

**EAST CAROLINA UNIVERSITY
2007-2008 FACULTY SENATE**

The fourth regular meeting of the 2007/2008 Faculty Senate will be held on
Tuesday, December 4, 2007, at 2:10 p.m. in the Mendenhall Student Center, Great Room.

AGENDA
Revised 11-27-07

- I. **Call to Order**
- II. **Approval of Minutes**
November 7, 2006
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Steve Ballard, Chancellor
 - D. Phyllis Horns, Vice Chancellor for Health Sciences
 - E. Virginia Hardy, Chief Diversity Officer and Senior Associate Dean for Academic Affairs
Discussion on the Climate Survey conducted in Spring 2007
 - F. Ken Wilson, Faculty Assembly Delegate
 - 1. Report on [November 16, 2007, Faculty Assembly Meeting](#)
 - 2. Resolution relating to UNC Tomorrow (attachment 1).
 - G. Mark Taggart, Chair of the Faculty
 - H. Question Period
- IV. **Unfinished Business**
- V. **Report of Committees**
 - A. Academic Standards Committee, Linda Wolfe
Discussion on proposed new student e-mail system and how it affects teaching.
Linked here for information:
[Student Email Committee Charge](#)
[Hosted Strategy for Student Email](#)
[ITCS Response to Committee Survey](#)
 - B. Agenda Committee, Mark Sprague
Proposed 2008-2009 Faculty Senate and Agenda Committee meeting dates
(attachment 2).

- C. Educational Policies and Planning Committee, Dale Knickerbocker
1. Request to establish minors in Clinical Microbiology, Clinical Chemistry and Hematology, Hematology and Immunohematology, and Clinical Laboratory Science Generalist, Department of Clinical Laboratory Science, College of Allied Health Sciences.
 2. Request to deliver Master of Science in Environmental Health as a DE program, Department of Health Education and Promotion, College of Health and Human Performance.
 3. ~~Proposed revisions to the *ECU Faculty Manual*, Part V. relating to curriculum development (attachment 3).~~
This report is being withdrawn pending further deliberations.
- D. Faculty Governance Committee, Puri Martinez
Proposed revision to the *ECU Faculty Manual*, Appendix C. relating to emeritus status (attachment 4).
- E. Faculty Welfare Committee, Bruce Southard
Proposed revision to the *ECU Faculty Manual*, Part VI. relating to phased retirement (attachment 5).
- F. University Curriculum Committee, Janice Neil
Curriculum matters contained in the minutes of the [October 25, 2007](#), Committee meeting.
- G. Unit Code Screening Committee, Garris Conner
1. Proposed new [Department of Nutrition and Dietetics'](#) Unit Code of Operation.
 2. Proposed revised [College of Nursing's](#) Unit Code of Operation.

VI. New Business

UNC FACULTY ASSEMBLY REPORT

Whereas, the UNC Tomorrow initiative is of crucial importance to the State of North Carolina, the University System, and East Carolina University; and

Whereas, more than 1000 faculty members from throughout the System have recently attended faculty listening forums and have followed the progress of the UNC Tomorrow Commission and the Scholars Council in other ways; and

Whereas, the Faculty Assembly has requested each campus to have substantial faculty involvement in the next stage of the UNC Tomorrow initiative effective.

THEREFORE, BE IT RESOLVED,

1. The Faculty Senate requests Chancellor Ballard to constitute campus UNC Tomorrow Response Teams so as to include at least 50% of their membership drawn from the non-administrative faculty. At least half of the faculty serving in this capacity will be appointed by the Faculty Senate.
2. The Faculty Senate will address key issues raised by the UNC Tomorrow initiative at the January 2008 meeting.
3. The Faculty Senate will work with the Faculty Assembly in its efforts to move forward with key initiatives related to UNC Tomorrow.
4. The Faculty Senate will devote time and attention supporting the Faculty Assembly in its efforts to address key focal areas during spring semester 2008.

**Faculty Senate Agenda
December 4, 2007
Attachment 2.**

AGENDA COMMITTEE REPORT

Proposed 2008-2009 Faculty Senate and Agenda Committee Meeting Dates

Fall 2008 University Calendar

Spring 2009 University Calendar

August 20	Classes Begin	January 9	Classes Begin
September 1	State Holiday	January 19	State Holiday
October 11 - 14	Fall Break	March 8 - 15	Spring Break
October 27-31	Early Registration	March 23-27	Early Registration
November 26 - 30	Thanksgiving Break	April 10-11	State Holiday
December 3	Classes End	April 27	Classes End
December 5 - 12	Exams	April 30-May 7	Exams

Agenda Committee will meet:

Faculty Senate will meet:

August 26, 2008	September 9, 2008
September 23, 2008	October 7, 2008
October 21, 2008	November 4, 2008
November 18, 2008	December 2, 2008
January 13, 2009	January 27, 2009
February 10, 2009	February 24, 2009
March 17, 2009	March 31, 2009
April 7, 2009	April 21, 2009
	April 28, 2009
	Organizational Meeting

This report is being withdrawn pending further deliberations.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part V. Section III. Curriculum Development

Replace the current text (noted at the end) with the new text noted in **bold print**.

