



Office of the Chancellor

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MEMORANDUM

TO: Rick Niswander  
Chairman, Faculty Senate

FROM: William E. Shelton  
Chancellor

DATE: October 15, 2003

SUBJECT: Approval of Resolutions

This is to confirm approval of the following resolutions adopted by the Faculty Senate on October 7, 2003:

03-41 Selection of ECU Chancellors as follows:

Rationale:

- 1) Previous candidates for high-level administrative positions have come before faculty groups in an open forum.
- 2) 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 ECU Chancellors be faculty members both nominated and elected by the Faculty Senate; and
- 2) Each of the final 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; and
- 3) The faculty should have the privilege of expressing its opinion on each candidate to the search committee by means of a written questionnaire; and
- 4) Results of this questionnaire will be made available to faculty members in the Faculty Senate office in a timely manner.



Rick Niswander  
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- 03-42 Curriculum matters contained in the University Curriculum Committee minutes of September 25, 2003 (attachment 1).
- 03-43 Revised Fall 2003 University Calendar to accommodate the days missed due to Hurricane Isabel (attachment 2).
- 03-44 Revised *ECU Faculty Manual*, Appendix D, Section I. (attachment 3).

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Attachments



# University Curriculum Committee

## 25 September 2003 Meeting Minutes

### Members present:

E. Arnold, C. Estes, R. Graziani, T. Hudson, L. Kean, J. Lorenzo, R. Mitchelson, S. O'Donnell, R. Reaves, E. Smith, Jim Smith, Jim Toppen

### Members excused:

R. Mitchelson

- 1) Approved without dissent the minutes (as amended) of the 25 September 2003 meeting.
- 2) R. Graziani was elected as the catalog secretary for 2003 – 2004.
- 3) Professor Al Muller from the Department of Curriculum & Instruction, College of Education spoke on behalf of the proposal to transfer certain English Education courses from the Department of English, Harriot College of Arts & Sciences to the Department of Curriculum and Instruction (English Education), College of Education. This request comes from the English Education program, subsequent to the transfer of the BS English – Secondary degree program from the Harriot College to the College of Education.

Specifically, their proposal requests that the following courses be transferred immediately from the Harriot College of Arts & Sciences to the College of Education with an ENED prefix:

#### BS English Education

ENGL 2123	Early Experience
ENGL 3815	(New course approved Fall '02 as ENED) Composition Instruction in Grades 9-12
ENGL 4323	English Education Methods
ENGL 4324	Internship
ENGL 4325	Seminar
ENGL 4960	Literature Study in the H.S.

#### BS Middle Grades Language Arts\*

ENGL 4319	Teaching English Language Arts in the Middle School (Currently Banked and to remain banked. Has been taught by Middle Grades Program for years as MIDG 4319)
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**ENGL 4970** Literature for the Younger Adolescent/Purpose and Role of Literature  
Study in the Middle Grades

After brief discussion, Kean moved for approval, Toppen seconded. Motion passed without dissent.

4) Professor Steve Estes, Chair of the Department of Exercise and Sport Science, spoke on behalf of his department's proposed new course, EXSS 4301: Comparative Sport and Physical Education: International Aspects. Dr. Marieke Van Willigen of the Department of Sociology also attended the meeting and spoke to concerns her department had concerning the course. Dr. Van Willigen expressed concerns about the brief notification her department received regarding the proposed new course. Following some discussion between Estes and Van Willigen, she expressed support for the approval of EXSS 4301. Kean moved approval of the course, with a second by Toppen. Motion passed without dissent.

5) Following the approval of EXSS 4301 (item 4 above), members of the committee discussed the notification of affected departments. It was agreed that all department heads should be reminded that they can check UCC agendas one week prior to all meetings, and the onus is on departments rather than the Chair of UCC to identify items of concern. That being said, in cases where a proposal submitted to the UCC clearly affects another department, the UCC will direct the department making the proposal to contact affected departments. This procedure is already built into the curriculum approval process.

Additional discussion addressed the increasing focus on interdisciplinary studies and how that might affect curriculum at ECU. A summary of the discussion is as follows: Given the increasing emphasis on interdisciplinary studies at all universities, members of the UCC stressed that each discipline should be allowed some latitude in utilizing interdisciplinary methodologies as they apply to the study of content in that particular discipline.

6) The committee discussed the criteria that departments use for identifying their major's Cultural Diversity requirement. R. Reaves agreed to obtain the criteria and bring it to the next committee meeting for further discussion.

7) Meeting adjourned at 2:40 pm.



Faculty Senate Resolution #03-43  
Approved by the Faculty Senate: October 7, 2003  
Approved by the Chancellor: pending

ATTACHMENT # 2

Revised 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.  |
| <del>October 6, Monday</del>      | <del>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.</del>   |
| October 7, Tuesday                | Last day for undergraduate students to drop a Weekend Program class or to withdraw from school without grades.   |
| <b>October 8, Wednesday</b>       | <b>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.</b>   |
| October 10, Friday                | 6:30 p.m., Weekend Program Fall Break begins (no classes).   |
| October 11-14<br>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. |



## Faculty Senate Resolution #03-43

November 3, Monday	Registration for Spring Semester 2004 begins.
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.
<b>December 6, Saturday</b>	<b>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.)</b>
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 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 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)

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
FREN 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



## Faculty Senate Resolution #03-43

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 Resolution #03-44

Approved by the Faculty Senate: October 7, 2003

Approved by the Chancellor: pending

Approved by the Board of Trustees: pending

Approved by the Board of Governors: pending

ATTACHMENT # 3

Revision 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** **stitutional financial exigency or major curtailment or elimination of a teaching, research, or public service program.** "