

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

The sixth regular meeting of the 2002/2003 Faculty Senate will be held on
Tuesday, February 25, 2003, at 2:10 in the **Mendenhall Student Center Great Room**.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

January 28, 2003

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. Brenda Killingsworth, Faculty Assembly Delegate
Report on Faculty Assembly meeting of February 21, 2003
- G. Taffye Benson-Clayton, Equal Employment Opportunity Officer
University Policies on Diversity
- H. Election of Faculty Officers Nominating Committee
According to *ECU Faculty Manual*, Appendix A, Section VII.
- I. Question Period

IV. Unfinished Business

- A. Committee on Committees, Henry Ferrell
Election of one alternate to the UNC Faculty Assembly (attachment 1).
- B. Faculty Governance Committee, Mary Glascoff
Proposed revision to the *ECU Faculty Manual*, Part V., Subsection I.M. Orientation of Courses
(attachment 2).

V. Report of Committees

- A. University Curriculum Committee, Dale Knickerbocker
 - 1. Curriculum matters contained in the minutes of the February 13, 2003, Committee Meeting.
 - 2. Revised Course Banking and Unbanking Form (attachment 3).
 - 3. Revised Guidelines for Writing Course Descriptions (attachment 4).
 - 4. Revised Guidelines for Developing and Revising Courses (attachment 5).
 - 5. Revised Guidelines for Developing and Revising Degree Requirements (attachment 6).
 - 6. Revised Course Submission Procedures (attachment 7).
 - 7. Revised Course Proposal Form (attachment 8).
- B. Calendar Committee, Charles Calhoun
 - 1. Overview of Committee's report (attachment 9).
 - 2. Revised Spring 2004 University Calendar (attachment 10).
 - 3. Revised Guidelines for Setting University Calendars (attachment 11).
 - 4. Revised Guidelines for Scheduling Lecture and Discussion Classes (attachment 12).
 - 5. Proposed Guidelines for Scheduling 11-Week Summer Session Courses (attachment 13).
 - 6. 11-Week Summer Session Calendar Internal Guidelines Format (for information only) (attachment 14).
 - 7. Proposed 11-Week Summer Session University Calendar (attachment 15).
 - 8. Proposed 2004-2005 University Calendar (attachment 16).
- C. Committee on Committees, Henry Ferrell
 - Proposed revision to the Faculty Governance Committee Charge (attachment 17).
- D. Faculty Governance Committee, Dee Dee Glascoff
 - 1. Proposed revision to the *ECU Faculty Manual*, Part VI. Subsection I.A. Appointment (attachment 18).
 - 2. Proposed addition to the *ECU Faculty Manual*, Part VI. Subsection I.I. Salary Policies (attachment 19).

VI. New Business

COMMITTEE ON COMMITTEES REPORT

Nominees for one alternate for the UNC Faculty Assembly Delegation

Nominees:

Jacinta McElligott	Medicine
James Holloway	Business

Current UNC Faculty Assembly Delegates for East Carolina University

<u>Name</u>	<u>Academic Unit</u>	<u>Term</u>
David Pravica	Math	2003
Brenda Killingsworth	Business	2005
John Cope	Psychology	2005
Bob Morrison	Chemistry	2006
Ralph Scott	Academic Library Svcs.	2006
Purificacion Martinez	Foreign Languages	2006

Current UNC Faculty Assembly Alternates for East Carolina University

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

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 system (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.**
- **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 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 Agenda
February 25, 2003
Attachment 3.

UNIVERSITY CURRICULUM COMMITTEE REPORT
Revised Course Banking and Unbanking Form

Requests for course deletion may be submitted to appropriate committee(s) by memorandum.

Undergraduate Courses (1000-4999) should be submitted to the University Curriculum Committee.
Graduate Courses (5000 and above) should be submitted to the Graduate Curriculum Committee.

Guidelines for Submission may be accessed via the web at:
www.ecu.edu/fsonline/AcademicCommittees/cu/coursesubmission.htm
www.research2.ecu.edu/grad/gcc2001/default.htm
www.aa.ecu.edu/apd/forms.html

Date: _____

Course (prefix and number) _____

Proposal is to

Bank a Course _____

(Complete sections I & III)

*Unbank a Course _____

(Complete sections II & III)

**If a course is being unbanked and revised, please submit on a course proposal form.*

Note for Undergraduate Courses: Writing Intensive Guideline: A course that is designated as writing intensive, loses that designation when banked. When the course is unbanked, it must be submitted to Writing Across the Curriculum for reconsideration of the writing intensive designation.

I. BANK

A. Course Prefix, Number, title, credit hours:

Course Placement in Current Catalog(s):

Page number on which the course currently appears in the catalog(s):

Undergraduate Page # _____ Graduate Page # _____

II. UNBANK

A. Proposed Course Description As It Is To Appear In the Catalog:

Is there any change in the course description (other than adding semester(s) of offering and WI info for undergraduate courses) from the last catalog in which it was printed?

Yes* _____ No _____

**Revisions necessitate the completion of a course proposal form.*

For all courses include Prefix, Number, Title, S.H. Credit

For 1000-4000 courses if applicable, include

General Education credit (GE: __ [EN; EX; FA, HL, HU; MA, SC, or SO])

Writing Intensive Credit (WI all sections; WI* some sections); Semester(s) of offering;

For all courses if applicable, include Formerly and Same As Statements; Prerequisites; Lecture and lab/practicum hours; and other relevant information

For all courses include the description.

Course Placement:

Page number on which the copy is to appear in the catalog(s):

Undergraduate Page # _____ Graduate Page # _____

B. Syllabus:

III. STATEMENTS OF SUPPORT/SIGNATURES

(Provide one copy of the proposal with the required, original signatures to the chair of the University Curriculum Committee [1000-4999 courses] or to the Office of the Vice Chancellor for Research and Graduate Studies [5000-level and above].)

- A. Interdisciplinary Action/Overlapping or Duplication of Courses and Coordination with the Affected Units or Programs:

Not Applicable _____ Applicable* _____

*If applicable, please clarify below, indicating affected units and courses. Provide to the chair(s) of the curriculum committee(s) documentation of notification to and response from those units affected.

- B. Degree(s) and or Course(s), if any, for which this course is required or prerequisite and any changes in the credit hours required for completion of degree caused by the banking/unbanking/deleting of this course (A list of the courses and/or degrees may be obtained by searching the course database at <http://www.aa.ecu.edu/apd>. Include page number on which the degree(s)/course(s) appear in the current catalog):

Degree(s)/Course(s)	Appropriate Catalog Page	Changes in Degree Hours
_____	_____	_____
_____	_____	_____

- C. Academic Unit:

Date of departmental, unit, or program action: _____

Approved _____

Not Approved _____

Not Applicable _____

Other* _____

*If other, please explain:

Unit Head's Signature: _____

Official Title: _____

Date: _____

- D. College or School Curriculum Committee (if applicable):

Indicate College or School: _____

Approved _____

Not Approved _____

Not Applicable _____

Not Yet Acted Upon _____

Date: _____

- E. Council for Teacher Education (for courses listed in teacher preparation programs and academic concentrations):

Date of Council action: _____

Approved _____

Not Approved _____

Not Applicable _____

Not Yet Acted Upon _____

F. University Curriculum Committee:

Date of UCC action: _____
Approved _____
Not Approved _____
Not Applicable _____
Not Yet Acted Upon _____

G. Graduate Curriculum Committee:

Date of GCC action: _____
Approved _____
Not Approved _____
Not Applicable _____
Not Yet Acted Upon _____

Submission of forms, proposals, and memoranda of request are to be submitted electronically via e-mail as designated below for each committee. The e-mail should include the following:

a file containing the memorandum of request, outlining the requested action;
files of any other required documentation as requested in the forms or guidelines; and
files with the appropriate forms, when forms are required.

University Curriculum Committee (1000-4999 Courses):

E-mail should be sent to the University Curriculum Committee at cuc@mail.ecu.edu at least two weeks in advance of the meeting at which the request will be considered by the committee. The e-mail should include the information specified above. A hard copy of the documents, containing signatures where appropriate, should be delivered to the chair of the UCC immediately thereafter. (Current UCC Chair is Dale Knickerbocker, Foreign Languages and Literatures)

Graduate Curriculum Committee (5000-Level and Above Courses):

E-mail should be sent to the Graduate Curriculum Committee at gcc@mail.ecu.edu at least two weeks in advance of the meeting at which the request will be considered by the committee. The e-mail should include the information specified above. A hard copy of the documents, containing signatures where appropriate, should be delivered to the chair of the GCC immediately thereafter. (Current GCC Chair is Paul Tschetter, Graduate School)

Check with your individual college or school concerning distribution to the college or school curriculum committee.