“III. Academic Program Development

Curriculum and program development is a faculty responsibility. Curriculum and program changes may be initiated, prepared, and presented for review to all relevant ECU campus bodies by voting faculty as defined in *ECU Faculty Manual, Appendix L*. Development of new academic degree programs and certificates of advanced study is governed by the policies and procedures of the General Administration (GA), specified in Administrative Memorandum 406 and in Administrative Memorandum 407 for Distance Education. Consultation with the ECU office of Academic Programs is recommended before preparing program development requests.

The Academic Program Development Collaborative Team, an advisory body to the Academic Council, collaborates with units to strengthen program proposals and informs the Educational Policies and Planning Committee of its recommendations to the Academic Council and to the dean of the Graduate School concerning graduate programs under consideration. The office of Continuing Studies processes requests to deliver new and existing academic programs through distance education. The Chancellor has the final campus authority on academic program decisions.

A. Definitions

1. Degree Programs

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the twelve-digit CIP code level. As a general rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A masters-level program requires that at least one-half of the total hours be in the program area. Programs with fewer hours are designated a concentration within an existing degree program. Degree programs require the approval of the GA and the Board of Governors (BOG). Minors and concentrations receive final approval at the campus level.

2. Certificate of Advanced Study Programs (CAS)

These programs usually require one year of study beyond the master's degree and provide a higher level of licensure for public school teachers and administrators. The licensure requirements for public school teachers and administrators are defined by the State Board of Education. It is the policy of the BOG to use the designation certificate of advanced study with respect to all sixth-year programs established for public school personnel and

to authorize no EdS (specialist in education) degree programs beyond those now in existence. All CAS programs are categorized individually in the University's academic program inventory at the twelve-digit CIP code level.

3. Other Certificates

Certificates other than the CAS combine specific degree-credit courses at the graduate or undergraduate level to provide professional development. The chancellor has final approval for certificates. All certificates are categorized individually in the University's academic program inventory at the twelve-digit CIP code level.

4. Teacher Licensure Areas (TLA)

These are specific course clusters which 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. When an institution receives authorization from the State Board of Education to offer a TLA, the senior vice president for academic affairs of UNC-GA must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

B. Curriculum Approval Process

Curriculum development includes developing courses and requirements for new academic programs, and developing and revising courses and requirements for existing programs.

The following is the order for seeking campus approval for undergraduate curriculum changes (1000-4000-level):

- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Academic Standards (if requesting Liberal Arts Foundations Curriculum Credit);
- Writing Across the Curriculum Committee (if requesting Writing Intensive credit);
- Communicate with units and programs that may be directly or indirectly affected by the curriculum
- Chairperson/director of dept/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed and Teacher Licensure Areas proposals to Council on Teacher Education (simultaneously);
- Dean of the college in which the program is/will be housed;
- University Curriculum Committee;
- Faculty Senate;
- Chancellor

The following is the order for seeking campus approval for graduate curriculum changes (5000-level and above):

- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Chairperson/director of dept/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed and Teacher Licensure Areas proposals to Council on Teacher Education (simultaneously);
- Dean of the college in which the program is/will be housed;
- Graduate Curriculum Committee;

- Graduate School Administrative Board;
- Chancellor

C. Program Development Approval Process

Program development includes developing new academic degree programs, minors, certificates, and new concentrations within existing degree programs, as well as requesting program name changes, and moving or discontinuing programs.

A unit proposing a new degree program presents both the planning document and the Request for Authorization to Establish first to the Academic Program Development Collaborative Team.

Proposals for new academic degrees must include a list of all UNC and private in-state institutions that offer the same or a similar degree. Program planners are expected to contact those institutions regarding their experience with program productivity (applicants, majors, job market, placement, etc.). To facilitate this portion of the planning process, the UNC-GA Division of Academic Affairs provides a link to the UNC Academic Program Inventory and a link to program inventories for other in-state institutions. In addition, proposals must include the Classification of Instructional Programs code under which the proposed program is to be classified. Faculty should allow ample time for review of proposals at all levels.

