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**East Carolina University  
FACULTY SENATE  
FULL MINUTES OF NOVEMBER 4, 2008**

The third regular meeting of the 2008-2009 Faculty Senate was held on Tuesday, November 4, 2008, in the Mendenhall Student Center.

**Agenda Item I. Call to Order**

Janice Tovey, Chair of the Faculty called the meeting to order at 2:10 p.m.

**Agenda Item II. Approval of Minutes**

The minutes of September 9, 2008, and October 7, 2008, were approved as distributed.

**Agenda Item III. Special Order of the Day**

**A. Roll Call**

Senators absent were: Professors Wilson (Sociology/Parliamentarian), Zoller (Art and Design), Schmidt (Biology), Greene, McFadden, and Stapleton (Education), Glascoff (Health and Human Performance), Schenarts (Medicine), Eason and McAuliffe (Nursing), Ciesielski (Technology and Computer Science), and Niswander (Business/Academic Deans Representative).

Alternates present were: Professors Delvecchio for Christian (Business), Felts for Vail-Smith (Health and Human Performance), Pravica for Robinson (Mathematics), Larson for Jesse (Nursing), and Gopalakrishnan for Pagliari (Technology and Computer Science).

**B. Announcements**

The Chancellor has approved the following resolutions from the October Senate meeting:

08-41 Guidelines for Preparing a Cumulative Evaluation.

08-42 Revisions to the *ECU Faculty Manual*, Appendix B. Policy for the Cumulative Review of Permanently Tenured Faculty of ECU.

Professor Bob Morrison (Chemistry and Past Chair of the Faculty) graciously agreed to serve as Parliamentarian during the meeting due to Professor Ken Wilson's illness.

We have the following vacancies on standing University Committees and ask that anyone interested please contact Janice Tovey, Chair of the Faculty, at toveyj@ecu.edu.

- Continuing and Career Education Committee, Faculty Senate representative
- Libraries Committee, regular member (2009 term)
- Teaching Grants Committee, regular member (2009 and 2010 terms)

Letters concerning unit elections for 2009-2010 Faculty Senate representation will be mailed to unit code administrators in early January. In accordance with the *ECU Faculty Manual*, Appendix A, elections are to be held during the month of February. Please call the Faculty Senate office if you have any questions.

Faculty members not located on main campus (Allied Health Sciences, Health and Human Performance, Health Sciences Library, Medicine, and Nursing,) and who serve on various academic standing committees are reminded of special courtesy parking permits available from the office of Parking and Transportation Services. Special Courtesy Permits allow faculty members attending meetings, etc. to park in "A1/B1" lots on main campus. These permits are



issued to unit heads at no charge and are to be used in conjunction with a paid parking permit. Additional information is available from Parking and Transportation Services at 328-1961.

C. Steve Ballard, Chancellor

Chancellor Ballard stated budget cuts continue to hold his attention. The 2% cut had been announced and ECU has been asked to prepare for a 4% cut. This is a reversion so it is not a permanent cut at this time. While this has not been officially requested by the governor, General Administration and President Bowles has asked every campus in the system to prepare for a 6% cut. For purposes of comparison a 2% cut of state funds for ECU equates to approximately \$5 million. So we are looking at a \$15 million potential reversion for this year. Ten million of this we have been told to make plans for and we have been told to plan for an additional \$5 million to occur shortly after the election. As a rule of thumb 80% of these cuts will be from the east Campus and the remaining 20% will be from the west campus.

A memorandum has already been distributed by Vice Chancellor for Administration and Finance, Kevin Seitz on activities that ECU has been considering to save funds. For the most part these cost saving measures have been to not fill vacancies, restricted travel (except at the faculty level), increase conservation and efficiency efforts in all of our activities, and minimize, if not cancel, any purchases. All of these savings simply go into an account that can be used when the state withholds funding. In summary \$5 million has already been returned; we expect another \$5 million to be withheld any day, and it is very likely that a third \$5 million will be withheld very soon. If there are no more than \$10 million in reversions this year, we think we will be able to manage it with the restrictions that every Vice Chancellor has imposed on their division. We are hoping that we do not get the 6% cut; but we are planning on it.

