FACULTY SENATE ANNOUNCEMENTS
Organizational Meeting
April 29, 2008

1. We would like to ask that all Senators do the following to **aid in reporting the minutes** correctly:
    a. To aid in identification, please stand when recognized to speak on issues.
    b. To aid in clarification of motions, forms have been provided near each Senator. When making a motion or amendment, please fill out the form and forward it to the Chair of the Faculty.

2. In an effort to keep faculty members informed of campus activities, **Board of Trustees'** meeting agendas and schedules are distributed electronically to all faculty. Faculty are welcome to attend these open meetings.

3. Faculty interested in periodically receiving issues of *The Chronicle of Higher Education* are asked to call the Faculty Senate office at 328-6537 and place their name on a list for distribution.

4. Faculty Senators are asked to please turn off (or put on silent) their **phones and beepers** during the meeting.

5. There is no longer a curriculum submission deadline for inclusion in the official ECU catalog. Please direct any questions to members of the University Curriculum Committee at cuc@mail.ecu.edu. Faculty are reminded that the **official ECU catalog** is the on-line catalog and available online at http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm.

6. Thanks to the following **Faculty Senate Alternates** who agreed to serve as tellers today:
    Michelle Eble, English
    Susan DelVecchio, Business
    Rebecca Sweet, Interior Design and Merchandising
    Intae Yoon, Social Work

7. **Speaking privileges** have been granted to Catherine Rigsby, Past Chair of the Faculty.

8. Unit administrators and all online program coordinators are asked to please complete the **Distance Education Administrator's Survey**, which can be accessed by the link below. This survey was developed by Faculty Senate standing Academic Continuing and Career Education Committee. The purpose of this survey is to identify and explore key issues for administrators in the development and management of Distance Education programs. Valuable information is included in the survey in the form of live links to sites that codify accreditation standards or offer administrative and faculty support. This survey has 35 questions. The time it takes to complete will vary according to response; several text boxes are included for comments.
    http://www.cpe2.ecu.edu/surveys/CCEC_DE_Administrator_Survey.htm