The approval process to plan or establish new undergraduate degree programs, to change a program's name, move a program, or discontinue a program involves three distinct steps:

Step I: Notification of Intent to Plan

Step II: Program Requirements/Course Approval

Step III: Request for Authorization to Establish (RAE)

In Step I, a notification of intent to plan (NIP) is submitted.

The following is the order for seeking campus approval of a notification of intent to plan:

- Consultation with APD Collaborative Team (new degree programs only)
- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Chairperson/director of dept/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed; TLA proposals to Council on Teacher Education (simultaneously);
- Dean of the college in which the program is/will be housed;
- University Curriculum Committee (not necessary for changing a name, moving or discontinuing a program)
- Educational Policies and Planning Committee and Academic Council;
- Chancellor

In Step II, the approval of new degree requirements and courses is completed as specified above in "Curriculum Approval Process" for undergraduate and graduate programs.

In Step III, a request for authorization to establish is submitted.

- Consultation with APD Team (new degree programs only);
- Curriculum committee of dept/school in which the program is/will be housed;
- Voting faculty of dept/school in which the program is/will be housed;
- Chairperson/director of dept/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed; TLA proposals to Council on Teacher Education (simultaneously);
- Dean of the college in which the program is/will be housed;
- University Curriculum Committee
- Educational Policies and Planning Committee and Academic Council;
- Chancellor

The following is the order for seeking campus approval for undergraduate minors, certificates, concentrations. Curriculum committee of dept/school in which the program is/will be housed;

- Voting faculty of dept/school in which the program is/will be housed;
- Chairperson/director of dept/school in which program is/will be housed;
- Curriculum committee of the college in which program is/will be housed; TLA proposals to Council on Teacher Education (simultaneously);
- Dean of the college in which the program is/will be housed;
- University Curriculum Committee (for curriculum requirements);
- Educational Policies and Planning Committee and Academic Council;
- Chancellor

The following is the order for seeking campus approval to plan or establish new graduate degree programs and certificates, add a concentration within an existing degree program, rename, move, or discontinue a program.

- Consultation with APD Team (new degree programs only);
- Curriculum committee of dept/school in which the program will be housed;
- Voting faculty of dept/school in which the program will be housed;
- Chairperson/director of dept/school in which program will be housed;
- Curriculum committee of the college in which program will be housed;
- Dean of the college in which the program will be housed;
- External review (Step III, Request to Establish only)
- Graduate Curriculum Committee; (except to rename, move or discontinue program)
- Graduate School Administrative Board;
- Educational Policies and Planning Committee and Academic Council;
- Chancellor

The proposing academic unit, in collaboration with the office of Academic Programs, prepares the final version of undergraduate and graduate program requests for the chancellor's consideration. Once the chancellor has made an affirmative decision, the office of Academic Program submits the new program request and chancellor's communiqué to UNC GA. Instructions on specific procedures and documents for curriculum and program development proposals are available on the office of Academic Programs website."

“III. Curriculum Development

Curriculum development is a faculty responsibility. Curriculum development in the academic affairs division is under the authority of the chancellor and the provost. Curriculum development in the health sciences division comes under the authority of the chancellor and the vice chancellor for health sciences. Actions that require the approval of the University of North Carolina Office of the President (OP) and the University of North Carolina Board of Governors (BOG) are indicated below.

A. Who May Initiate Curriculum Change?

Curriculum changes include planning and establishing new programs, changing a program's name, moving programs, discontinuing programs, developing new courses and revising courses and degree requirements. These changes may be initiated, prepared and presented for review to all relevant ECU campus bodies by:

1. The curriculum committee or faculty of the department or school that will house the program.
2. The department chairperson, school director or college dean of the department, school or college that will house the program.
3. The provost or the vice-chancellor of health sciences.
4. The chancellor.

B. Steps to follow, in order, in seeking campus approval to plan or establish new programs, change a program's name, move programs or discontinue programs:

Obtain approval from the following:

1. Curriculum committee of the department or school in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or curriculum committees of the departments or schools in which a program is housed and to which it may be moved (for proposals to move programs). Interdisciplinary programs will obtain approval of curriculum committees in each of the units that will or do support the program (for proposals to create new programs or to rename or discontinue existing programs) or the curriculum committees of the units that support the program and that may support the program (for proposals to move the program).
2. Voting faculty of the department or school in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or voting faculty of the departments or schools in which a program is housed and to which it may be moved (for proposals to move programs) and the code unit voting faculty of the department(s) or school(s), if not identical with the department voting faculty.
3. Chairperson or director of the department or school in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or chairpersons or directors of the departments or schools in which a program is housed and to which it may be moved (for proposals to move programs).
4. Curriculum committee of the college in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or curriculum committees of the colleges in which a program is housed and to which it may be moved (for proposals to move programs).
5. Dean of the college in which a program will be or is housed (for proposals to create new programs or to rename or discontinue existing programs) or deans of the colleges in which a program is housed and to which it may be moved (for proposals to move programs).
6. Provost or the vice-chancellor for health sciences, as appropriate.