Proposal prepared by:

Name/Signature: _____

Title/Department/Office Address: _____

Telephone/E-Mail: _____

UNIVERSITY CURRICULUM COMMITTEE REPORT
Revised Guidelines for Writing Course Descriptions

Course descriptions should be developed in the following order and inserted in the appropriate area of the course proposal form based on this guide. This outline indicates the information to be included for each component of the course description, along with suggested wording for some areas.

At the end of each subsection, an example is given for the respective stage of development. The example contains all elements covered at that stage of the process.

(Items 1-4 are required for all courses.)

1. Prefix: Always include the prefix of the course when submitting the course through university committees for approval. *(Special note for Schools of Art and Music: Since all courses in the school carry the ART or MUSC prefix, respectively, please indicate the concentration area under which the course is to be listed. If the course is cross-listed under more than one concentration area, please indicate both areas. The concentration area(s) may be indicated in parenthesis immediately following the course prefix, before the course number.)*

2. Number: Include course number as approved by the registrar's office. If a course and a lab will typically be taken together, these may be combined into one course listing and submitted on the same form. However, if the lab might be taken with another course on a regular basis, a separate listing for the lab might be preferred.

3. Title: The course title should reflect the overall intent of the course and should be submitted as desired for listing in the registrar's office.

4. Semester Hour Credit: Indicate the number of s.h. credit for the course by placing the Arabic numeral in parenthesis. If the course listing consists of more than one course number enter the s.h. credit for each course in respective order.

Example: ABCD 1234, 8765. Ancient Art and Laboratory (3,1)

(Items 5-9, if applicable. Items 5., 6., and 7. are not applicable to 5000-level and above graduate courses.)

5. General Education Credit: (Not applicable to 5000 level and above courses.) If the course carries general education credit, please insert that designation in the course description using the following key. If the course may count in more than one area (such as logic counting for math or humanities), please use both abbreviations (e.g., (GE:HU or MA)). If a higher-level course may count toward general education requirement, but the number of hours required in prerequisites for the higher-level course meet the general education requirement for the area, the general education designator is usually not included on the higher-level course.

(GE: EN) English	(GE:HL) Health	(GE:SC) Science
(GE:EX) Exercise and Sport Science	(GE:HU) Humanities	(GE:SO) Social Science
(GE:FA) Fine Arts	(GE:MA) Mathematics	

(*If the course prefix normally carries general education credit, but this particular course does not, please see Other Info, below.)

6. Writing Intensive Credit: (Not applicable to 5000 level and above courses.) Courses may be submitted to the University Curriculum Committee with the designation that they are writing intensive. Use (WI) to indicate that all sections of the courses will be taught as writing intensive and (WI*) to indicate that some of the sections will be taught as writing intensive. *However, it is important to note that the course will not be recorded as writing intensive in the registrar's office or in the university catalog, until it receives writing intensive credit from the Writing Across the Curriculum Committee (WAC). Once WAC has approved the course, the registrar's office and the Office of the Vice Chancellor for Academic Affairs will note the credit in the respective files.*

7. Terms: The terms during which a course may be offered should be included in parenthesis, using the following key. This information is optional and may be updated on a yearly basis prior to catalog publication.

F = Fall Semester	If the course is offered in even or odd numbered years only, include the following abbreviation with the semester abbreviation, separated by a hyphen. OY = Odd Year; EY = Even Year Example: (F-EY, S-OY)	If the course is offered only occasionally, include the semester abbreviation followed by the last two digits of the year in which it will be offered. Example: (F01, S02)
S = Spring Semester		
SS = Summer Session		

8. Formerly: If a course is being renumbered, include in parenthesis the previous course prefix and number (e.g., (Formerly ABCD 1204.))

9. Same As: If a course is cross-listed in the catalog under another prefix and the same or a different number, include in parenthesis the other listings of the course.

Example: ABCD (Art History) 1234, 8765. Ancient Art and Laboratory (3,1) (GE:HU) (WI*) (F,S02,SS) (Formerly ABCD 4321, 5678.) (Same as KLMN 1234, 8765.)

(Items 10 and 11, if applicable.)

10. Other Info: There is a vast amount of information that might be included at this point in the course. In the example that follows at the end of this subsection, not all of the following items will appear; however, if more than one of the areas below is to be included in the course description, they should appear in the order that follows:

May be taken concurrently. (If more than one course is listed.)

3 lecture and 2 lab hours per week. (This wording may be used for lectures, labs, field placement and internship hours.)

Not open to CHEM majors or minors. (Use prefix for appropriate major or minor if the prefix clearly indicates the title of the major degree program or minor.)

Conferences with program director may be required.

May be repeated for a maximum of 6 s.h. (This means that a 3 s.h. course may be taken twice for credit and that if the course is repeated beyond this that no credit will be given.) If course may only be repeated with change of content, the wording should be:

May be repeated with change of topic for a maximum of 6 s.h

May count toward either the SOCI major or minor or general education social sciences requirement. (May use prefix for minor if the prefix clearly indicates the title of the minor.)

*May not count toward general education humanities requirement. (Insert appropriate general education area from list, above.)

May not count toward BIOL major or minor. (Use prefix for appropriate major or minor if the prefix clearly indicates the title of the major degree program or minor.)

May receive credit for only one of MATH 1065, 1066.

Students taking this class will normally be expected to provide personal transportation to the field site.

No previous knowledge of French required.

Taught in German.

If there is information to be entered in this field that is not covered above, please submit concise wording at this point.

11. Prerequisites: (SPECIAL NOTE REGARDING 5000-LEVEL COURSE PREREQUISITES: Five-thousand-level (5000-5999) courses are graduate courses. Undergraduate students may be admitted with the written permission of the chairperson of the department or the dean of the school in which the course is offered. Prerequisites for 5000-level courses should indicate that consent [of the appropriate individual] is required for undergraduate students. [There are other courses at other levels which may require consent.] This policy compels the submission of 5000-level course proposals to both the University and Graduate Curriculum Committees; there should be no deviation in course proposals submitted to both committees for the same course.)

Abbreviations to indicate course prerequisites, corequisites, etc., should be indicated in the order that follows.

P: = Prerequisites

RP: = Recommended Prerequisites

P/C: = Prerequisites or Corequisites

RP/C: = Recommended Prerequisites or Corequisites

C: = Corequisites

RC: = Recommended Corequisites

Pre/corequisites should be listed, as applicable, in the alphabetical and numerical order by prefix and number as follows. The semicolon between prerequisites indicates "and," unless followed by the word "or." When granting consent by the departmental chairperson, use the abbreviation dept chair.

P: JUST major; junior standing; minimum 3.0 cumulative GPA; ASLS 2020; BIOL 1030; 1080, 1081; or 1100, 1101; PHIL 1500; PSYC 3206; or consent of program director.

Explanation: ASLS 2020 is required.

BIOL 1030 is required.

BIOL 1080 and 1081 or BIOL 1100 and 1101 are required.

PHIL 1500 is required.

PSYC 3206 is required.**

Or consent of program director (indicates that all prerequisites may be waived if the program director desires to grant enrollment in the course without the listed prerequisites. If written as PSYC 3206 or consent of program director, the program director could waive only the PSYC 3206 requirement.)

****Special Note Regarding the Listing of Courses as Prerequisites:**

In the example given above, there is actually a hidden prerequisite. The criminal justice faculty also require a prerequisite of PSYC 1000 or 1060; however, since PSYC 3206 requires a prerequisite of PSYC 1000 or 1060, this requirement does not need to be included as a part of the prerequisite for the course under development.

Example: ABCD (Art History) 1234, 8765. Ancient Art and Laboratory (3,1) (GE:HU) (WI*) (F,S02,SS) (Formerly ABCD 4321, 5678.) (Same as KLMN 1234, 8765.) 3 lecture and 2 lab hours per week. May not count toward general education humanities requirement. P: JUST major; junior standing; minimum 3.0 cumulative GPA; ASLS 2020; BIOL 1030; 1080, 1081; or 1100, 1101; PHIL 1500; PSYC 3206; or consent of program director; RC: ABCD 4567.

(Item 12 is required for most courses.)

12. Content Description: In an attempt to standardize the wording of course descriptions, please use the following example for revising existing course descriptions and for writing new course descriptions. Do not repeat the course title as the opening words of the course description. There is no specified maximum number of words that can be used in a course description. The description should be concise but should not be so cryptic as to distort the intent of the course. Several examples are given for your consideration. In each, the space required for the description has been reduced significantly.

Example 1. Revision of BIOS 1500:

Description as Previously Written:

1500. Introduction to Biostatistics (3) (F) (S) P: MATH 1065 or equivalent or consent of instructor. Introduction to the application of statistics to the health field. Topics include the organization and display of different types of data, elementary probability, and statistical inference for one- and two-sample problems.