Chancellor Ballard stated that the \$15 million could become permanent when the legislature settles on the budget in June or July of next year. That could require some different business models and ways to provide services, such as more outsourcing, slower services in many cases, loss of many middle management positions (EPA-non faculty), and loss all non-faculty vacancies. The Chancellor stressed that he would keep the Faculty Senate up-to-date with the planning scenarios and that most predictions indicate that the economic downturn will affect the university budget for the next biennium. He indicated that he is planning for the worst and hoping for the best; however, it looks as if the 2009-2011 biennium higher education budget will be the most meager since 2003-2005.

Chancellor Ballard stated that, regarding campus-based tuition, ECU was trying to determine if we will charge our students more tuition and fees for next Fall. ECU has the option to do this within a limit of 6.5 percent established by the UNC Board of Governors, but that is on a sliding scale depending on the amount of money that is provided to the legislature. He stated that the process involved seeking input from student affairs and student services before a decision was made in regard to campus-based tuition and a request forwarded to the Board of Trustees in November. At present, the proposal will be a \$70 tuition increase and a \$30 fee increase for each student. That would be a little less than a 2.5% fee increase to all students for the cost of education. The \$30 fee increase would be divided between a \$10 health service fee and, perhaps, a \$10-20 athletic fee at the undergraduate level. There is still some agreement necessary between the Athletics Department and student leadership on this amount. There are Board mandates that state at least 25% of any tuition increase must go to financial aid and 25% of any increase must go to faculty salaries given the effort to raise faculty salaries to the 80<sup>th</sup> percentile of the salaries of their peers. The Chancellor stated that his approach would be to put 50-60% of the tuition increase in financial aid given the nature of the ECU student body. There



are other fees not covered by the 6.5 percent cap in the Brody School of Medicine and for MBA students at the College of Business. Chancellor Ballard stated that whatever the Board of Trustees approves will go to the UNC Board of Governors for their comments and approval in February 2009. The legislature then has to agree with what the Board of Governors has decided. The UNC Board of Governors has indicated that they feel that there should not be any campus based tuition increases this year and that they might approve some fee increases. President Bowles has sided with the Chancellors who are asking for small tuition increases; so it is not known what increases will be allowed. Chancellor Ballard stated that there was no way to predict this at this time.

A 2009-2011 Budget Memorandum from Rob Nelson was distributed to each Faculty Senator. The Chancellor highlighted that the operating budget is the same as it has been and that a \$330 million expansion budget has been proposed by President Bowles. ECU did reasonably well for requests in the operating budget, with some money expected for faculty salaries. Planning money for the new Life Sciences Building was included in the capital improvement budget. This is a \$130 million building that is vital to ECU's research efforts. Chancellor Ballard stated that ECU may be lucky to not have cutbacks in the operating budget and no expansion budget this year. Following his remarks, no questions were posed to Chancellor Ballard at this time.

D. Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

Vice Chancellor Mageean provided an annual report on research and updates on activities with the Carnegie Engagement Classification and UNC Tomorrow Phase II. A printed copy of the second annual report of the Research and Graduate Studies was provided to each Faculty Senator. Vice Chancellor Mageean explained aspects of the report, which included the six interdisciplinary centers. She reported that there was an increase in research awards from \$38 million to \$45 million this year and that there was also an increase in start-up funds for faculty. VC Mageean stated that the return on investments for start-up grants for faculty was better than the return in the stock market last year. She extended congratulations to faculty who were grant recipients and to those who used their grant money wisely. The division of indirect rewards from the federal government was also discussed with percentages of the 30% overhead going to faculty and individual academic units.

VC Mageean stated that an effort has been made, with the associate deans for research, to improve the data on grants, stating that improved metrics on research dollars will assist in sound decision making. Another effort noted by Vice Chancellor Mageean was the *Science at Starlight* premier science networking event. She stated that the Science at Starlight was a regional intellectual exchange group designed to facilitate interaction and collaboration among university and corporate scientists and engineers and that this activity has helped build a community of scholars; with a similar organization being proposed for fine arts and the humanities.