7. Academic Council.
8. Educational Policies and Planning Committee:
 - (a) for a Notice of Intent to Plan, a Request for Authorization to Plan a Degree Program or a Request for Authorization to Establish a Degree Program the Educational Policies and Planning Committee makes a recommend to the chancellor and reports its recommendation to the Faculty Senate.
 - (b) for a request to change the name of a program, move a program or discontinue a program, the Educational Policies and Planning Committee reports its recommendation to the Faculty Senate. The Faculty Senate reports its recommendation to the Chancellor.
9. Chancellor.

The chancellor shall, at his or her discretion, communicate to the OP his or her intention or request with respect to instructional program developments and changes whose implementation requires authorization by the OP and BOG.

Final approval of the Certificate of Advanced Studies rests with the chancellor, after he or she receives notification of approval of the program by the State Board of Education. The chancellor of the institution then notifies the OP senior vice president for academic affairs of the approval of the Certificate of Advanced Studies.

C. Program Development.

Program development is governed by policies and procedures of the OP. These policies and procedures are stated in OP Administrative Memorandum 406. Memorandum 406 can be found at the OP web site.

To assist institutions preparing to plan new programs, OP Division of Academic Affairs provides a link to the CIP taxonomy (an up-to-date Academic Program Inventory for UNC institutions). Institutions planning a new degree program will be expected to contact other institutions awarding the proposed degree during the planning process regarding their experience with program productivity (applicants, majors, job market, placement, etc.).

C-1. Kinds of Programs:

Degree Programs:

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a particular level of instruction. All degree programs are categorized individually in the University's academic program inventory at the six-digit CIP code level. As a general rule, in order to be considered for degree program status, a course of study should require coursework in the proposed program area of at least: 27 semester hours at the undergraduate level; half the total hours required at the master's level; 21 semester hours at the doctoral level. Anything less than this within an existing degree program should be designated a concentration, a decision that can be made at the campus level.

Although in general a discipline specialty is represented by a four-digit CIP, the level of disaggregation in some of the CIP codes is such that consultation through Academic Affairs with the appropriate staff person in the OP is recommended before submitting any request for a new degree program if there are any questions about its classification or categorization.

Certificate of Advanced Study Programs (C.A.S.):

These programs usually require one year of study beyond the master's degree and provide 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 Board of Governors to use the designation "Certificate of Advanced Study" with respect to all sixth-year programs established for public school personnel and to authorize no Ed.S. (Specialist in Education) degree programs beyond those now in existence.

Other Certificates:

These other certificates combine specific degree-credit courses at the graduate or undergraduate level to provide professional development for practitioners.

Teacher Licensure Areas (T.L.A.)

These are specific course clusters in approved teacher licensure areas which 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. When an institution receives authorization to offer a T.L.A. from the State Board of Education, the senior vice president for Academic Affairs should be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available from the North Carolina Department of Public Instruction.

C-2. The Review Required for Creating Different Kinds of Programs:

Kinds of programs addressed herein: Minors and Concentrations, Certificates of Advanced Study and Other Certificate Programs, Baccalaureates and Master's degrees, Doctoral degrees and First Professional degrees in law, education, dentistry, medicine, pharmacy, and veterinary medicine. For the procedure to be followed by the body seeking to plan or establish one or more of the kinds of programs covered herein see the appropriate sub-section below and Section III.B, above.

For Strategic Planning, a letter of intent to plan a new program should be submitted to the provost or to the vice chancellor for health sciences, as appropriate, prior to preparing a Notice of Intent to Plan or a Request for Authorization to Plan a new program.

(i) Minors and concentrations:

- (a) Campus approval is not required in order to plan.
- (b) Campus review of the material presented in a proposal to establish a minor or concentration that states the requirements of and justification for the minor or concentration (see the steps listed in III.B, above).
- (c) The authority to establish new minors and concentrations is delegated to the ECU chancellor by the OP.