As Revised for Future Publications (description revised):

1500. Introduction to Biostatistics (3) (F) (S) P: MATH 1065 or equivalent or consent of instructor. Application of statistics to health field. Topics include organization and display of different types of data, elementary probability, and statistical inference for one- and two-sample problems.

Example 2. Revision of HIMA 2000:

Title and Description as Previously Written:

2000. Introduction to Health Information Management (2) (F) Introduction to the health information management profession.

As Revised for Future Publications (description revised):

2000. Introduction to Health Information Management (2) (F) Introduction to the profession.

Example 3. Revision of COAD 1000:

Description as Previously Written:

1000. Student Development and Learning in Higher Education (1) (F) (S) 2 classroom hours per week. Limited to students enrolled in the first two semesters at ECU or consent of instructor. Introduction to student life at the university with particular focus on the development of academic skills, learning processes, career decision-making, and personal attributes essential for student success.

As Revised for Future Publications (other information recast into prerequisite and description revised) :

1000. Student Development and Learning in Higher Education (1) (F) (S) 2 classroom hours per week. P: Enrolled in first 2 semesters at ECU or consent of instructor. Introduction to student life at ECU. Focus on development of academic skills, learning processes, career decision-making, and personal attributes essential for student success.

The completed entry for the course used as the example would appear as follows:

Example: ABCD (Art History) 1234, 8765. Ancient Art and Laboratory (3,1) (GE:HU) (WI*) (F,S02,SS) (Formerly ABCD 4321, 5678) (Same as KLMN 1234, 8765) 3 lecture and 2 lab hours per week. May not count toward general education humanities requirement. P: JUST major; junior standing; minimum 3.0 cumulative GPA; ASLS 2020; BIOL 1030; 1080, 1081; or 1100, 1101; PHIL 1500; PSYC 3206; or consent of program director; RC: ABCD 4567. Techniques and principles.

UNIVERSITY CURRICULUM COMMITTEE REPORT
Revised Guidelines for Developing and Revising Courses

Curriculum development is a faculty responsibility. Recommendations for new courses, course revisions, and changes in admission requirements for degree programs originate within the various schools and departments and within interdepartmental committees. Courses are approved by the unit faculty in accordance with unit code provisions and by the Council for Teacher Education, when appropriate. Undergraduate courses require consideration by the following bodies: the college or school curriculum committee, the University Curriculum Committee, the Faculty Senate, and the chancellor. In addition to unit approval and, when appropriate, Council for Teacher Education approval, 5000-level and other graduate courses require consideration by the Graduate Curriculum Committee and the Graduate Council. New and revised areas of concentration and options and revised minors which do not require UNC-General Administration approval are also approved by this procedure.

Undergraduate courses (numbered 4999 and below) require consideration by the following bodies: academic unit curriculum committee, the college or school curriculum committee, the University Curriculum Committee, the Faculty Senate, and the chancellor.

Graduate courses (numbered 5000 and above) require consideration by the following bodies: academic unit curriculum committee, the college or school curriculum committee, the Graduate Curriculum Committee, and the Graduate School Administrative Board.

In addition to academic unit and college or school approval, courses that are required in teacher preparation programs require Council for Teacher Education approval.

Potential costs/financial impact of curriculum changes will be considered and could delay implementation of approved changes.

To obtain a list of references for where a course is listed in a degree or as a prerequisite for another course, access the Course and Degree Database via www.aa.ecu.edu/apd and choose Search for Course References. This information will be required for some course revisions indicated below.

Establishing a New Prefix Area

The academic unit proposing the prefix should submit such a request to the Office of the Provost via e-mail. The Provost's office will advise the unit of the decision regarding the establishment of a new prefix. The unit then submits its requests for new courses using the prefix or for changing the prefix of existing courses to the appropriate curriculum committee(s).

Proposing a New Course

New courses should be submitted on the appropriate course proposal form (Graduate and University Curriculum Committees). The form contains instructions for completion and specifies attachments that are to be submitted with the proposal. All applicable sections of the form should be completed. See Guidelines for Writing Course Descriptions (on this website) for explicit information on writing course descriptions. Please note on the course proposal forms that there are various individuals and websites with whom it may be necessary for you to consult while preparing a course description.

Cross-Listing New or Revised Courses

Cross-listed courses are the same course offered in more than one unit under different prefixes. The courses may or may not have the same number. These courses appear in the catalog with a "Same as ..." statement. The request should be submitted with a letter of support from each of the units involved in offering the course. When submitting a request for new cross-listed courses, each unit must complete a course proposal form along with the request for cross listing the course.

Revising an Existing Course

The methods for revising an existing course vary and are listed below:

Course Number Change at Same Level

Submit by memo if there is no course content or course-level change. Attach a course syllabus. Course numbers must be cleared with the Office of the Registrar. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable. (e.g., A course that appears as a degree requirement is renumbered during the fall semester. The unit wants to continue to use the old number through the spring semester and summer session since the degree description in the catalog lists the old number. The new number should appear in the next catalog along with revised degree description.)

Course Number Change to Different Level

Submit a course proposal form if the course number is changing levels (e.g., 1000 to 2000 level). If the course impacts on another course or degree program outside the unit, that unit head should be advised and a memo of acknowledgment should be attached to the request submitted to the University Curriculum Committee. If the renumbering is not to occur until a later semester, please indicate the semester in which the new number is applicable. (e.g., A course that appears as a degree requirement is renumbered during the fall semester. The unit wants to continue to use the old number through the spring semester and summer session since the degree description in the catalog lists the old number. The new number should appear in the next catalog along with revised degree description.)

Credit Hour Change

Submit a course proposal form with any required attachments.

General Education Credit (for existing course)

Submit by memorandum. Provide justification for inclusion or exclusion of general education credit and include a copy of the course description and the course syllabus.

Prefix Change

Submit by memorandum. Provide old and new prefix, number, title, and s.h. credit.

Prerequisite Change

Submit by memorandum if there is no other course content change (content change requires course proposal form).

Title Change

Submit by memo if there is no course content change. Attach course syllabus.

Deleting a Course

Submit a memorandum that includes the course prefix, number, full title, and page number on which the course is listed in the current catalog. Search the Course and Degree Database (choose Search for Course References) at www.aa.ecu.edu/apd to obtain a list of degrees or courses in which the course being deleted is required as a prerequisite. Include a list of those degrees and courses in the memo. If the course being deleted is included in a degree or as a prerequisite in another discipline, please notify the respective unit of your action and submit a copy of that notification to the committee along with any response received from that unit.

Banking a Course

Submit by memorandum and banking/unbanking form. Search the Course and Degree Database (choose Search for Course References) at www.aa.ecu.edu/apd to obtain a list of degrees or courses in which the course being deleted is required as a prerequisite. Include a list of those degrees and courses in the memo. If the course being deleted is included in a degree or as a prerequisite in another discipline, please notify the respective unit of your action and submit a copy of that notification to the committee along with any response received from that unit.

Unbanking A Course

Submit by memorandum and banking/unbanking form and include syllabus.

Submitting Requests

Guidelines for Submission may be accessed via the web at:
www.ecu.edu/fsonline/AcademicCommittees/cu/coursesubmission.htm

UNIVERSITY CURRICULUM COMMITTEE REPORT
Revised Guidelines for Developing and Revising Degree Requirements

Curriculum development is a faculty responsibility. All proposed revisions to degree requirements, including concentration areas and options, academic concentrations, minors, and degree program admission requirements originate in the academic unit by the faculty and are processed through the academic unit curriculum committee and the appropriate college or school curriculum committee and the Council for Teacher Education, when appropriate.

Revisions to undergraduate programs are submitted via e-mail to the University Curriculum Committee for approval and are subject to the approval of the Faculty Senate and the chancellor. Proposals regarding teaching programs should be approved by the Council on Teacher Education before they are submitted to the college or school curriculum committee.

Graduate program revisions are submitted via e-mail to the Graduate Curriculum Committee for approval and are subject to the approval of the Administrative Board of the Graduate School. Proposals regarding teaching programs should be approved by the Council on Teacher Education before they are submitted to the college or school curriculum committee.

Potential costs/financial impact of curriculum changes will be considered and could delay implementation of approved changes.

The electronic submission should include a file containing a memorandum of request, which outlines the action to be taken, and a copy of the existing degree, minor, or certificate program with changes indicated by striking through text to be deleted and underlining new text. (Note: When revising do not use the tracking feature – underline and strike through text by using format font.)

At the beginning of each academic year, the Office of the Provost will provide each academic unit an electronic copy of that unit's program requirements as published in the current year's catalog. The file should be maintained in the unit throughout the year for use in submitting requests for curricular revisions. An electronic copy may be obtained from the Office of the Provost and/or via the web at: www.aa.ecu.edu/apd. (Note: the online version may not be editable.)