VC Mageean stated that, in regard to UNC Tomorrow Phase Two, committees were meeting regularly to produce a report in December that would indicate implementation efforts for the directions established in the first phase. She stated that, in regard to the Carnegie Engagement Classification effort, the report was originally submitted in September and a response was expected back in December. Open forums will be held featuring Dr. Clarke and Dr. Cowling about the Carnegie experience at N.C. State. VC Mageean also briefly mentioned efforts underway with the Scholarship of Engagement and undergraduate research. Following her remarks, no questions were posed to Vice Chancellor Mageean at this time.



E. Janice Tovey, Chair of the Faculty

Professor Tovey provided a summary of the discussions at the three open forums on the Strategic Enrollment Management Task Force Report and recommendations. She stated that she had charged the Admission and Retention Policies Committee and the Academic Standards Committee with beginning the discussion of the items in 2.8 of the Task Force report since these are policies related to admission, retention, and grade replacement. She has asked them to work together with members of the Task Force and solicit faculty input from within the campus community and review the recommendations and prepare appropriate policy and procedures recommendations for Faculty Senate consideration in March 2009. Chair Tovey also encouraged Faculty Senators to review the recommendations and let the committees know their point of view on all matters of interest.

Chair Tovey stated reminded the Faculty Senators that there were many other items in the Task Force report that should be addressed by the Faculty Senate, but the immediate charge to these two standing academic committees related to policies that can be revised, approved, and implemented in a relatively short time frame. She noted that other options included in the Task Force report would also get a full hearing; with some taking longer than others, and next semester she would charge other committees with additional work.

No questions were posed to Chair Tovey at this time.

F. Approval of the Fall 2008 Graduation Roster, including honors program graduates. Professor Walker (Allied Health Sciences) moved approval of the Fall 2008 Graduation Roster, including honors program graduates. **RESOLUTION #08-44**

Following approval of the Fall 2008 Graduation Roster, Professor Taggart (Music) congratulated Lori Lee, who works with the Faculty Senate, on her completion of a Masters in Child Development and Family Relations. The group responded with a round of applause.

G Hunt McKinnon, Faculty Assembly Delegate

Professor McKinnon provided Faculty Senators a written report on the October 24, 2008, Faculty Assembly meeting. Within this report is a desire on the part of UNC-General Administration to form a committee to look at best practices for the employment of fixed term faculty within the university system. Professor Martinez (Foreign Languages and Literatures) stated that, in reference to the discussion of the 49% of fixed term faculty, she wondered if the large percentage was seen as having a negative impact on academia and wondered what were the implications for tenured faculty and the landscape of the American University system. Provost Sheerer stated that Chief Academic officers of the various Universities had met and expressed concern that the nature of academia was at risk and that the challenges needed to be addressed as soon as possible. Professor Martinez reminded the Faculty Senators that the Faculty Governance Committee was still working on the Report of the Task Force on Fixed-Term Faculty Appointments from September 2006 and its recommendations.

H. Question Period

Professor Brown (Psychology) stated that in reference to the Final Exam policy, was it the Provost's assumption that faculty must occupy the student's time for the entire length of time allotted for their final exam. Provost Sheerer responded no; the use of the final exam period is left up to the professor of the course.



Professor Martinez (Foreign Languages and Literatures) asked Chancellor Ballard if additional items should be added to faculty responsibilities in addition to teaching, research, and service, such as collegiality. Chancellor Ballard replied that he had heard discussion on adding engagement but was not sure that congeniality should be included. Provost Sheerer stated that if faculty wish to have something like that included, then faculty should craft a proposal and present it for discussion. University Attorney Donna Payne stated that collegiality among all members of the University community was beneficial and that this had already been included as a part of various Board of Governors' policies. Therefore, it was something that should be discussed on campus especially related to teaching.

Professor Sharer (English) asked for updates on SACS committees and timelines. Chair Tovey stated that this information is on the SACS website and would be distributed to everyone. Professor Rigsby stated that she would like to see a full listing of the SACS groups that include faculty involvement. Professor Rigsby then asked Chair Tovey to make sure that this information was made available for all within the University, stating that the various working groups involved with assessment, etc. needed faculty input. Chair Tovey agreed to provide that information to the Faculty Senators as soon as possible.

