

**EAST CAROLINA UNIVERSITY  
2008-2009 FACULTY SENATE**

The fourth regular meeting of the 2008/2009 Faculty Senate will be held on  
**Tuesday, December 2, 2008**, at 2:10 p.m. in the Mendenhall Student Center, Great  
Room.

**AGENDA**

- I. Call to Order**
- II. Approval of Minutes**  
  
**November 4, 2008**
- III. Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Steve Ballard, Chancellor
  - D. Marilyn Sheerer, Provost and Vice Chancellor  
for Academic and Student Affairs
  - E. Janice Tovey, Chair of the Faculty
  - F. Catherine Rigsby  
Update on ECU's SACS Accreditation Process
  - G. Question Period
- IV. Unfinished Business**
- V. Report of Committees**
  - A. Academic Standards Committee, Linda Wolfe
    - 1. Proposed use of "NR" (Not Reported) (attachment 1).
    - 2. Approval of Foundation Curriculum Courses as follows:
      - a. For Humanities: RELI 2693, 2694, 3694, 3700, 3800,  
1000, 2695, and 2696
      - b. For Basic Science: GEOG 1300 (Weather and Climate)
  - B. Agenda Committee, Christine Zoller  
Proposed 2009-2010 Faculty Senate and Agenda Committee meeting  
dates (attachment 2).



- C. Committee on Committees, Tom Caron
  - 1. Nominee for 2009 alternate term on Appellate Grievance Board (attachment 3).
  - 2. Nominee for 2009 regular term on Appellate Hearing Committee (attachment 4).
  - 3. Nominees for UNC Faculty Assembly Delegation (attachment 5).
  
- D. Educational Policies and Planning Committee, Sandra Warren
  - 1. Proposed change in name of graduate degree program in the Department of Recreation and Leisure Studies.
  - 2. Request for authorization to establish a MS in Biomedical Sciences in the School of Medicine.
  - 3. Request for authorization to establish a BS in Atmospheric Sciences and Meteorology in the Department of Geography.
  - 4. Request for authorization to establish a BS in Geographic Information Science and Technology in the Department of Geography.
  - 5. Post Master's Certificate in Nursing Leadership in the College of Nursing.
  
- E. Faculty Governance Committee, Puri Martinez
  - Proposed revision to the *ECU Faculty Manual*, Appendix L. Section E. Five Year Unit Program Evaluation (attachment 6).
  
- F. University Curriculum Committee, Jane Manner
  - Curriculum matters contained in the October 23, 2008 and November 13, 2008 meeting minutes.

**VI. New Business**



**Faculty Senate Agenda  
December 2, 2008  
Attachment 1.**

**ACADEMIC STANDARDS COMMITTEE REPORT**  
Proposed use of "NR" (Not Reported)

The Academic Standards Committee recommends the proposed use of "NR" (Not Reported) for those courses for which the instructor/faculty member fails to turn in a grade.

As part of the end of term process, sometimes a faculty member does not submit grades by the prescribed deadline, as listed in the Grades memo sent to all faculty each term. As a result, in order to complete the programs and processes associated with grades, the University Registrar must assign a grade to those courses where the faculty member has not completed their responsibilities for the course.

Historically, a grade of incomplete (I) has been used to accomplish this task. This policy addresses the use of a new grade, Not Reported (NR), which will be used instead of (I) to accomplish this task. The grade of "NR" will not be available for faculty to assign to a student, but will be part of the administrative function that occurs once the deadline for submission of all grades has passed (and staff members within the Office of the Registrar have attempted to obtain all grades through additional outreach efforts to faculty, department chairs, and their deans).

Procedures used with Undergraduate and Graduate Student Courses:

- Once the deadline for the submission of grades has passed, and all attempts at obtaining the grade without a substantial delay to beginning the processing and calculation of GPA and Academic Standing for all students have been exhausted, staff within the Office of the Registrar will assign a grade of "NR" to those students whose grades have not been submitted by the faculty member assigned to the course.
- The faculty, department chair, dean, Senior Executive Director of Enrollment Management, and Provost will be sent a list of the courses and the students who have been assigned the "NR" grade, along with a request to have the grade submitted via the Change of Grade/Removal of Incomplete form, as soon as possible.
- If a "NR" grade is not resolved by the start of the next academic term, a reminder will be sent at both the beginning and the end of drop/add to the faculty member, department chair, dean, Senior Executive Director of Enrollment Management, and Provost.
- If a "NR" grade is not resolved by the end of the next academic term, another reminder will be sent to the faculty member, department chair, dean, Senior Executive Director of Enrollment Management, and Provost.
- A grade of "NR" can remain on the student's record until the student is ready to graduate. At that time, if the "NR" has still not been resolved, and the student does not need the course to meet graduation requirements, then the student may submit a request to have the course dropped from their transcript without penalty.