The degree copy submitted to the University Curriculum Committee or Graduate Curriculum Committee should indicate all proposed changes, by striking through deletions and underlining new text as follows:

- Changes to the hours specified for the total degree or in any area of the degree should be indicated by striking through the existing hours and typing and underlining the proposed hours.
- Degree requirements being deleted or replaced should be struck through. In addition to the copy of the degree with requirements struck through and underlined, a copy of the degree as it is to appear in the catalog should also be submitted (remove underlining and delete struck through text).
- Requirements that are added should be typed and underlined.

Also, note the following:

- Course additions should be complete with semester of offer, prerequisites, etc.
- Any revisions to degree admission requirements should be justified by memo.
- Any request to delete a degree or minor should include verification of unit faculty support.

Guidelines for Submission may be accessed via the web at:
www.ecu.edu/fsonline/AcademicCommittees/cu/coursesubmission.htm
www.research2.ecu.edu/grad/gcc2001/default.htm
www.aa.ecu.edu/apd/forms.html

Degree Program Levels

A degree program is defined by the Classification of Instructional Programs as a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. As a general rule, to be considered for degree program status, a course of study should require

- at least 27 s.h. in the proposed program area at the undergraduate level (BA requires 30-36 s.h.);
- at least one-half the number of hours required for the degree at the master's level; and
- at least 21 s.h. in the proposed program area at the doctoral level.

Concentrations within degree programs should not exceed 27 s.h.

Academic degree programs may be offered at the bachelor's, master's, first professional, and doctoral degree levels.

Baccalaureate Degree

The baccalaureate degree may be completed in four years of study if the student completes 15 to 16 s.h. of credit each semester. The degree requires 120 to 127 semester hours (s.h.) of credit, specified by degree, including the following criteria:

- 42 s.h. of general education hours prescribed as follows:
 - 6 s.h. English 1100, 1200
 - 8 s.h. science
 - 12 s.h. social sciences
 - 3 s.h. mathematics
 - 10 s.h. humanities and fine arts
 - 3 s.h. health and exercise and sport science
- 12 s.h. of writing intensive courses, including the following:
 - ENGL 1100, 1200
 - 3 s.h. writing intensive course(s) in the major
 - 3 s.h. writing intensive course(s) of the student's choice
- One course designated as culturally diverse
- 27 s.h. in proposed program area (30-36 s.h. for bachelor of arts)
- Students preparing to teach must complete the following:
 - a history course
 - a literature course
 - MATH 1065 or 1066 or 2127; PSYC 1000
 - PSYC 3206 for secondary and K-12 programs
 - 24 s.h. academic concentration for specified majors (See undergraduate catalog.)
 - a minor, if required
- In addition, the bachelor of arts requires the following:
 - foreign language through level 1004
 - a minor, if required, unless the major includes a concentration or specified cognates

When calculating semester hours required for a degree program, cognates and courses required for a minor or second major may be used to satisfy general education requirements, except where prohibited. Professional courses required for teacher certification may not be used to satisfy general education requirements.

Master's Degree

The master's degree, usually requires one or two years of study beyond the baccalaureate degree. The master of arts, master of science, master of arts in education, and master of arts in teaching are offered and include the following requirements:

- A minimum of 30 s.h. is required for a master of arts and master of science.
- The master of arts in education requires 36-39 s.h., depending upon the teaching area.
- The master of arts in teaching requires 39 s.h., 9 s.h. of which must be an internship.
- A minor may be required.
- When a thesis is required, the thesis counts for at least 3 s.h. The thesis may be repeated in most disciplines and the course description will specify the maximum number of hours that may count.
- Only 5000-level and above courses may count toward graduate degrees or CAS programs.
- At least one-half of the credit for the master's degree must be earned in courses designated for graduates only, numbering 6000 or above.

First Professional Degree

The first professional degree (e.g., EdD, MD) usually requires three or four years of study beyond the bachelor's degree. The bachelor's degree and sometimes the master's degree are prerequisites.

Doctoral Degree

The doctoral degree (e.g., PhD, EdD), usually requires three or four years of study beyond the bachelor's or master's degree. The bachelor's degree and sometimes the master's degree are prerequisites.

Certificate of Advanced Study

The Certificate of advanced study (CAS) is a specific course of study for professional licensure in education which is not associated with the conferral of a particular degree. A CAS requires at least 30 s.h. of work beyond the master's degree. The degree usually necessitates at least one year of study beyond the master's degree and provides a higher level of licensure for public school teachers and administrators. The basic licensure requirements for public school teachers and administrators are defined by the State Board of Education. It is the policy of the UNC Board of Governors to use the designation "Certificate of Advanced Study" with respect to all sixth-year programs established for public school personnel.

Teacher Licensure

Teacher education programs approved by the State Board of Education may offer specific course clusters in approved teacher licensure areas that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or a certificate of advanced study. These may be at the entry level or advanced level of teacher licensure. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

Minor

An undergraduate minor requires from 24 to 30 s.h. of credit.

Other Certificates

In addition to the CAS, some departments offer other certificates that combine specific degree-credit courses at the graduate or undergraduate level to provide professional development for practitioners. At the undergraduate level, specific criteria is not prescribed for awarding such departmental certificates.

A graduate certificate program comprises a sequence of course work that meets a clear and appropriate educational objective at the post-baccalaureate level; achieves its educational objective in a well-designed, cohesive, and timely manner; and requires no less than 9 semester hours nor more than one-half of the semester hours necessary for a related graduate degree. Additional information available on the web at:

www.research2.ecu.edu/grad/gcc2001/default.htm

Faculty Senate Agenda

February 25, 2003

Attachment 7.

UNIVERSITY CURRICULUM COMMITTEE REPORT

Revised Course Submission Procedures

The University Curriculum Committee has an email account for submission of electronic curriculum forms, proposals, and memoranda of request. Inquiries about the guidelines for submitting curriculum packages may also be sent to Undergraduate Curriculum Submissions.

All materials for review and action by the Committee must be sent to the Chair at cucsubmissions@mail.ecu.edu as an e-mail attachment. One signed copy of all course proposals (new and revised) must also be received by the committee chair before it can be considered by the Committee. Copies of the material for consideration must be received by the Chair by 5:00 p.m. two weeks prior to the scheduled committee meeting. The electronic format files will be posted to the committee web site for viewing by all interested parties. It is the responsibility of proposers submitting materials to the committee to ensure that the hard copy and the electronic files are received by the Chair by the deadline. It is not necessary to mail copies to all committee members by campus mail or hand deliver except for new degree proposals that contain multiple course proposals and associated documents. These must be distributed as hard copy, but word processed files also should be sent to the chair.

A request for revisions to baccalaureate programs and courses should be submitted electronically, via e-mail to the University Curriculum Committee and should contain a file for each of the following, if applicable.

- A cover memo outlining the package that is being submitted.
- A copy of proposed degree changes and a copy of the degree as it is to appear in the next catalog.
- A separate file for each course proposal form or banking/unbanking form.
- A separate file for each course syllabus (if not included in the file with the form).
- A memo containing any requests which do not require the submission of a form.

University Curriculum Committee (1000-4999 Courses)

E-mail should be sent to the University Curriculum Committee at cuc@mail.ecu.edu at least two weeks in advance of the meeting at which the request will be considered by the committee. The e-mail should include the information specified above. A hard copy of the documents, containing signatures where appropriate, should be delivered to the chair of the UCC immediately thereafter. (Current UCC Chair is Dale Knickerbocker, Foreign Languages and Literatures)

Graduate Curriculum Committee (5000-Level and Above Courses)

E-mail should be sent to the Graduate Curriculum Committee at gcc@mail.ecu.edu at least two weeks in advance of the meeting at which the request will be considered by the committee. The e-mail should include the information specified above. A hard copy of the documents, containing signatures where appropriate, should be delivered to the chair of the GCC immediately thereafter. (Current GCC Chair is Paul Tschetter, Graduate School)

UNIVERSITY CURRICULUM COMMITTEE REPORT

Revised Course Proposal Form

Guidelines for Submission may be accessed via the web at:
www.ecu.edu/fsonline/AcademicCommittees/cu/coursesubmission.htm
www.aa.ecu.edu/apd/forms.html

Graduate Courses (5000 and above) should be submitted to the Graduate Curriculum Committee.
Requests for course deletion may be submitted to appropriate committee(s) by memorandum.

Course (prefix and number) _____ Date: _____
Requested action is _____
New Course* _____
Revision of _____
Active Course _____
Revision & Unbanking of _____
Banked Course** _____
*Verify number with registrar. **If Unbanking with no revision, use unbanking form.
Renumbering of an Existing Course* Old # _____ New # _____
If new number does not take effect next semester, specify semester of change: _____
If "Same As" Statement Is Applicable, List the Corresponding Course(s): _____

I. CATALOG INFORMATION

A. Proposed Course Description (As It Is To Appear In the Catalog) and Placement

Undergraduate Catalog Page # _____

For all courses include Prefix, Number, Title, S.H. Credit, and Description
When applicable, also include Formerly, Same As, Writing Intensive, and Credit Statements; Semester(s) of offering; General Education credit area; Lecture/lab/practicum hours; Prerequisites; and other information (See guidelines on-line.)

