

**EAST CAROLINA UNIVERSITY
2003-2004 FACULTY SENATE**

The second regular meeting of the 2003-2004 Faculty Senate will be held on **Tuesday, October 7, 2003**, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

September 16, 2003

III. Special Order of the Day

A. Roll Call

B. Announcements

C. William Shelton, Interim Chancellor and Vice Chancellor for University Advancement

D. James L. Smith, Academic Affairs Coordinator and Assistant Secretary to the Board

E. Rick Niswander, Chair of the Faculty

F. Question Period

IV. Unfinished Business

Resolution on the Selection of the ECU Chancellor (attachment 1), David Pravica

V. Report of Committees

A. University Curriculum Committee, Tim Hudson
Curriculum matters contained in the minutes of September 25, 2003, meeting.

B. Calendar Committee, Jeff Phipps
Revised Fall 2003 University Calendar (attachment 2).

C. Educational Policies and Planning Committee, Mike Brown
For information only:
Request for Authorization to Plan a PhD Program in Technology.

- D. Faculty Governance Committee, Mary Glascoff
 - 1. Revision to the *ECU Faculty Manual*, Appendix D. (attachment 3).
 - 2. Revision to the *ECU Faculty Manual*, Appendix L. (attachment 4).
- E. Faculty Grievance Committee, Gene Hughes
Overview of 2002-2003 Committee Activities (attachment 5).
- F. University Budget Committee, Henry Ferrell
University Budget Situation and Opportunity to Provide Ideas for Cutting Costs (attachment 6).

VI. New Business

Resolution on the Selection of the ECU Chancellor (attachment 7), David Pravica

**EAST CAROLINA UNIVERSITY CHAPTER
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS**
Resolution on the Selection of the ECU Chancellor

(as last amended at the September 16, 2003, Faculty Senate meeting.)

Whereas, an unexpected vacancy has occurred in the post of ECU chancellor, and

Whereas, the brevity of Dr. Muse's tenure in office and a number of other ad hoc changes leave the university in a continuing state of transition, and whereas, the faculty represent the continuity of the university, and

Whereas, the faculty seeks to maintain healthy and cooperative relationships with other colleges and universities, and with granting agencies, and

Be it therefore resolved that the following requests be communicated directly to President Molly Broad and to the ECU Board of Trustees:

1. The interim chancellor demonstrate a commitment to shared governance, to working with the faculty at all levels and to affirming the role of the Faculty Senate.
2. One-third of the voting members of the search committee for the next ECU chancellor be faculty members elected by the Faculty Senate.
3. Candidates for the position of chancellor meet with the full Faculty Senate before the search committee reaches its decisions.
4. In cooperation with the new administration, the Faculty Senate conduct a discussion on a new mission statement for the university.

Faculty Senate Meeting
October 7, 2003
Attachment 2.

CALENDAR COMMITTEE REPORT

- Revise Fall 2003 University Calendar to include a make up day for Friday, September 19 and add minutes to each Tuesday and Thursday class day beginning October 15. (additions are noted in **bold** print, deletions are noted by ~~strikethrough~~)

Fall Semester 2003

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 2, Monday	Last day to apply for admission to Graduate School for the Fall semester.
August 1, Friday	Last day to submit appeals for readmission for Fall semester.
August 8, Friday	Schedules canceled for all who have not paid fees by 4:00 PM.
August 11, Monday	Fall semester fees accepted with late processing fee.
August 22, Friday	6:30 p.m. Weekend Program classes begin.
August 25, Monday	Faculty meetings.
August 26, Tuesday	Advising and schedule adjustments.
August 27, Wednesday	Classes begin; late registration; schedule changes. Last day for Weekend Program schedule changes (drop and add).
August 29, Friday	6:30 p.m., Weekend Program Labor Day holiday begins (no classes).
● September 1, Monday	Labor Day holiday (no classes).
September 3, Wednesday	Last day for late registration and schedule changes (drop and add).
September 4, Thursday	Last day for schedule changes (add only).
September 11, Thursday	Last day to apply for graduation in December.
October 6, Monday	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 7, Tuesday	Last day for undergraduate students to drop a Weekend Program class or to withdraw from school without grades.
October 8, 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% of their regularly scheduled class meetings.
October 10, Friday	6:30 p.m., Weekend Program Fall Break begins (no classes).
October 11-14 Saturday-Tuesday	Fall Break.
● October 15, Wednesday	8:00 a.m. Classes resume. State holiday makeup day (classes which would have met on <u>Monday</u> , September 1, 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.) This does not apply to Weekend Program classes.
November 3, Monday	Registration for Spring Semester 2004 begins.