(ii) Certificates of Advanced Studies or other certificate programs:

- (a) Campus review and approval of the material presented in a Notice of Intent to Plan document (see Section C-3, below) is required prior to beginning to plan. To initiate campus review, follow the steps listed in Section III.B, above. Upon approval by the chancellor, a Notice of Intent to Plan is submitted to the OP. (See Administrative Memorandum 406, Appendix A.)
- (b) Notification of intent to plan may be sent to the OP Division of Academic Affairs at any time but must be sent at least six months prior to the date of establishment.
- (c) Authorization to establish new Certificates of Advanced Study is delegated to the chancellor, who should notify the OP senior vice president for Academic Affairs when the

program has been approved by the State Board of Education and the date of program implementation established. The chancellor should also notify the senior vice president when other certificates (e.g., the combination of specific degree-credit courses to provide professional development for practitioners) are established, providing the title of the certificate and the title and level of courses included in the certificate.

(iii) Baccalaureate and Master's programs:

- (a) Campus review and approval of the material presented in a Notice of Intent to Plan document (see Section C-3, below) is required prior to beginning to plan. To initiate campus review, follow the steps listed in Section III.B, above. Upon approval by the chancellor, a Notice of Intent to Plan is submitted to the OP. (See Administrative Memorandum 406, Appendix A.)
- (b) Notification of intent to plan may be sent to the OP Division of Academic Affairs at any time but must be sent at least six months prior to the proposed date of establishment. Following submission of the Notice of Intent to Plan to the OP, East Carolina University has one year to complete planning and to submit a request to the OP for authorization to establish the program. The Board of Governors receives semi-annual reports on programs being planned.
- (c) Campus review and campus, OP and BOG approval of the material presented in a Request for Authorization to Establish a New Degree Program document is required prior to establishing a new baccalaureate or master's program (see Section C-4, below, and OP Administrative Memorandum 406, Appendix C.). To initiate review, follow the steps listed in Section III.B, above. A request to establish a master's or C.A.S. program also will be submitted to the Graduate Curriculum Committee and the Graduate School Administrative Board for approval. The Graduate Administrative Board may require an external review as part of its approval process.
- (d) Upon approval by the chancellor, the chancellor notifies the OP senior vice president. The BOG has final statutory responsibility to authorize changes in the academic programs of the constituent institutions.

(iv) Doctoral and First Professional programs:

- (a) Campus review and approval of the material presented in a Request for Authorization to Plan document is required prior to beginning to plan (see Section C-3, below and OP Administrative Memorandum 406, Appendix B). To initiate campus review, follow the steps listed in Section III.B, above. With the approval of the chancellor, a Request for Authorization to Plan may be submitted to the OP.
- (b) Requests for authorization to plan may be submitted annually to the OP by a fixed date established by the OP senior vice president for Academic Affairs. Upon approval by the chancellor, the OP senior vice president receives the plan and the Board of Governors decides whether to grant authorization to plan. Following authorization to plan, East Carolina University will have two years to complete its planning and to submit a request to establish the proposed program. If the request to establish is not completed within this period, the campus may request a one-year extension. If the institution fails to submit a proposal within its allotted time, it must wait three years before resubmitting a request to plan that program. Similarly, if the request to plan is denied, the institution may not resubmit this request for three years. The Board of Governors receives semi-annual reports on programs being planned.
- (c) Campus review and campus, OP and BOG approval of the material presented in a Request for Authorization to Establish a New Degree Program document is required prior

establishing a new program (see Section C-4, below, and OP Administrative Memorandum 406, Appendix B.). To initiate review, follow the steps listed in Section III.B, above. A request to establish a doctoral or first professional program will be submitted to the Graduate Curriculum Committee and the Graduate School Administrative Board for approval. The Graduate Administrative Board may require an external review as part of its approval process.

(d) Upon approval by the chancellor, the chancellor notifies the senior vice president in the OP. The BOG has final statutory responsibility to authorize changes in the academic programs of the constituent institutions.

(v) New Degree Program Classified with the Same Six-Digit CIP Code as a Currently Authorized Program at the Same Level:

Requests for authorization to establish a new degree program that would be properly classified with the same six-digit CIP code as a currently authorized program at the same level, provided it will require no additional resources, may be made at any time by letter from the chancellor to the OP senior vice president for Academic Affairs. The review process is the same as listed in C-2(iv) immediately above. (See Section C-4, below, and OP Administrative Memorandum 406, Appendix D.)

Upon receipt of the notification of intent to plan or request for authorization to plan, the OP division of academic affairs will 1) acknowledge receipt of the notification; 2) provide any additional information not yet posted regarding location of similar programs; and 3) add this program-planning activity to a list that will be maintained by Academic Affairs and made accessible to all UNC institutions. All UNC institutions are expected to consult this list periodically to remain informed about programs being planned by other UNC institutions.