Writing Intensive Credit:

Do you intend to request approval for WI credit?

*Will all sections be WI? (Approval will be verified with WAC.)

Yes* _____ No _____
Yes _____ No _____

General Education Credit:

Does this prefix normally carry general education credit?

Does this course meet general education objectives for this prefix?

*Course description should contain a statement that the course may not count toward general education credit.

Does this course meet general education objectives?

*Check area below. (May require approval of Academic Standards Committee.)

English(EN)	_____	Exercise & Sport Science(EX)	_____	Fine Arts(FA)	_____	Health(HL)	_____
Science(SC)	_____	Social Science(SO)	_____	Humanities(HU)	_____	MATH(MA)	_____

B. For course revision, include page location and course description in current catalog (Current catalog on-line at www.aa.ecu.edu):

Undergraduate Page # _____

C. Course Credit:

Lecture Hours	_____	Weekly	OR	_____	Per Term	Credit Hours	_____	sh
Lab	_____	Weekly	OR	_____	Per Term	Credit Hours	_____	sh
Studio	_____	Weekly	OR	_____	Per Term	Credit Hours	_____	sh
Practicum	_____	Weekly	OR	_____	Per Term	Credit Hours	_____	sh
Internship	_____	Weekly	OR	_____	Per Term	Credit Hours	_____	sh
Other (e.g., independent study) Please explain. _____								
Total Credit Hours							_____	sh

D. Degree(s) and or course(s) at both the undergraduate and graduate levels, if any, for which this course is required or prerequisite. Include any changes in credit hours required for degree (It is the responsibility of the unit submitting this proposal to cite the appropriate pages to ensure catalog revision. To obtain references search the course database at www.aa.ecu.edu/apd).

Degree(s)/Course(s)	Current Catalog Page	Changes in Degree Hours

II. NATURE OF COURSE

- A. Textbook(s):
- B. Syllabus:
- C. Course Requirements (List course requirements [e.g., number of exams, papers, projects, presentations, etc].)
- D. Interdisciplinary Action/Overlapping or Duplication of Courses and Coordination with the Affected Units or Programs:
 Not Applicable ☐ Applicable* ☐
 *List affected units and courses below. Provide to UCC chair documentation of notification to and response from affected units.
- E. Competencies (for courses affecting teacher education degrees):
 Not Applicable ☐ Applicable* ☐ *Include required competencies below.

III. JUSTIFICATION FOR THE COURSE

- A. Reason for offering course (Describe how course responds to assessment of student learning in the academic program. Cite specific outcomes of unit assessment of student progress, unit self-assessment, and evidence of student learning which led to the development of the course. If course is recommended to meet the standards of certain accrediting agencies, provide documentation to the chair of the UCC.)
- B. Student Enrollment:
 Anticipated Yearly Enrollment

IV. STATEMENTS OF SUPPORT/SIGNATURES

- A. Staff and Facilities:
 Present Staff is Adequate ☐ Additional Staff is Needed* ☐
 *Describe needs:
- Facilities are Adequate ☐ Additional Facilities are Needed* ☐
 *Describe needs:
- B. Other Resources:
 Library (Initial) Resources are Adequate ☐ Initial Resources are Needed* ☐
 *Include brief explanation and estimate cost for acquisition of initial resources: \$
- Department/Unit Initial Computer Resources are Adequate ☐
 Department/Unit Initial Computer Resources are Needed* ☐
 *Include brief explanation and estimate cost for acquisition of initial resources: \$
- Information Technology and Computing Services Are Not Needed ☐
 Information Technology and Computing Services Resources Are Needed* ☐
 *Indicate computing resources to be utilized, below, and complete IV.H., below:
 Mainframe Computer System ☐ Network Connections ☐
 Statistical Services ☐ Computer Labs for Students ☐
- Additional Resources Are Not Needed ☐ Additional Resources Are Needed* ☐
 *Include brief explanation and estimate cost: \$

C. Academic Unit:

Date of departmental, unit, or program action:

Approved ☐ Not Approved ☐ Not Applicable ☐ Other* ☐

*Explain:

I verify that the resources indicated in IV. A. and B., above, will be available to support this course.

Unit Head's Signature: _____

Official Title: _____

Date: _____

D. College or School Curriculum Committee:

Indicate College or School:

Approved ☐ Not Approved ☐ Not Applicable ☐ Not Yet Acted Upon ☐

Date: _____

E. Council for Teacher Education (required if course is listed in teacher preparation program or academic concentration):

Date of Council action:

Approved ☐ Not Approved ☐ Not Applicable ☐ Not Yet Acted Upon ☐

F. Registrar's Clearance of Course Prefix, Number, and Title (In lieu of registrar's signature, attach to the copy that is forwarded to the UCC chair an e-mail from the registrar's office, verifying clearance.):

Registrar's Signature: _____

Date: _____ Verification Provided: _____

G. Information Technology and Computing Services: (Necessary only if computer use external to the unit is anticipated. See IV.B., above. In lieu of ITCS director's signature, attach to the copy that is forwarded to the UCC chair an e-mail from the ITCS director, verifying that ITCS resources are available.):

ITCS Director's Signature: _____

Date: _____ Verification Provided: _____

H. University Curriculum Committee:

Date of UCC action:

Approved ☐ Not Approved ☐ Not Applicable ☐ Not Yet Acted Upon ☐

SUBMISSION INSTRUCTIONS

Guidelines for Submission may be accessed via the web at:

www.ecu.edu/fsonline/AcademicCommittees/cu/coursesubmission.htm

www.aa.ecu.edu/apd/forms.html

The University Curriculum Committee meets at 2:00 p.m. on the second and fourth Thursdays during September, October, November, January, February and March as warranted by submissions. Requests should be submitted by e-mail to cuc@mail.ecu.edu at least two weeks prior to the meeting at which the request will be considered. The e-mail should include the following:

- a file containing the memorandum of request, outlining the requested action;
- files of any other required documentation as requested in the forms or guidelines; and
- files with the appropriate forms, when forms are required.

A hard copy of these documents (containing signatures where appropriate) and documentation (when specified) should be delivered to the UCC chair immediately following electronic submission.

Check with your individual college or school concerning distribution to the college or school curriculum committee.

Proposal prepared by:

Name/Signature: _____

Title/Department/Office Address: _____

Telephone/E-Mail: _____

Faculty Senate Agenda
February 25, 2003
Attachment 9.

CALENDAR COMMITTEE REPORT

Changes to the Spring 2004 calendar

The committee is asking the Faculty Senate to approve a modification to the Spring 2004 calendar with the week for Spring Break moved two weeks later in the semester. As a result of the move of Founders Day celebrations to the end of March, we are able to move spring break from the last week in February to the second week in March. This change makes spring break more reasonable in that it falls closer to the middle of the spring term. This change also has several additional benefits in that the dates coordinate with Pitt Community College's spring break and with other local school systems, and the introduction of an 11-week extended summer session to run concurrently with the current two 5-week summer sessions.

Modified guidelines for academic calendars to reflect 750 minute per credit hour requirement

The guidelines for university calendars approved by the Faculty Senate have been modified to reflect the new 750 contact minutes per credit hour requirement that replaces the current requirement of 15-weeks not including final exams. A first summer session break day on Memorial Day, when appropriate, has been added; this was used last summer and is possible by having final exams for first summer session overlap the registration for new students for second summer session. Note that in the past, the 48-hour requirement for grades for first session did not require that grades be submitted until after the first day of classes for second summer session. Summer is followed by a three-week break in August.

Proposed 11-week summer school calendar

Since some departments have expressed interest in an 11-week summer session for studies abroad classes, graduate school classes, and some undergraduate classes (e.g., some departments such as Computer Science have classes that are difficult for students to complete successfully in five weeks), the committee has developed a calendar for such a contingency. The guidelines for a calendar for the new session, a calendar for the new session for Summer 2004, and scheduling guidelines for classes being taught using the new session are being submitted for approval. The committee realizes that much work needs to be done to bring the new summer session into existence and that cost and coordination with the current summer sessions come into play.