ATTACHMENT 2. Continued

November 18, Tuesday	Last day to remove incompletes given during Spring and/or Summer session 2003.
November 26-30 Wednesday-Sunday	Thanksgiving break.
December 1, Monday	8:00 a.m. - classes resume. Last day for graduate students to drop courses without grades.
December 2, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 6, Saturday	Hurricane Isabel makeup day. (Classes which would have met on Friday, September 19 will meet on this day so there will effectively be the same number of Fridays as every other weekday during the semester.)
December 10, Wednesday	Classes end. Last day for submission of grade replacement requests.
December 11, Thursday	Regular Exams begin.
December 12-13 Friday-Saturday	Weekend Program exams.
December 13, Saturday	Commencement.
December 18, Thursday	7:00 p.m. Exams for Fall semester close; last day to submit appeals for readmission for Spring semester.

EXAMINATION SCHEDULE FALL SEMESTER 2003

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes 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 11 -December 18). 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 11 -December 18). 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 11 -December 18). Classes meeting on Saturday morning will have the final examination on Saturday, December 13, at the usual hour at which the class meets. Weekend Program classes will have exams on Friday and Saturday (December 12-December 13) 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)

ATTACHMENT 2. Continued

Common examinations will be held according to the following schedule:

CHEM 1121, 1131, 1151, 1161	5:00 - 7:30 Thursday, December 11
MATH 1065	5:00 - 7:30 Friday, December 12
EN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Monday, December 15
ECON 2113, 2133	5:00 - 7:30 Tuesday, December 16
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Wednesday, December 17
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Thursday, December 18

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, December 12
8:00 TTh.....	8:00 - 10:30 Tuesday, December 16
9:00 MWF	8:00 - 10:30 Monday, December 15
9:00 TTh (9:30)	8:00 - 10:30 Thursday, December 18
10:00 MWF	8:00 - 10:30 Wednesday, December 17
10:00 TTh.....	8:00 - 10:30 Thursday, December 11
11:00 MWF	11:00 - 1:30 Friday, December 12
11:00 TTh.....	11:00 - 1:30 Tuesday, December 16
12:00 MWF	11:00 - 1:30 Monday, December 15
12:00 TTh (12:30)	11:00 - 1:30 Thursday, December 18
1:00 MWF	11:00 - 1:30 Wednesday, December 17
1:00 TTh.....	11:00 - 1:30 Thursday, December 11
2:00 MWF	2:00 - 4:30 Friday, December 12
2:00 TTh.....	2:00 - 4:30 Tuesday, December 16
3:00 MWF (3:30).....	2:00 - 4:30 Monday, December 15
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 18
4:00 MWF	2:00 - 4:30 Wednesday, December 17
4:00 TTh.....	2:00 - 4:30 Thursday, December 11
5:00 MWF	5:00 - 7:30 Monday, December 15
5:00 TTh.....	5:00 - 7:30 Tuesday, December 16

Please note that the three semester hour TTH classes will have 15 classes after Fall break to make up five minutes at a time. The 50-minute MTWTH classes (MATH 2171, BIOL 1060, PHYS 1050, ...) will make up the time five minutes over 10 TTH classes or just meet at their usual time or on the Saturday make up day. The Thursday night classes that run three hours will make the time up 20 minutes at a time.

Faculty Senate Meeting
October 7, 2003
Attachment 3.