Authorization from the OP to plan a new degree program does not constitute a commitment on the part of the Board of Governors to approve a subsequent request to establish the program. Such authorization constitutes clearance for the institution to document and further justify the need and demand for the proposed program. After an institution receives authorization to establish a new degree program from the OP, it must submit two progress reports to the OP senior vice president. The first such report will cover the first one to two years of implementation, and the second report will cover the first three to four years of operation of the program. Both reports will include information on the extent to which an institution has met projected enrollments and degrees conferred and, if start-up funds were provided, will report on the readiness of the program to continue once start-up funds are discontinued (generally, at the end of the third year). These reports will be submitted as a part of the institution's biennial long-range planning submission.

C-3. The Notice of Intent to Plan and the Request for Authorization to Plan:

To request permission to plan a new program, a document entitled "Notice of Intent to Plan" is prepared for undergraduate, master's, C.A.S. and other certificate programs (see OP Memorandum 406 Appendix A). A document entitled Request for Authorization to Plan is prepared for doctoral and first professional degree programs (see OP Memorandum 406 Appendix B). The appropriate document is submitted to the curriculum committee of the department in which the program will be housed. See section III.B, above, for a list of the steps to be followed when seeking campus approval of a request for permission to plan or a request for authorization to plan a new program. The Notice of Intent to Plan or Request for Authorization to Plan shall describe the proposed degree program and how it fits into the institution's mission and

strategic plan. This document shall present a justification for the program's duplication of other programs if similar programs already exist in the UNC system.

A Notice of Intent to Plan or Request for Authorization to Plan document shall include all information requested by the OP as well as evidence that the planned degree activity is a priority in the unit's strategic/operational plan, the relevant school and college strategic plan, the appropriate division strategic plan (academic affairs or health sciences), and the ECU strategic plan. In addition, preliminary budget projections must indicate that the proposed program will generate at least enough student credit hours to support itself or explain how it will generate additional non-enrollment based resources to cover the balance needed to support the program. Finally, the document shall include evidence that the administrators of other academic and administrative units that may be affected by the implementation of the new program have been consulted. These administrators include, but are not limited to, department chairs, school directors and college deans, the library director(s) (Joyner and/or Laupus), the director of information technology and computing services, and the director of planning and institutional research. If the request is for a post-baccalaureate program, additional information may be required by the Graduate School Administrative Board.

C-4. The Request for Authorization to Establish:

After the Notification of Intent to Plan has been filed with the OP or when the OP grants a Request for Authorization to Plan, the provost will advise the group responsible for the Notice of Intent to Plan or for the Request for Authorization to Plan to create a proposal requesting authorization to establish the new degree program (excepting minors, concentrations and C.A.S. programs, none of which requires OP approval). The proposal shall address the following concerns: program description, program justification, projected enrollment, degree requirements, faculty required to deliver the program, library resources required, facility resources required, and budget resources required to deliver the program. Budget projections must indicate that the proposed program will generate enough student credit hours to support itself or explain how it will generate additional non-enrollment based resources to support itself.

In general, the OP expects that funding to support new degree programs will be provided through a combination of internal reallocations, enrollment increase funds, and external grants. Where appropriate (i.e., in cases where there is convincing evidence of potential for program success if initial support is provided) and when central funds are available, start-up funds may be provided, generally for no more than three years, with the expectation that the program will ultimately be self-sustaining and the start-up funds will be returned and recycled for the use of other UNC programs. In cases where the allocation of start-up funds is appropriate but they are not immediately available, recommendation from the OP of approval of the program may be delayed until such funds are available.

The persons responsible for creating the proposal requesting permission to establish a new program shall consult with the administrators of other academic and administrative units that may be affected by the implementation of the new program. These administrators include, but are not limited to, department chairs, school directors and college deans, the library director(s) (Joyner and/or Laupus), the director of information technology and computing services, and the director of planning and institutional research. A record of the outcome of said consultations will be included in the proposal.

If the request is for a post-baccalaureate program, additional information may be required by the Graduate School Administrative Board. In addition to submitting the proposal to establish a new

degree program for approval, the proposed degree requirements and any new and/or revised courses must be submitted to the appropriate curriculum committees for approval.