Changes in the proposed 2004-2005 calendar relative to earlier calendars

The Fall 2004 calendar starts classes on a Wednesday which is convenient for semester start up (as compared with Monday or Tuesday). Fall Break is in the third week of October which better coordinates with the Pitt County Public Schools (the PSAT is usually administered on the second Tuesday in October). The makeup day for Labor Day is the Wednesday after Fall Break which is a better fit than the Tuesday after Labor Day since it requires no changes except for classes that meet on one of Monday or Wednesday but not on the other (e.g., labs and 3-hour night classes). A calendar notation of the beginning of advising for the next semester one week before the beginning of early registration for the next semester has been added (this is also added in the Spring calendar). The absence of Reading Day is to make it easier to get final grades processed before Christmas with less stress on the staff responsible for doing this (final exams end on Thursday rather than Friday). Since Economics has given up their common exam for 2113 and 2133, the vacant slot has given some flexibility in common exams (no common exam either on the first day of exams or on the last day of exams). (N.B.: Departments should be careful in scheduling lower level classes at 5:00 pm when some of the students in the class may also be in classes with common exams that are given the same time as the 5:00 class's final exam as occurred in Fall 2002).

The Spring 2005 calendar starts classes on a Friday; STARTING CLASSES ON FRIDAY IN THE SPRING means that the Spring calendar has NO MAKEUP DAY. The final exam schedule spreads the final exams for TTh classes to more evenly spread the number of exams given each day over the three days used for TTh exams (rather than the usual classes meeting three or six hours apart having their final exams on the same day with the same time difference such as 8:00, 11:00, and 2:00).

The committee is also submitting modified guidelines that includes contact minutes updated for the 750-contact minutes requirement for scheduling summer school classes for the 5-week sessions.

**Faculty Senate Agenda
February 25, 2003
Attachment 10.**

CALENDAR COMMITTEE REPORT

Proposed Revisions to the Spring 2004 University Calendar
(Revisions are noted in **bold print**.)

(Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays.)

October 15, Wednesday	Last day to apply for admission to Graduate School for the Spring semester.
December 17, Wednesday	Last day to submit appeals for readmission for Spring semester.
January 6, Tuesday	Spring semester fees accepted with late processing fee.
January 7, Wednesday	Class schedules canceled for all who have not paid fees by 4:00 PM.
January 8, Thursday	Advising and schedule adjustments.
January 9, Friday	Classes begin; late registration; schedule changes.
January 15, Thursday	Last day for late registration and schedule changes (drop and add).
January 16, Friday	Last day for schedule changes (add only).
January 19, Monday	State holiday (no classes).
January 23, Friday	Last day to apply for graduation in May.
February 18, Wednesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40 percent of their regularly scheduled class meetings.
March 14 – March 21 Sunday – Sunday	Spring Break
March 22, Monday	8:00 a.m. - Classes resume.
March 22, Monday	Advising for Summer session and Fall Semester 2004 begins.
March 29, Monday	Registration for Summer session and Fall semester 2004 begins.
April 5, Monday	Last day to remove incompletes given during Fall semester 2003.
April 9-10, Friday-Saturday	State holiday (no classes)
April 14, Wednesday	Last day for graduate students to drop courses without grades.
April 15, Thursday	Last day to submit thesis to the Graduate School for completion of degree in this term.
April 26, Monday	Classes end. Last day for submission of grade replacement requests.
April 27, Tuesday	Reading day.
April 28, Wednesday	Regular exams begin.
May 5, Wednesday	10:00 p.m. Exams for Spring semester close.
May 8, Saturday	Commencement.

CALENDAR COMMITTEE REPORT
Revised Guidelines for Setting University Calendars

(These guidelines are incorporated into each University calendar, that is approved by the Faculty Senate.)

- 1.* The Faculty Senate shall have the advice of a student-faculty committee on the calendar.
- 2.* The calendar shall include two semesters of 17 weeks each and a summer session of 11 weeks divided into two terms of approximately 5 ½ weeks.
- 3.** The calendar shall provide a minimum of 750 minutes of instruction per credit hour (including final examinations).
4. Fall and spring semesters will include at least 14 Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. Each summer session will have 25 class days.
5. When appropriate, fall semester will include Labor Day as a holiday, a two-day break appended to a weekend in October, a Thanksgiving holiday beginning no later than 1:00 P.M. Wednesday before Thanksgiving and continuing through Saturday, and a Reading Day between the last day of classes and the beginning of exams.
6. When appropriate, spring semester will include Martin Luther King, Jr.'s Birthday and Good Friday as holidays, a break of one week, and a Reading Day between the last day of classes and the beginning of exams.
7. Commencement will be scheduled at appropriate times at the end of both fall and spring semesters.
8. When appropriate, fall and spring semester exams will be scheduled on seven days, including Saturday, according to a rotation schedule. Exams for each summer session will be held on the day after the last class day.
9. Independence Day and, when appropriate, Memorial Day will be scheduled as summer session holidays.

*Mandated by UNC General Administration on February 3, 1971

**Mandated by UNC General Administration on December 31, 2001

**Faculty Senate Agenda
February 25, 2003
Attachment 12.**

CALENDAR COMMITTEE REPORT

Revised Guidelines for Scheduling Lecture and Discussion Classes

(Revisions are noted in **bold** print.)

Fall and Spring Semester Classes

To facilitate timely matriculation of students it is important that class scheduling be coordinated. Having a scheduled gap between classes allows students time to move from one class to another.

Lecture/discussion classes with more than 90 contact minutes per meeting should be lengthened in their scheduling to include one or more breaks of ten or fifteen minutes.

Three semester-hour credit lecture/discussion classes meeting on a Monday, Wednesday, and Friday sequence should start on the hour and be scheduled for fifty minutes. Three semester-hour credit classes meeting on a Tuesday and Thursday sequence should start at 8:00, 9:30, 11:00, 12:30 or 14:00 and be scheduled for seventy-five minutes. Three semester-hour credit classes meeting on Monday and Wednesday afternoons may start on the hour or half hour and should be scheduled for seventy-five minutes. Lecture/discussion classes that are not three semester-hour credit and meet for fifty minutes on Tuesday or Thursday should start at 8:00, 10:00, 11:00, 13:00 or 14:00 so as not to overlap more than one of the three semester-hour time-slots.

In order to allow greater flexibility in scheduling late afternoon and evening classes and since the availability of classrooms is less of a problem at those times, classes that have starting times of 2:30 p.m. or later are not subject to the guideline restrictions for scheduling class meeting times.

Suggested times for three semester-hour courses:

MWF 8:00 – 8:50	TTh 8:00 – 9:15
MWF 9:00 – 9:50	TTh 9:30 – 10:45
MWF 10:00 – 10:50	TTh 11:00 – 12:15
MWF 11:00 – 11:50	TTh 12:30 – 13:45
MWF 12:00 – 12:50	TTh 14:00 – 15:15
MWF 13:00 – 13:50	
MWF 14:00 – 14:50	MW 14:00 – 15:15

Summer Session Classes

On October 15, 1979, the Graduate Council passed the policy that "no graduate or senior-graduate courses be offered granting more than one semester hour of credit per week of classes without the specific approval of the Credit Committee of the Graduate Council before this course is scheduled." On December 5, 1995, The Faculty Senate passed a resolution (95-44) that stated "At least one calendar week of reflection and analysis should be provided to students for each semester hour of undergraduate credit awarded."

In order to have the contact minutes during the summer sessions be consistent with 750 contact minutes per credit hour during a regular semester, the following table indicates how long class meetings should last according to their contact hours (50 minute periods) during the regular semester and the number of class meetings each week during the summer:

Fall/Spring contact hrs per week	Semester minutes	Summer session days per week and total classes			
		5-days 25 classes	4-days 20 classes	3-days 15 classes	2-days 10 classes
1	750	30	37.5	50	75
2	1500	60	75	100	150
3	2250	90	112.5	150	225
4	3000	120	150	200	300
5	3750	150	187.5	250	375

Class meetings of more than 90 minutes should include one or more breaks included in their scheduled times (as night classes during the regular semester that meet 6:30 to 9:30 have 30 minutes of breaks included in their scheduled time). The three times in the 4-day summer schedule that are not exact should be rounded to 35, 110, and 185 minutes. Classes that meet once a week during the regular semester (e.g., labs) could match their 15 regular semester meetings (including final exams) by meeting three times a week during the summer session for the same class length as during a regular semester.

Since most courses carry three semester hours credit, they should meet for either 90 minutes five days per week (morning) or 110 minutes (plus break) four days per week (afternoon or evening). Consideration should be given to offering several night classes meeting four days each week for students who are employed. The following guidelines indicate starting and ending times for three credit hour classes; other classes should either start at a three credit hour class starting time or end at a three credit hour ending time.

MTWThF	8:00 AM - 9:30 AM
MTWThF	9:45 AM - 11:15 AM
MTWThF	11:30 AM - 1:00 PM
MTWTh	1:15 PM - 3:15 PM (includes 10 break minutes)
MTWTh	3:30 PM - 5:30 PM (includes 10 break minutes)
MTWTh	5:45 PM - 7:45 PM (includes 10 break minutes)
MTWTh	8:00 PM - 10:00 PM (includes 10 break minutes)

Faculty Senate Agenda
February 25, 2003
Attachment 13.