#### **Agenda Item IV. Unfinished Business**

##### **A. Academic Standards Committee**

Professor Linda Wolfe (Anthropology), Chair of the Committee, presented several requests from the Administrative Service Learning Committee that included Service Learning criteria, request to have the "SL" designation included in the University Undergraduate Catalog for all courses approved by the Administrative Service Learning Committee, and a SL designation form in the Service Learning Course Submission Process.

Professor Sharer (English) noted if, in reference to ENGL 1100 and ENGL 1200 courses, these courses, when involving service learning, could be listed separately in the catalogs and online. Since not all ENGL 1100 and ENGL 1200 courses involved service learning. Angela Anderson, University Registrar, replied that the service learning component would be designated in the catalog online by section like writing intensive courses.

Professor Rigsby (Geology) asked who oversaw the University Service Learning Committee and appointed its members. Professor Wolfe stated that currently Professor Sharon Ballard in Child Development and Family Relations was the chair and that she was unsure how the membership was appointed. Professor Rigsby (Geology) expressed concern about the courses that really do require heavy time and involvement for the service learning component.

Following discussion, the Service Learning criteria, request to have the "SL" designation included in the University Undergraduate Catalog for all courses approved by the University Service Learning Committee, and a SL designation form in the Service Learning Course Submission Process were approved as presented. **RESOLUTION #08-45**

##### **B. Educational Policies and Planning Committee**

Professor Sandra Warren (Education), Chair of the Committee first presented the College of Education's Request for Unit Reorganization of the Library Science program. There was no discussion unit reorganization request was approved as presented. **RESOLUTION #08-46**

Professor Warren then presented a Request for Authorization to Establish New Distance Education Degree Program for a MAEd in Family and Consumer Sciences Education in the



Department of Child Development and Family Relations. There was no discussion and the request for authorization was approved as presented. **RESOLUTION #08-47**

Professor Warren then presented a Notification of Intent to Plan (Distance Education) BSBA in Management in the College of Business and a Notification of Intent to Plan (Distance Education) BSBA in Management Information Systems in the College of Business. There was no discussion and both notifications of intent to plan were approved as presented. **RESOLUTION #08-48**

C. Faculty Grievance Committee

Professor Matt Mahar (Health and Human Performance), Vice Chair of the Committee, presented the Overview of 2007-2008 Committee Activities. There were three grievances last year all from tenured faculty. There was no discussion and the report was accepted as presented.

**Agenda Item V. Report of Committees**

A. Academic Standards Committee

Professor Linda Wolfe first presented ENGL 3920: Film Theory and Criticism for approval of Foundations Curriculum Course for Humanities. There was no discussion and the Foundations Curriculum Course for Humanities was approved as presented. **RESOLUTION #08-49**

Professor Linda Wolfe (Anthropology), Chair of the Committee then presented a proposed new "NR" grade for those courses for which the instructor/faculty member fails to turn in a grade. Professor Taggart (Music) stated that he was surprised about this topic and asked how many cases were involved. Angela Anderson, University Registrar replied over 500.

Professor Coleman (Medicine) asked about possibly using another designation. His concern was that the "NR" Not Recorded designated made it seem as if the faculty member was not capable of doing what was needed; the response was that this was exactly the intent. The designation would isolate faculty members who do not enter grades and to distinguish between this and work that was not completed by the student.

Professor MacGilvray (Medicine) asked what the motivation was for faculty who failed to complete this aspect of their responsibilities. It was noted that there could possibly be an extreme emergency that prevented a faculty member from turning in grades, but that the large number of instances created a problem for students and a remedy to this was needed. Professor Gopalakrishnan (Technology and Computer Science) stated that he considered this a gross negligence of duty on the part of the faculty member.

Professor Romack (Chemistry) asked if this had been tracked over a period of time and, if so, what happened to the faculty members who failed to do their job. He stated that he had used the "I" designation before, knowing that it would turn into an "F" because the student failed to complete the required coursework. Angela Anderson (Registrar) noted the number of times that this has occurred in the past and stated that she was not aware of anything being done to faculty members who fail to complete this task.

Professor Rigsby (Geology) stated that the current proposal from the committee failed to provide a provision for a timeline and if not included in the resolution and asked if "NR" designation was meant to continue throughout the student's time in school. It was stated yes. Professor Wang



(Geography) asked when would the "NR" be generated in Banner. Angela Anderson, (Registrar) replied within 20 minutes of the final deadline for grades.