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Revisions to the *ECU Faculty Manual*, Appendix D.

Revise Appendix D, Section I. to read as follows: (addition is noted in **bold** print.)

"I. Tenure

Academic tenure serves to insure academic freedom by guarding faculty members against negative consequences of expressing unpopular points of view. Academic tenure refers to the conditions and guarantees that apply to a faculty member's professional employment. Tenure protects a faculty member against involuntary suspension or discharge from employment or reduction in rank except upon specified grounds and in accordance with the procedures provided in Section VI.; or against termination of employment except as provided for in Section VII. During the term of such guarantees, the faculty member may be discharged or suspended from employment or diminished in rank only for reasons of incompetence, neglect of duty, misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, **demonstrable, bona fide institutional financial exigency or major curtailment or elimination of a teaching, research, or public service program.** "

In light of the discussion at the last Senate meeting, the phrase "*demonstrable, bona fide institutional financial exigency or major curtailment or elimination of a teaching, research, or public service program*" reflects the exact wording found in another section of Appendix D. under Section VII. Termination of Faculty Employment. Also included in this section is an explanation for the wording and process by which the employment decision is made.

Link to Appendix D. Section VII.: <http://www.ecu.edu/fsonline/FacultyManual2/AppendixD/d7.htm>

Link to the UNC Code, Chapter VI:

http://www.northcarolina.edu/content.php/policies/CHAPTER_VI_only_web.htm#chapterVI

Faculty Senate Meeting
October 7, 2003
Attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed Revision to the *ECU Faculty Manual*, Appendix L.

Revise Appendix L. Section C.2. to read as follows:
(addition noted in **bold** print and deletion noted by strikethrough)

"2. The faculty of ~~a college or school~~ may democratically decide to organize into self-governing, autonomous units at the departmental, **school, or college** level in accordance with guidelines established by the Faculty Senate. A school's or college's proposal to organize into self-governing, autonomous units will be reviewed by the Faculty Governance Committee. If the Faculty Governance Committee finds the proposal conforms to the guidelines, the proposal will be forwarded to the Faculty Senate for their consideration. If the Faculty Senate acts favorably, the proposal will be forwarded to the Chancellor. With the Chancellor's approval, codes of operation for the individual units shall be democratically developed. Upon approval of the codes, the code of the school or college will become null-and-void. Said school or college may democratically develop a constitution as a governance document. However, this constitution may not conflict with the authorities, responsibilities, and characteristics of the constituent units. If faculty members of schools or colleges do not choose to organize into self-governing, autonomous units, faculty in individual departments may democratically develop rules for the internal organization and operation of their departments."

Link to all of Appendix L. Section C: <http://www.ecu.edu/fsonline/FacultyManual2/AppendixL/LC.htm>

Full Faculty Senate Agenda
October 7 2003
Attachment 5.

FACULTY GRIEVANCE COMMITTEE REPORT
Overview of 2002-2003 Committee Activities

1. On grievances initiated during the last academic year (2002-2003), the Committee shall report to the Faculty Senate the following:
 - a. How many grievants proceeded to STEP ONE (attention of committee chair)? 3
 - b. How many grievants proceeded to STEP TWO (faculty counselor involved)? 1
 - c. How many grievants proceeded to STEP THREE (administrative review or faculty mediation)? 1
 - d. How many grievants proceeded to STEP FOUR (request for a hearing)? 1
 - e. How many grievants proceeded to STEP FIVE (hearing conducted)? 1
 - f. How many grievants proceeded to STEP SIX (written report following hearing)? 1
 - g. Of this number, how many reports were subsequently submitted by the committee to the Chancellor? 1
2. On grievances initiated prior to the last academic year, the committee shall report annually to the Faculty Senate the following:
 - a. How many are still in process, but have not proceeded to STEP SIX, and how long each has been in process? none
 - b. How many grievances proceeded to STEP SIX (that is, the hearing process was completed and the committee reported its findings to the appropriate administrator)? 1
 - c. Of this number, how many reports were subsequently submitted by the committee to the Chancellor? 1
3. The committee shall report annually to the Faculty Senate the following information relative to the general category of each grievance initiated during that academic year:
 - a. the number of grievances in each of a set of general categories or types:
 - 1.) Assignment - 2; 2.) Appendices C. and D. - 1
 - b. for grievances in each category, the following information:
 - 1) the number of Petition for Redress submitted (same as 1.c. above):
 - 1.) 1; 2.) none
 - 2) the number of requests for a hearing, the number of hearings granted (same as 1.e. above): 1.) 1
 - 3) the disposition of each hearing (in process, report submitted by the committee to the appropriate administrator, report subsequently submitted by the committee to the Chancellor). 1.) 1