CALENDAR COMMITTEE REPORT

Proposed Guidelines for Scheduling 11-Week Summer Session Courses
(Pending the formation of a 11-Week Summer Session)

On October 15, 1979, the Graduate Council passed the policy that "no graduate or senior-graduate courses be offered granting more than one semester hour of credit per week of classes without the specific approval of the Credit Committee of the Graduate Council before this course is scheduled." On December 5, 1995, The Faculty Senate passed a resolution (95-44) that stated "At least one calendar week of reflection and analysis should be provided to students for each semester hour of undergraduate credit awarded."

In order to have the contact minutes during the summer sessions be consistent with 750 contact minutes per semester hour during a regular semester, the following table indicates how long class meetings should last according to their contact hours (50 minute periods) during the regular semester and the number of class meetings each week during the summer:

Fall/Spring contact hrs per week	Semester minutes	Summer session days per week and total classes				
		5-days 50 classes	4-days 40 classes	3-days 30 classes	2-days 20 classes	1-day 10 classes
1	750					75
2	1500				50	75
3	2250			60	75	120
4	3000	60	75	100		
5	3750	75	95			

Class meetings of more than 90 minutes should include one or more breaks included in their scheduled times (as night classes during the regular semester that meet 6:30 to 9:30 have 30 minutes of breaks included in their scheduled time). Classes that meet once a week during the regular semester (e.g., labs) could match their 14 regular semester meetings by meeting twice a week during the first three weeks of the summer and once a week the last eight weeks.

Since most courses carry three semester hours credit, they should meet for 60 minutes four days per week or 75 minutes three days per week or 120 minutes (including break) two days per week. Final exams should be given during a minimum time period of 90 minutes on the last day of the summer session. Consideration should be given to offering several night classes meeting two, three, or four days each week for students who are employed. The following guidelines indicate recommended starting times for classes in order not to interfere with the five week summer sessions classes.

MTWThF	8:00 AM
MTWThF	9:45 AM
MTWThF	11:30 AM
MTWTh	1:15 PM
MTWTh	3:30 PM
MTWTh	5:45 PM
MTWTh	8:00 PM

CALENDAR COMMITTEE REPORT
11-Week Summer Session Calendar Internal Guidelines Format
(For Information Only)

SUMMER SESSIONS 20--
11-WEEK SUMMER SESSION

(Actual class days: -- Mondays, -- Tuesdays, -- Wednesdays, -- Thursdays, -- Fridays, 1 day for Final Exams.)

March 15	Last day to apply for admission to Graduate School for summer term (When the date falls on Saturday or Sunday, the date of the next Monday will be used.)
May (Friday before classes begin)	Schedules canceled for all who have not paid fees by 4:00 P.M.
May	Registration and schedule changes
May	Classes begin; late registration; schedule changes
May (Second class day)	Last day for late registration and schedule changes (drop and add) for first term
May (Third class day)	Last day for schedule changes (add only)
May (When appropriate)	Memorial Day Break (no classes)
June (Twentieth class day)	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June (After 25th class day)	Midsummer Break (no classes)
July 4,	State Holiday (if this date falls on a Saturday, the holiday is Friday; if this date falls on a Sunday, the holiday is Monday)
July (Last class day of summer term minus ten days.)	Last day to submit thesis to Graduate School for completion of degree in the summer session
July (Last class day minus six days)	Last day for graduate students to drop courses without grades
July/August	Classes end. Last day for submission of grade replacement requests.
July/August	Final examinations; last day to submit appeals for readmission for Fall semester

**Faculty Senate Agenda
February 25, 2003
Attachment 15.**

CALENDAR COMMITTEE REPORT

Proposed 11-Week Summer Session 2004 University Calendar

(Actual class days: 8 Mondays, 11 Tuesdays, 10 Wednesdays, 11 Thursdays, 10 Fridays, 1 day for Final Exams.)

March 15, Monday	Last day to apply for admission to Graduate School for summer term
May 14, Friday	Schedules canceled for all who have not paid fees by 4:00 P.M.
May 17, Monday	Registration and schedule changes
May 18, Tuesday	Classes begin; late registration; schedule changes
May 19, Wednesday	Last day for late registration and schedule changes (drop and add)
May 20, Thursday	Last day for schedule changes (add only)
May 31, Monday	Memorial Day Break (no classes)
June 15, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 23, Wednesday	Midsummer Break (no classes)
July 5, Monday	State Holiday (no classes)
July 19, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session
July 23, Friday	Last day for graduate students to drop courses without grades
July 29, Thursday	Classes end. Last day for submission of grade replacement requests.
July 30, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

CALENDAR COMMITTEE REPORT
Proposed 2004-2005 University Calendar

Summer Session 2004

First Term

(Actual days First Term: 4 Mondays, 6 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for registration, 1 day for final examinations.)

March 15, Monday	Last day to apply for admission to Graduate School for first summer term.
May 14, Friday	Schedules canceled for all who have not paid fees by 4:00 PM.
May 17, Monday	New student registration; schedule changes.
May 18, Tuesday	Classes begin; late registration; schedule changes.
May 19, Wednesday	Last day for late registration and schedule changes (drop and add) for first term.
May 20, Thursday	Last day for schedule changes (add only).
May 31, Monday	Memorial Day Break (no classes).
June 1, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 16, Wednesday	Last day for graduate students to drop courses without grades.
June 22, Tuesday	Classes end. Last day for submission of grade replacement requests
June 23, Wednesday	Final examinations.

Second Term

(Actual days Second Term: 4 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for new student registration, 1 day for final examinations.)

May 3, Monday	Last day to apply for admission to Graduate School for second summer term.
June 21, Monday	Schedules canceled for all who have not paid fees by 4:00 PM.
June 23, Wednesday	New student registration; schedule changes.
June 24, Thursday	Classes begin; late registration; schedule changes.
June 25, Friday	Last day for late registration and schedule changes (drop and add) for second term.
June 28, Monday	Last day for schedule changes (add only).
July 5, Monday	State holiday (no classes).
July 8, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 19, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 23, Friday	Last day for graduate students to drop courses without grades.
July 29, Thursday	Classes end. Last day for submission of grade replacement requests

July 30, Friday	Final examinations; last day to submit appeals for readmission for Fall semester. Fall Semester 2004
(Actual class days: 13 Mondays, 14 Tuesdays, 15 Wednesdays, 14 Thursdays, 14 Fridays, 13 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 13 Saturdays)	
June 1, Tuesday	Last day to apply for admission to Graduate School for the Fall semester.
July 30, Friday	Last day to submit appeals for readmission for Fall semester.
August 13, Friday	Fall semester fees accepted with late processing fee.
August 16, Monday	Schedules canceled for all who have not paid fees by 4:00 PM.
August 23, Monday	Faculty meetings.
August 24, Tuesday	Advising, registration, and schedule adjustments.
August 26, Wednesday	Classes begin; late registration; schedule changes.
August 31, Tuesday	Last day for late registration and schedule changes (drop and add).
September 1, Wednesday	Last day for schedule changes (add only).
September 6, Monday	Labor Day holiday (no classes).
September 8, Wednesday	Last day to apply for graduation in December.
October 1, Friday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
October 16-19 Saturday-Tuesday	Fall Break.
October 20, Wednesday	8:00 a.m. Classes resume.
October 20, Wednesday	State holiday makeup day (classes which would have met on <u>Monday</u> , September 6, will meet on this day so there will effectively be the same number of Mondays and Wednesdays as every other weekday during the semester; Wednesday classes will <u>not</u> meet.)
October 25, Monday	Advising for Spring Semester 2005 begins.
November 1, Monday	Registration for Spring Semester 2005 begins.
November 17, Wednesday	Last day to remove incompletes given during Spring and/or Summer session 2004.
November 24-28 Wednesday-Sunday	Thanksgiving break.
November 29, Monday	8:00 a.m. - classes resume. Last day for graduate students to drop courses without grades.
November 30, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 8, Wednesday	Classes end. Last day for submission of grade replacement requests.
December 9, Thursday	Final Examinations begin.
December 11, Saturday	Commencement.
December 16, Thursday	10:00 p.m. Exams for Fall semester close; last day to submit appeals for readmission for Spring semester.