Requests for authorization to establish a new degree program that would be properly classified with the same six-digit CIP code as a currently authorized program at the same level, provided it will require no additional resources, may be made at any time by letter from the chancellor to the senior vice president for Academic Affairs. (This category of program is comparable to what was formerly called a "track." To avoid the confusion that prevailed in the past over this designation, that term will no longer be used. However, programs with the characteristics of a track [e.g., a common "core" of courses shared with the other program in that CIP code, but differentiating by as much as 27 s.h. (baccalaureate) or 50 percent (graduate)] may be authorized by the senior vice president.) A copy of the curriculum of the current degree program should be submitted along with the curriculum of the proposed new degree program. It should be consistent with the guidelines for the number of semester hours in the program area (OP Administrative memorandum 406, Appendix C, Section 3). The format for requesting authorization to establish a new degree program in the same area as a previously authorized degree program is included in Appendix D of Administrative memorandum 406.

D. Changes to Existing Programs.

D-1. Request for authorization to change the name or title of an existing program.

- (i) The campus review of a request to change a name or title of a degree program follows the steps in Section III.B, above.
- (ii) Upon approval by the chancellor, the chancellor notifies the senior vice president in the OP. The BOG has final authority to authorize a change in the name or title of a degree program.

D-2. Moving an Academic Degree or Certificate Program

- (i) The review of a request to move a program follows the steps in Section III.B, above.
- (ii) After the request for authorization to move a degree program goes through the campus review procedures and is approved by the chancellor, the chancellor notifies the OP senior vice president.

D-3. Discontinuation of an Academic Degree or Certificate Program

Recommendations to discontinue initiated on campus (see III.A, above) follow the procedures in (a), below. Recommendations to discontinue a program identified by the BOG as failing to meet its productivity criteria follow the procedures in (b) below.

(a) Discontinuation recommendation initiated on campus:

- (i) The review of a request to discontinue a degree program follows the steps in Section III.B, above.
- (ii) After the request for authorization to discontinue a degree program goes through the campus review procedures and is approved by the chancellor, the chancellor notifies the senior vice president in the Office of the President.
- (iii) Requests for authorization to discontinue a degree program may be made by letter from the chancellor to the OP senior vice president at any time, giving the effective date of discontinuation and explaining the reason for the request. The senior vice president will request the concurrence of the Committee on Educational Planning, Policies, and Programs and (through it) the approval of the Board of Governors. Students enrolled in discontinued

degree programs must be allowed to complete their courses of study within a reasonable period of time. Notice of discontinuation of C.A.S. programs or other certificates may be submitted to the senior vice president for Academic Affairs at any time. The party initiating the request to discontinue a program will prepare a statement of justification.

(b) Discontinuation recommendation resulting from BOG low productivity review:

(1) Review Criteria:

As part of its preparations for revision of the UNC BOG, Plan the Office of the President conducts a review of academic program productivity. This review is conducted in the spring of odd-numbered years. The Guidelines and Criteria used by the OP to identify programs with low productivity are as follows:

- (i) Bachelor's degree programs: the number of degrees awarded in the last two years is 19 or fewer -- unless upper division enrollment in the most recent years exceeds 25, or degrees awarded in the most recent year exceeds 10.
- (ii) Terminal master's degrees: the number of degrees awarded in the last two years is 15 or fewer -- unless enrollment in the most recent years exceeds 9. Ed.S. and CAS programs: the number of certificates awarded in the last two years is 15 or fewer -- unless enrollment in the most recent year exceeds 9.
- (iii) Doctoral degree programs: the number of degrees awarded in the last two years is 5 or fewer -- unless enrollment in the most recent year exceeds 18, or the number of degrees awarded in the most recent year exceeds 2.

(2) Review Procedures:

- (i) Notification of the programs to be reviewed usually occurs in February of odd-numbered years with the full campus response being due to OP in mid-May.
- (ii) Once the campus is notified that a program needs be reviewed at the system level, the administrator of the unit housing the program is asked to prepare a response to the low productivity notification.
- (iii) The faculty associated with the program shall be consulted by the unit administrator in preparing the response.
- (iv) The response is forwarded to the provost or to the vice chancellor for health sciences, as appropriate.
- (v) If a decision is made by the provost or to the vice chancellor for health sciences to discontinue a program, the response and the justification for the decision is forwarded to the Educational Policies and Planning Committee.
- (vi) The Educational Policies and Planning Committee makes a recommendation to the chancellor and reports its recommendation to the Faculty Senate.
- (vii) The chancellor shall communicate to the OP his or her recommendation with regard to any program whose discontinuation requires OP and BOG authorization.

E. Development of New Courses and Revision of Courses and Degree Program Requirements

Recommendations for new courses, course revisions, changes in degree requirements, new and revised degree concentrations/options, academic concentrations, changes in admission requirements to degree programs, creation, deletion or revisions to minors and honors courses and programs may originate in the various departments, schools and colleges, within interdepartmental committees, or at the dean or provost level.

