-02.**
2. Each unit will elect a Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with only one Personnel Committee, the elected chair of the Personnel Committee will serve as the Faculty Leader for the Quadrennial Unit Administrator Evaluation. For units with more than one Personnel Committee, the unit administrator will call a meeting of the chairs of the Personnel Committees during the spring semester preceding the Quadrennial Unit Administrator Evaluation. At that meeting, a voting faculty member of the unit will be nominated and elected by the chairs of the Personnel Committees within the unit to serve as the Faculty Leader for the Quadrennial Unit Evaluation.
3. The Faculty Leader of the Quadrennial Unit Administrator Evaluation will call a meeting of the voting faculty during ~~September~~ **March** of the following academic year. At that meeting, with the unit administrator absent, the faculty will discuss and vote by secret ballot on the effectiveness of the unit administrator. Absentee ballots must be made available for voting faculty members in advance of this meeting; ballots must be deposited with the Faculty Leader for the Quadrennial Unit Administrator Evaluation prior to the meeting so that those ballots may be intermingled with and then counted along with ballots of faculty members present for the meeting. It is the responsibility of the Faculty Leader for the Quadrennial Unit Administrator Evaluation to ensure that absentee ballots and all other ballots are kept secret and confidential.
4. The balloting will be conducted by the Faculty Leader for the Quadrennial Unit Administrator Evaluation, assisted by members of the Personnel Committee(s) from the unit. They shall distribute, collect, and count the ballots after adding any absentee ballots cast prior to the meeting. The unit administrator shall not vote in this procedure.
5. Before adjourning the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall announce the results of the balloting to the voting faculty members. Immediately following the meeting, the Faculty Leader for the Quadrennial Unit Administrator Evaluation shall convey to the unit administrator the results of the balloting. A copy of this correspondence shall also be submitted to the next higher administrative official by the Faculty Leader for the Quadrennial Unit Administrator Evaluation.
6. A negative vote by a majority of the voting faculty, excluding the unit administrator, shall constitute a recommendation that the unit administrator be removed. A decision to terminate an administrative officer's appointment shall be made by the Chancellor.

Footnote

¹~~Unit administrators, scheduled to be evaluated in 1996, 1997, or 1998 under the current system, will be evaluated in that year and every fourth year thereafter.~~

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed revision to the *ECU Faculty Manual*, Part V., Subsection I.M. Orientation of Courses
(Additions are noted in **bold** print and deletions by ~~strike through~~)

M. Orientation of Courses

At the opening of each semester, faculty members should provide the following information during the initial class meetings:

- **Information on the prerequisites of the course, if any, and the required class standing, that is, freshman, sophomore, etc. Students not eligible for the course should be sent to the office of the Registrar immediately.**
- **Written information about the goals and requirements of the course, the nature of the course content, and the methods of evaluation to be employed.**
- **Information on the weight of the various requirements of the course in determining the final grade.**
- **Notice that smoking is prohibited in all ECU classrooms.**
- **Notice that at the end of each semester or summer term, grades are posted electronically. Students may secure their grades via the automated voice response system using their pin number, and via the OneStop (<http://onestop4.ecu.edu/onestop>) 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.**
- **Notice that in the event of a weather emergency, information about ECU can be accessed through the following sources: campus emergency information hotline #252-328-0062 or <http://www.ecu.edu/alert>.**
- **Notice that East Carolina University seeks to fully comply with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a covered disability must go to the Department of Disability Support Services.**
- ~~The prerequisites of the course, if any, and the required class standing, that is, freshman, sophomore, etc. Students not eligible for the course should be sent to the office of the Registrar immediately.~~
- ~~The content of the course~~
- ~~The objectives of the course and the value to be derived from the course~~
- ~~The complete requirements of the course, such as textbooks, other materials required, number and nature of reports to be submitted, outside reading, notebook requirements, types of quizzes to be used, and class attendance regulations~~
- ~~The weight of the various requirements of the course in determining the final grade~~
- ~~Smoking is prohibited in all ECU classrooms~~

The first meeting of each class should consume the full time allotted by the schedule.

Faculty members are expected to have in their possession a syllabus for each course they teach. It is the responsibility of each dean and chairperson to have syllabi for all courses taught in the college, school, or department.