Professor Walker (Allied Health Sciences) asked how would the "NR" impact academic standing eligibility and were there differences between the use of "I" and "NR". The response was that the "NR" would not have a negative impact on the student grade.

Professor Gopalakrishnan (Technology and Computer Science) stated that currently, when faculty assign incomplete grades and the deadline by which the incomplete needs to be removed passes by, the grade changes to "F" from "I" automatically. He noted that he would like to see this particular policy changed. He suggested that when a faculty assigns incomplete grades, the faculty be asked to complete a form in which the faculty should specify as to what grade the "I" should revert to if a further report is not filed before the deadline for the removal of the incomplete grade. This way the faculty does not have to file additional paperwork in case the student fails to do additional assigned work. For example, a faculty might have decided that the grade of a student should be "C" and in case they do the additional work (which they missed in the regular semester due to illness for about three weeks) their grade should be "B". In that case, the faculty should be asked to complete a form assigning "I" grade to the student and stating in the same form that the "I" grade should revert to "C", in case no additional report is filed before the deadline for the removal of the incomplete grade.

Professor Rigsby (Geology) stated that she understood the need for the "I" designation, however the recommendation to the Faculty Senate should be clarified to include the process for removals of "I" and an appeal process. Professor Rigsby then moved to return the proposed "NR" designation policy to the Academic Standards Committee for consideration of provisions for removal and appeals, similar to the current incompletes policy. There was no discussion and the motion to return the proposed "NR" designation policy to the Academic Standards Committee was approved as presented. **RESOLUTION #08-50**

B. Educational Policies and Planning Committee

Professor Sandra Warren (Education), Chair of the Committee, presented first the proposed Guidelines for Unit Academic Program Review.

Professor Pravica (Mathematics) moved to include a reference to the unit codes in two sections of the document. First, under the heading Unit Offering the Undergraduate and/or Graduate Program, it was moved to add in the first sentence the following text noted in parentheses, *The unit chair is responsible for consulting with IPR and for organizing unit faculty "following the procedures prescribed in the unit codes"....* And, under the heading Unit Program Review Schedule, it was moved to add to the second sentence under #2 the following text noted in parentheses, *"Unless otherwise specified by the unit code," the unit undergraduate program coordinator (UUPC), the unit graduate program....*

Professor Rigsby (Geology) spoke in favor of the motion to make the guidelines more clear so that these proposed guidelines and action from them do not contradict what is stated in the various unit codes. Professor Jenkins (History) asked what if nothing was included in a unit's guidelines. Professor Bauer (Foreign Languages and Literatures) replied that it should be and if the unit code did not address this, then faculty have nothing else to follow but the guidelines being proposed to the Senate.



Professor Coleman (Medicine) asked if this document would be made a part of the *ECU Faculty Manual*. Chair Tovey responded no, stating that this document would be housed in the Division of Academic Affairs and probably placed, by Associate Vice Chancellor Linner Griffin, on a University website for easy retrieval.

Following discussion the motion to amend the guidelines was approved as presented and the proposed Guidelines for Unit Academic Program Review were approved as amended.

**RESOLUTION #08-51**

Professor Warren then presented the proposed Guidelines for Reviewing Low Productivity/Low Enrollment Programs. For information, links to two General Administration memorandums were provided to the Faculty Senators prior to the meeting: July 2008 Memorandum on Budget (page 2 of attachment 2) and September 2008 Memorandum on Productivity Study.

Professor Brown (Psychology) asked for an explanation under Admission/Graduation Criteria and Statistics section of the phrase "Are admission or graduation criteria so rigorous as to significantly limit admissions or graduation rates but result in high caliber student or graduate population?" Chair Tovey responded that any way that faculty can use these guidelines would be beneficial. Professor Martinez (Foreign Languages and Literatures) noted her thanks to the Chair of the Faculty and the committee for addressing this issue and for the administration for allowing faculty input prior to implementation. Following discussion, the proposed Guidelines for Reviewing Low Productivity/Low Enrollment Programs were approved as presented.