EXAMINATION SCHEDULE FALL SEMESTER 2004

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in classes meeting one night a week will be held at 7:30-10:00 p.m. on the first night of their usual meeting during the examination period (December 9-December 16). Examinations in classes meeting two or more nights a week and beginning before 8:00 p.m. will be held at 7:30-10:00 p.m. on the first night of their usual meeting during the examination period (December 9- December 16). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 p.m. will be held at 7:30-10:00 p.m. on the second night of their usual meeting during the examination period (December 9- December 16). Classes meeting on Saturday morning will have the final examination on Saturday, December 11, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTh class will meet the examination schedule of the 9:00 a.m. TTh class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

CHEM 1121, 1131, 1151, 1161	5:00 - 7:30 Thursday, December 9
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Friday, December 10
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, December 13
MATH 1065.....	5:00 - 7:30 Tuesday, December 14
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Wednesday, December 15

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 13
8:00 TTh	8:00 - 10:30 Tuesday, December 14
9:00 MWF	8:00 - 10:30 Wednesday, December 15
9:00 TTh (9:30)	8:00 - 10:30 Thursday, December 16
10:00 MWF	8:00 - 10:30 Friday, December 10
10:00 TTh	8:00 - 10:30 Thursday, December 9
11:00 MWF	11:00 - 1:30 Monday, December 13
11:00 TTh	11:00 - 1:30 Tuesday, December 14
12:00 MWF	11:00 - 1:30 Wednesday, December 15
12:00 TTh (12:30)	11:00 - 1:30 Thursday, December 16
1:00 MWF	11:00 - 1:30 Friday, December 10
1:00 TTh	11:00 - 1:30 Thursday, December 9
2:00 MWF	2:00 - 4:30 Monday, December 13
2:00 TTh	2:00 - 4:30 Tuesday, December 14
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 15
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 16
4:00 MWF	2:00 - 4:30 Friday, December 10
4:00 TTh	2:00 - 4:30 Thursday, December 9
5:00 MWF	5:00 - 7:30 Monday, December 13
5:00 TTh	5:00 - 7:30 Tuesday, December 14

Spring Semester 2005

(Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays. Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays, 14 Saturdays.)

October 15, Friday	Last day to apply for admission to Graduate School for the Spring semester.
December 16, Thursday	Last day to submit appeals for readmission for Spring semester.
December 30, Thursday	Spring semester fees accepted with late processing fee.
Monday, January 3	Class schedules canceled for all who have not paid fees by 4:00 PM.
January 6, Thursday	Advising and schedule adjustments.
January 7, Friday	Classes begin; late registration; schedule changes.
January 13, Thursday	Last day for late registration and schedule changes (drop and add).
January 14, Friday	Last day for schedule changes (add only).
January 17, Monday	State holiday (no classes).
January 21, Friday	Last day to apply for graduation in May.
February 16, Wednesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40 percent of their regularly scheduled class meetings. Last day for submission of grade replacement requests.
March 13-March 20 Sunday - Sunday	Spring Break.
March 21, Monday	8:00 a.m. - Classes resume.
March 21, Monday	Advising for Summer session and Fall semester 2005 begins.
March 25-26 Friday-Saturday	State holiday (no classes).
March 28, Monday	Registration for Summer session and Fall semester 2005 begins.
April 4, Monday	Last day to remove incompletes given during Fall semester 2004.
April 13, Wednesday	Last day for graduate students to drop courses without grades.
April 14, Thursday	Last day to submit thesis to the Graduate School for completion of degree in this term.
April 25, Monday	Classes end.
April 26, Tuesday	Reading day.
April 27, Wednesday	Final examinations begin.
May 4, Wednesday	10:00 p.m. Exams for Spring semester close.
May 7, Saturday	Commencement.

EXAMINATION SCHEDULE SPRING SEMESTER 2005

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in classes meeting one night a week will be held at 7:30-10:00 p.m. on the first night of their usual meeting during the examination period (April 27-May 5). Examinations in classes meeting two or more nights a week and beginning before 8:00 p.m. will be held at 7:30-10:00 p.m. on the first night of their usual meeting during the examination period (April 27-May 5). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 p.m. will be held at 7:30-9:30 p.m. on the second night of their usual meeting during the examination period April 27-May 5). Classes meeting on Saturday morning will have the final examination on Saturday, May 1, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTh class will meet the examination schedule of the 9:00 a.m. TTh class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Wednesday, April 27
CHEM 1121, 1131, 1151, 1161	5:00 - 7:30 Thursday, April 28
FREN 1001, 1003, SPAN 1001,1004, GERM 1001	5:00 - 7:30 Friday, April 29
MATH 1065.....	5:00 - 7:30 Monday, May 2
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 3

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Wednesday, April 27
8:00 TTh	8:00 - 10:30 Thursday, April 28
9:00 MWF	8:00 - 10:30 Friday, April 29
9:00 TTh (9:30).....	8:00 - 10:30 Tuesday, May 3
10:00 MWF	8:00 - 10:30 Monday, May 2
10:00 TTh	8:00 - 10:30 Wednesday, May 4
11:00 MWF	11:00 - 1:30 Wednesday, April 27
11:00 TTh	11:00 - 1:30 Wednesday, May 4
12:00 MWF	11:00 - 1:30 Friday, April 29
12:00 TTh (12:30).....	11:00 - 1:30 Tuesday, May 3
1:00 MWF	11:00 - 1:30 Monday, May 2
1:00 TTh	11:00 - 1:30 Thursday, April 28
2:00 MWF	2:00 - 4:30 Wednesday, April 27
2:00 TTh	2:00 - 4:30 Thursday, April 28
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 29
3:00 TTh (3:30).....	2:00 - 4:30 Wednesday, May 4
4:00 MWF	2:00 - 4:30 Monday, May 2
4:00 TTh	2:00 - 4:30 Tuesday, May 3
5:00 MWF	5:00 - 7:30 Wednesday, April 27
5:00 TTh	5:00 - 7:30 Thursday, April 28

COMMITTEE ON COMMITTEES REPORT

Proposed Revision to the Faculty Governance Committee Charge (Addition noted in **bold print.**)

1. Name: Faculty Governance Committee
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 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. 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 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 and Promotion Policies and Procedures 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.
 - F. **The committee shall review personnel policies and procedures (Appendices C and D). This process shall occur every five years, beginning September 2003.**
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 and Promotion Policies and Procedures 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.

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed revision to the *ECU Faculty Manual*, Part VI. Subsection I.A. Appointment
(Deletions are noted in strikethrough.)

(relating to the role of faculty in converting fixed-term positions to tenure-track positions)

A. Appointment

See Appendix C, *Personnel Policies and Procedures for the Faculty of East Carolina University* and Appendix D, *Tenure and Promotion Policies and Procedures of East Carolina University*.

~~At the vice chancellor's discretion, upon recommendation of the unit and appropriate dean, fixed term positions can be converted to tenure track positions at the level of instructor. Once a position is so converted, any change of rank must be considered a promotion subject to the criteria and procedures for promotion approved by the unit code. If a person in a fixed term position possesses qualifications for a rank higher than that of instructor at the time of the conversion, the provisions outlined above would still apply. The position is converted to a tenure track one at the instructor level; any change in rank beyond instructor would be considered a promotion subject to the criteria and procedures approved by the unit code.~~

FACULTY GOVERNANCE COMMITTEE REPORT

Proposed addition to the *ECU Faculty Manual*, Part VI. Subsection I.I. Salary Policies

Add the following noted in **bold** print as new paragraphs to subsection I.I. Salary Policies:

I. Salary Policies

Faculty annual salaries are paid semimonthly. New employees receive the first check on the last work day of September. Checks are distributed to each department by special messenger in the morning on the 15th. and last day of each calendar month. When the 15th. or last day of a month falls on a nonwork day for the business office, distribution of checks will be made on the last work day prior to that day. Arrangements may also be made with the payroll office to have checks deposited in a local bank to the faculty's account. Salaries for summer term teaching are paid at the close of each term. Federal income tax is withheld on the basis of information furnished to the payroll office on US Treasury Department Form W-4. It is the responsibility of the employee to furnish the payroll office with a revised Form W-4 if the number of withholding exemptions is changed due to deaths, births, or other reasons. Since withholding exemptions are applied to the regular salary of the individual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions. In January of each year, each employee will receive from the payroll office receipts, US Treasury Department Form W-2 and NC Department of Revenue Form NC-2 for income taxes withheld for the previous calendar year.

State income tax is withheld on the basis of information furnished to the payroll office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the payroll office with a revised Form NC-4 if the number of withholding exemptions is changed due to deaths, birth, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor

Total Compensation: An individual's total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.

Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.

Less Than Full-time Employees: Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual

exceed full-time commitment unless specifically approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

Research/Creative Activity: It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

Overloads: Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis.

As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

Summer Overloads: No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year's nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.

Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member's home unit is required from all involved administrative levels.

Salary Conversion Rate for Faculty Holding Twelve-month Appointments: The salary of a faculty member holding a twelve-month appointment will be converted back to a nine-month faculty salary at the rate of 9/11ths of his/her twelve-month base salary. Exceptions to this pattern may occur based on individual based negotiations depending on the level of the position, experience, and other factors. The approval of the Chancellor is required for such conversions to occur.

External Activities for Pay: The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI. of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at www.aa.ecmedu/forms.