- If the student needs the course to complete their graduation requirements, and the faculty member has not submitted the paperwork to remove the "NR" grade, then the student must obtain credit for the course.

#### Grading System:

- In order to calculate GPA and Academic Standing for students who receive a "NR" grade, the "NR" will be included in the computation of GPA using the same logic as a grade of "I". "I" grades do not harm or help a student's GPA; however further implications are listed below.
- A student may not receive academic honors for the semester – Chancellor's List, Dean's List, and Honor Roll – with a grade of "NR" on his/her record. Once the grade is submitted, the student, if eligible, will have the honors notation added to their record, and will be notified of the change in academic honor standing. This is the same process as is used with the grade of "I".
- If a student enrolls in a course in which he or she has a grade of "NR", the "NR" will be dropped without penalty to the student before the grading period begins for the term in which the student re-enrolls in the course.

#### Benefits of using the "NR" grade:

- It is an accurate reflection of the work and grade at the time of grading. Since the student may have completed all requirements of the course, it is not an accurate depiction to assign a grade of "I" (Incomplete).
- Tracking of outstanding grades is simplified – using an "I" grade does not provide a way to distinguish between grades not reported and a true use of the "I" grade.
- "NR" will not change to a grade of "F", if the faculty member does not submit the grade before the deadline as prescribed within the University Calendar.

#### Timeline for the submission for final grades:

- With the implementation of the Banner system, effective Fall 2007, faculty no longer have a 48-hour deadline (after the exam is given) to submit grades. The Office of the Registrar provides the deadline in the memo sent to ECU Official, and available on their website, [www.ecu.edu/registrar](http://www.ecu.edu/registrar), for the deadline that all grades must be submitted.
- Ideally, staff within the Office of the Registrar would begin the multiple programs and processes that must be run at the time of the deadline. However, in an effort to avoid penalizing students when a faculty member has not submitted grades, the deadline is such that there are two to three hours where faculty can be contacted - one last effort to receive the remaining grades before an administrative grade must be assigned to begin running grades and calculating GPA and Academic Standing.
- Once all grades processes have run, and Academic Standing is complete, Athletics, Financial Aid, Advising, and various other areas on campus can begin their next step in the process (determining whether or not students are eligible to compete [Athletics], if a student is making Satisfactory Academic Progress and can still receive aid [Financial Aid], if the student needs to grade replace or re-take a course the following term [Advising]). Delays in the processing of final grades can result in these offices not in compliance with the rules that govern them.

#### **Faculty Senate Agenda**



December 2, 2008  
Attachment 2.

**AGENDA COMMITTEE REPORT**

Proposed 2009-2010 Faculty Senate and Agenda Committee Meeting Dates

Fall 2009 University Calendar		Spring 2010 University Calendar	
August 25	Classes Begin	January 8	Classes Begin
September 7	State Holiday	January 18	State Holiday
October 10 - 13	Fall Break	March 7-14	Spring Break
October 26-30	Early Registration	March 22-26	Early Registration
November 25-29	Thanksgiving Break	April 2-3	State Holiday
December 8	Classes End	April 26	Classes End
December 10-17	Exams	April 29-May 6	Exams

**Agenda Committee will meet:**

**Faculty Senate will meet:**

September 1, 2009	September 15, 2009
September 29, 2009	October 6, 2009
October 20, 2009	November 3, 2009
November 17, 2009	December 1, 2009
January 12, 2010	January 26, 2010
February 9, 2010	February 23, 2010
March 16, 2010	March 30, 2010
April 6, 2010	April 20, 2010
	April 27, 2010
	Organizational Meeting



**COMMITTEE ON COMMITTEES REPORT**

Nominee for 2009 alternate member term on Appellate Grievance Board

Nominee: Tracy Donohue, Theatre and Dance

<b>Regular Members (with vote)</b>	Academic Unit	Term
Alexandra Shlapentokh	Mathematics	2009
Ronald Cortright	Health & Human Performance	2009
Wayne Hill	Child Development and Family Relations	2009
Tony Polito	Business	2009
Bryna Coonin	Academic Library Services	2010
George Sigounas	Medicine	2010
Bob Chin	Technology & Computer Science	2010
<b>Alternate Members (with vote)</b>		
open		2009
Nancy Stephenson	Nursing	2009
Melissa Nasea	Health Sciences Library	2009
Catherine Rigsby	Geology	2010
Boni Boswell	Health & Human Performance	2010

(Board members serve two year terms.)



