



Office of the Chancellor

East Carolina University  
105 Spilman Building • Greenville, NC 27858-4353  
252-328-6212 office • 252-328-4155 fax  
www.ecu.edu

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**MEMORANDUM**

TO: Dr. Robert Morrison  
Chair, Faculty Senate

FROM: Chancellor William V. Muse *W. Muse*

DATE: February 19, 2003

RE: January Resolutions

I am hereby approving the resolutions recommended by the Faculty Senate as presented in your letter to me dated January 30, 2003:

- ✓ 03-01 Curriculum matters contained in the minutes of the January 9, 2003 Committee meeting.
- ✓ 03-02 Revision to the University "Policy for Distance Education Class Evaluation" as follows:  

All student evaluations of instruction 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, all students enrolled in distance education courses will receive a reminder email prior to the deadline.
- ✓ 03-04 "Policy on the Custody, Retention, Transfer and Access to Research Date and Records."
- ✓ 03-05 Revision to the ECU *Faculty Manual*, "Appendix L., Section F. Quadrennial Unit Administrator Evaluation."

If you have any questions about these modifications or exceptions, please let me know.

WVM/c

January 30, 2003

Chancellor William Muse  
East Carolina University  
Spilman Building

Dear Dr. Muse:

On January 28, 2003, the Faculty Senate adopted the following resolutions for your consideration.

- 03-01 Curriculum matters contained in the minutes of the January 9, 2003, Committee meeting.
- 03-02 Revise University Policy for Distance Education Class Evaluations 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, all students enrolled in distance education courses will receive a reminder email prior to the deadline."
- 03-04 Policy on the Custody, Retention, Transfer and Access to Research Data and Records.
- 03-05 Revision to the *ECU Faculty Manual*, Appendix L., Section F. Quadrennial Unit Administrator Evaluation.

In addition, the Faculty Senate approved the following resolution that does not require your approval.

- 03-03 Revised Faculty Information Technology Review Committee charge.

Thank you for your consideration of the above mentioned resolutions.

Sincerely,

Bob Morrison  
Chair of the Faculty

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c: distributed via email:  
Faculty Officers  
William Swart, Provost  
Michael Lewis, Vice Chancellor for Health Sciences  
Tom Feldbush, Vice Chancellor for Research, Economic Development  
and Community Engagement

I recommend  
approval  
Bill S

(OK)