**RESOLUTION #08-52**

Professor Warren then presented a proposed Change in Placement of Military Programs, including minors in Professional Officer Course (Air Force) and Military Science (Army) into the College of Health and Human Performance. There was no discussion and the proposed change in placement of military programs was approved as presented. **RESOLUTION #08-53**

Professor Warren then presented a proposed Change in Name of the Master's Degree in Speech Language Pathology to Communication Sciences and Disorders. There was no discussion and the proposed change in name of the Master's Degree in Speech Language Pathology was approved as presented. **RESOLUTION #08-54**

C. Research/Creative Activity Grants Committee

Professor Paul Gares (Geography), Chair of the Committee, presented revised Guidelines for the 2009/2010 Research/Creative Activity Grants. He noted that these guidelines removed the appeal process because since adding it two years ago, there had been a lot of confusion and the timeframe did not allow for appeals once the recommendations had been forwarded to the Vice Chancellor for Research and Graduate Studies.

Professor Pravica (Mathematics) asked if faculty members, who had accidentally not followed the submission guidelines, could be given a day to revise their materials if found to be out of line. Professor Gares replied that it was not possible due to the timeframe given and he reminded Faculty Senators that large, universal granting agencies did not provide opportunities for resubmission either. Following discussion, the revised guidelines were approved as presented.

**RESOLUTION #08-55**



D. University Curriculum Committee

Professor Jane Manner (Education), a member of the committee presented the curriculum matters contained in the September 11, 2008 and October 9, 2008 committee meeting minutes. There was no discussion and the University Curriculum Committee minutes of September 11, 2008 and October 9, 2008 were approved as presented. **RESOLUTION #08-56**

E. University Environment Committee

Professor Jill Twark (Foreign Languages and Literatures) presented a resolution on Green Space and Heritage Trees. She stated that there were a lot of activities that took place on campus that damaged trees, landscape, etc. when there were other areas that remained underutilized that should be considered. Following discussion, the resolution on Green Space and Heritage Trees was approved as presented. **RESOLUTION #08-57**

The meeting adjourned at 4:00 p.m.

Respectfully submitted,

Hunt McKinnon  
Secretary of the Faculty  
Department of Interior Design and Merchandising

Lori Lee  
Faculty Senate

**FACULTY SENATE RESOLUTIONS APPROVED AT THE NOVEMBER 4, 2008, MEETING**

08-44 Fall 2008 Graduation Roster, including honors program graduates.

**Disposition:** Chancellor

08-45 Service Learning criteria, request to have the "SL" designation included in the University Undergraduate Catalog for all courses approved by the University Service Learning Committee, and a SL designation form in the Service Learning Course Submission Process.

**Disposition:** Chancellor

08-46 College of Education's Request for Unit Reorganization.

**Disposition:** Chancellor

08-47 Request for Authorization to Establish New Distance Education Degree Program for a MAEd in Family and Consumer Sciences Education.

**Disposition:** Chancellor

08-48 Notification of Intent to Plan (Distance Education) BSBA in Management and a Notification of Intent to Plan (Distance Education) BSBA in Management Information Systems.

**Disposition:** Chancellor

08-49 Approval of ENGL 3920: Film Theory and Criticism as a Foundations Curriculum Course for Humanities.

**Disposition:** Chancellor



08-50 Return of the proposed "NR" designation policy to the Academic Standards Committee for consideration of provisions for removal and appeals, similar to the current incompletes policy.

**Disposition:** Academic Standards Committee

08-51 Guidelines for Unit Academic Program Review

**Disposition:** Chancellor

08-52 Guidelines for Reviewing Low Productivity/Low Enrollment Programs.

**Disposition:** Chancellor

08-53 Change in Placement of Military Programs, including minors in Professional Officer Course (Air Force) and Military Science (Army) into the College of Health and Human Performance.

**Disposition:** Chancellor

08-54 Change in Name of the Master's Degree in Speech Language Pathology to Communication Sciences and Disorders.

**Disposition:** Chancellor

08-55 Revised Guidelines for the 2009/2010 Research/Creative Activity Grants.

**Disposition:** Faculty Senate

08-56 Curriculum matters contained in the September 11, 2008 and October 9, 2008 committee meeting minutes.

**Disposition:** Chancellor

08-57 Resolution on Green Space and Heritage Trees.

**Disposition:** Chancellor