Concurrently, the Chair of the Faculty shall inform the Faculty Senate of the following:

1. On grievances initiated during the last academic year:
 - a. How many decisions were appealed by the grievant to the Chancellor? none
 - b. How many decisions were appealed by the grievant to the Board of Trustees or beyond? one
 - c. How many appeals are still in progress? one
2. On grievances initiated prior to the last academic year:
 - a. How many decisions were appealed by the grievant to the Chancellor? none
 - b. How many decisions were appealed by the grievant to the Board of Trustees or beyond? one
 - c. How many appeals are still in progress? one
3. The following information relative to the general category of each grievance initiated during that academic year:
 - Last Academic Year
 - a. Decisions appealed by grievant to the Chancellor. none
 - b. Decisions appealed by grievant to Board of Trustees or beyond. Assignments, one
 - c. Appeals still in progress. Assignments, one
 - Prior Year
 - a. Decisions appealed by grievant to the Chancellor. none
 - b. Decisions appealed by grievant to Board of Trustees or beyond. Appendix D., one
 - c. Appeals still in progress. Appendix D., one

Full Faculty Senate Agenda
 October 7 2003
 Attachment 6.

UNIVERSITY BUDGET COMMITTEE
 University Budget

Report as of 10-2-03	Academic Affairs	School of Medicine	Totals	%
State Appropriations	121,022	44,798	165,820	
Receipts	74,143	2,822	76,965	
Enrollment Increase	9,134	0	9,134	
3% Permanent Budget Cut	(3,863)	(1,364)	(5,227)	
.77% One Time Budget Cut	(991)	(347)	(1,338)	
2% Withholding from Cash	(2,500)	(867)	(3,367)	
Allotments to pay bills by State				
2% Withholding for possible reversions due to Hurricane Isabel	(2,500)	(867)	(3,367)	
Total Budget Available for Spending	\$194,445	\$44,175	\$238,620	
Expenditures:				
Salaries/Compensation	128,073	36,099	164,172	68%
Benefits	24,343	6,022	30,365	13%
Utilities	11,800	46	11,846	5%
Financial Aid/Books	6,682	1,086	7,768	3%
Other Expenses	25,676	2,954	28,630	11%
Total Expenses	\$196,574	\$46,207	\$242,781	
Projected Net	(\$2,129)	(\$2,032)	(\$4,161)	

RESOLUTION ON THE SELECTION OF THE ECU CHANCELLOR

Rationale:

- 1) Previous candidates for high-level administrative positions have come before faculty groups in an open forum;
- 2) Professional search companies have shown little evidence of being able to provide quality candidates;
- 3) Strong faculty participation in administrative searches would be consistent with past practices, including searches for chancellors, vice chancellors, deans, directors and departmental chairs.

Be it resolved that the Faculty Senate requests that:

- 1) no less than one-third of the voting members of the search committee for the next ECU Chancellor be faculty members both nominated and elected by the Faculty Senate;
- 2) each of the final three candidates, for the position of chancellor, present to the faculty, in open meetings *before* the search committee reaches its final decision, their views on higher education and how they intend to apply their philosophies to the running of ECU;
- 3) the faculty should have the privilege of expressing its opinion on each candidate to the search committee by means of a written questionnaire.