**Faculty Senate Agenda  
December 2, 2008  
Attachment 4.**

**COMMITTEE ON COMMITTEES REPORT**

Nominee for 2009 regular member term on Appellate Hearing Committee

Nominee: Donna Lillian, English

<b>Regular Members (with vote)</b>	Academic Unit	Term
open		2009
James Holloway	Business	2010
Mohammed Tabrizi	Technology and Computer Science	2010
Hanna Jubran	Art and Design	2011
Tara Jeffs	Education	2011
<b>Alternate Members (with vote)</b>		
Cal Christian	Business	2009
Cathy Hall	Psychology	2009
Bob Bernhardt	Mathematics	2010
Richard Bloch	Medicine	2011
Michael Felts	Health & Human Performance	2011



**Faculty Senate Agenda**  
**December 2, 2008**  
**Attachment 5.**

**COMMITTEE ON COMMITTEES REPORT**  
Nominees for UNC Faculty Assembly Delegation

Nominees for one delegate and two alternate terms

Ken Wilson, Department of Sociology, for 2012 delegate term

Gregg Givens, College of Allied Health Sciences, for 2010 open alternate term

Andrew Morehead, Department of Chemistry, for 2012 alternate term

**Current UNC Faculty Assembly Delegates for East Carolina University**

\*Chair of the Faculty term begins and ends with term in office.

**Faculty Assembly Delegates**

<u>Janice Tovey</u>	Chair of the Faculty*, English	2009
<u>Ken Wilson</u>	Sociology	2009
<u>Catherine Rigsby</u>	Geology	2010
<u>Mark Sprague</u>	Physics	2011
<u>Hunt McKinnon</u>	Interior Design and Merchandising	2011

**Faculty Assembly Alternates**

<u>Andrew Morehead</u>	Chemistry	2009
<b>Open Seat</b>		2010
<u>Linda Wolfe</u>	Anthropology	2010
<u>Ralph Scott</u>	Academic Library Services	2011
<u>Mark Taggart</u>	Music	2011



**FACULTY GOVERNANCE COMMITTEE REPORT**

Proposed revision to the *ECU Faculty Manual*, Appendix L.  
Section E. Five Year Unit Program Evaluation

Revise Section E. Five Year Unit Program Evaluation to read as follows:  
(new text is noted in **bold** print and deleted text is noted in ~~strikethrough~~.)

**“E. Unit Academic Program Review**

- 1. The unit Academic Program Review will be conducted according to the Guidelines for Unit Academic Program Review (Faculty Senate Resolution #08-51).**
- 2. Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate.”**

~~E. Five Year Unit Program Evaluation~~

- ~~1. Every fifth year, beginning with the 1998-1999 academic year, each unit shall complete a self-evaluation of its operation. The appropriate vice chancellor shall give notice to the voting faculty members of the unit that they shall meet and elect by secret ballot an evaluation committee. The committee shall supervise the unit evaluation ensuring full participation by all unit faculty members. The evaluation shall include, but not be limited to, all academic programs, budgets, teaching, research, creative activity, and service activities. Expressions of student opinion concerning academic programs and teaching shall be included.~~
- ~~2. The dean or unit administrator shall be ineligible to serve on the evaluation committee.~~
- ~~3. The unit faculty members shall meet to consider the report and recommendations of the evaluation committee not later than the end of January. The report and recommendations shall be distributed to the unit faculty members not later than one week prior to the meeting. The voting faculty members of the unit shall vote by secret ballot whether or not to accept the evaluation committee's report and recommendations. Acceptance shall require three-fifths of the voting faculty members of the unit. The report and recommendations, whether accepted or not, and the vote of the unit shall be submitted to the next higher administrative official not later than thirty calendar days prior to the completion of the spring semester. The next higher administrative official shall review the report and the vote, and then forward the report through higher administrative offices to the Chancellor for review and comment. If any administrator above the unit level fails to concur with the unit's recommendation that administrator shall inform the faculty of the unit in writing of the reasons for his or her decision.~~
- ~~4. The unit program evaluation shall be used in the development of the unit operational plan. (Faculty Senate Resolution #98-28, November 1998)~~