Undergraduate programs and courses (numbered 4999 and below) require approval by the following: code unit curriculum committee and voting faculty, the college or school curriculum committee (if the

college or school is not the code unit and has a curriculum committee), the University Curriculum Committee, the Faculty Senate, the provost or the vice-chancellor for health sciences, as appropriate, and the chancellor. If general education credit is requested for a course outside a currently approved general education prefix area, a recommendation from the Academic Standards Committee is required prior to submission of the request to the University Curriculum Committee. The Council on Teacher Education should approve new or revised teacher education degrees or courses prior to their submission to the college or school curriculum committee.

Graduate programs and courses (numbered 5000 and above) require review by the following: code unit graduate curriculum committee, the Graduate Curriculum Committee, the Graduate Administrative Board, the provost or the vice-chancellor for health sciences, as appropriate, and the chancellor.

(Faculty Senate Resolution #03-29, April 2003) (Editorially revised Section III.B. October 2003)"

Faculty Senate Agenda
December 4, 2007
Attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed revision to the *ECU Faculty Manual*,
Appendix C. relating to emeritus status

Add the following, noted in **bold print** to Appendix C. Section I.D.4. to provide additional clarity.

Appendix C. Section I.D.4.

"4. Emeritus status

The titles "emeritus" and "emerita" ~~will~~ **may** be conferred upon those retired faculty **with ten or more years of service to East Carolina University**, including those on Phased Retirement, who have made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.

Faculty Senate Agenda
December 4, 2007
Attachment 5.

FACULTY WELFARE COMMITTEE REPORT
Proposed revision to the *ECU Faculty Manual*,
Part VI. relating to phased retirement

Replace the current text (noted at the end in ~~strikethrough~~ with the new text noted in **bold print** to allow for ongoing updates of this program.

H. Phased Retirement

Participation in East Carolina University's Phased Retirement Program is available to tenured faculty who meet University of North Carolina Program eligibility criteria. Information on the Program, including policies, guidelines, and applicable forms are available on the office of academic affairs personnel forms web page and from the offices of the academic deans, the provost/vice chancellor for academic and student affairs, and the vice chancellor for health sciences.

~~Participation in East Carolina University's Phased Retirement Program is available to certain tenured faculty. Summary information is provided here with additional information available on the Office of Academic Affairs personnel forms web page and from the offices of the deans, the provost/vice chancellor for academic affairs, and the vice chancellor for health sciences.~~

~~Participation is not an absolute right. East Carolina University may limit participation in the Program in response to a bona fide finding that financial exigencies prohibit enrollment in the program or that further enrollment will substantially weaken academic quality or disrupt program sequence. The university may also set caps to limit the number of eligible faculty members who may participate in the program.~~

~~To be eligible, faculty members must be at least 50, have at least five years of full-time service at East Carolina University, and be eligible to receive retirement benefits through either the Teachers' and State Employees' Retirement System (TSERS) or the Optional Retirement System (ORP).~~

~~Faculty members who are considering applying for this program are encouraged to contact the Department of Human Resources for a list of the program officers and to schedule an informational session. Faculty members are also encouraged to consult their attorney and financial advisor before making a decision to enter the program. A decision to enter the program is binding once made. However, the period of phased retirement may be terminated if the faculty member and the university both agree.~~

~~Faculty members who are accepted for participation in the program are required to give up tenure and terminate their current full-time positions. In return, the university contracts with the faculty member for half-time re-employment for a period of three years. Each participant negotiates their specific teaching duties and the time frame for fulfilling them with the appropriate unit administrator.~~

~~Faculty members in the program are initially compensated at a salary equal to fifty percent (50%) of the salary they received prior to the phased retirement during their last nine or twelve months of full-time employment. Their salary is paid over a twelve-month period. The faculty member continues to be subject to performance reviews. Subject to any limitations imposed under the State Retirement System and the legislative appropriations process, faculty members are eligible for salary increases and merit pay in subsequent years of program participation based on annual evaluations.~~

~~Faculty members in the program may participate in all employee benefits available to half-time employees. They should review their benefits with a Human Resources benefits counselor. Medical School faculty should contact the Practice Plan Benefits Administrator for information specific to the supplemental program for medical faculty. Phased Retirement Participants are considered permanent employees during the period of phased retirement.~~

~~Faculty members on phased retirement are also eligible to participate in the other programs discussed in the Retirement section of the Faculty Manual. (Faculty Senate Resolution #05-50)~~