FACULTY SENATE ANNOUNCEMENTS

January 28, 2003

1. Weekly reports on **undergraduate admissions** are available on the Admission and Retention Policies Committee web site at: <http://www.ecu.edu/fsonline/AcademicCommittees/ad/reports.htm>.
2. Activities of the **Commission on Scholarship** are available on the Faculty Senate web site at: <http://www.ecu.edu/fsonline/CommissiononScholarship/Commission.htm>.
3. The Faculty Senate office and both the Joyner Library and Health Sciences Library have the current **2002-2003 Academic Salary Listing** on file for interested faculty.
4. Listings of the **2003-2004 Research/Creative Activity Grants and Teaching Grants** awarded for this academic year have been made available for each Senator at his or her table.
5. In order to have curriculum changes included in the **2003-2004 Undergraduate Catalog**, the Committee Chair (cucsubmissions@mail.ecu.edu) should receive any curriculum information no later than February 13, 2003. Final curriculum matters for inclusion in the catalog will be considered at the February 27, 2003, University Curriculum Committee meeting.
6. Letters concerning unit elections for the **2003-2004 Faculty Senate representation** will be mailed to unit code administrators this week. In accordance with the *ECU Faculty Manual*, Appendix A, elections are to be held during the month of February. Please call the Faculty Senate office if you have any questions.
7. The Committee on Committees has been charged to seek **volunteers to serve on the various academic, appellate, administrative, Board of Trustees, and student union committees**. The deadline for submission of a committee volunteer preference form is February 15, 2003. This year, faculty members have two ways to volunteer for service on the various standing University committees.
 - At One Stop, a faculty member signs in using his or her user name and password and after submitting that information, he or she clicks on **Faculty Committee Volunteer Form** under "Employee" section and completes the committee volunteer preference form. This information is then submitted directly to the Committee on Committees.
 - Or a faculty member may complete the volunteer preference form via the Faculty Senate web site and forward the completed form to the Faculty Senate office at facultysenate@mail.ecu.edu.
8. The Chancellor has **approved the following resolutions** from the December 3, 2002, Faculty Senate meeting:
 - 02-39 Curriculum matters contained in the minutes of October 24, 2002, and November 14, 2002, Committee meetings.
 - 02-40 New paragraph added to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, Subsection: General Requirements for Graduation.The Chancellor has **denied the following resolution** since this position has been eliminated:
 - 02-42 Revised University Athletics Committee charge to include the addition of the "Senior Associate Vice Chancellor for Academic Affairs" as an ex-officio member without vote, but with all other parliamentary privileges.The Chancellor has **approved the following resolution with modifications** as noted below:
 - 02-43 Proposed Parking Plan Resolution
 - "The proposal to provide all retired faculty with a free Zone A permit may not be consistent with maintaining an oversell ration of 1.1 in that lot. A final determination as to whether retired faculty permits will be Zone A or B will be made before the plan is implemented. Additionally, it is not clear that a public transportation system that merges the Student Transit System with the City of Greenville is in the best interest of our students or the University; further analysis and consideration will be needed before a final decision is made."
9. Thanks to Professors Nancy House (Art) and Joe Ciechalski (Education), both Faculty Senate Alternates, for agreeing to serve as **Tellers** today.
10. The ECU-Dowdy Student Store and the Medical Bookstore are coordinating the **cap, gown, and hood rentals** for Founder's Day. The deadline for ordering regalia for the March 27th Founder's Day event is Monday, February 3, 2003. Any orders received after February 3rd will require an additional \$10 late fee from the rental company. Rental prices are as follows: Bachelor's cap & gown \$13.50 (plus tax) / Bachelor's hood \$13.50 (plus tax); Master's cap & gown \$14.50 (plus tax) / Master's hood \$14.50 (plus tax); Doctoral cap & gown \$15.50 (plus tax) / Doctoral hood \$15.50 (plus tax) Any faculty or staff member wishing to order academic regalia for ECU Founder's Day should complete an order form at ECU Dowdy Student Store in the Wright Building or Medical Bookstore in Brody 1S-04. Please call 328-6731 with questions.
11. **Speaking privileges** have been granted to members of the Academic Standards Committee.