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December 4, 2008

Chancellor Steve Ballard  
East Carolina University  
Spilman Building

Dear Dr. Ballard:

On December 2, 2008, the Faculty Senate adopted the following resolutions for your consideration. Details on the resolutions are either linked here or attached.

- 12-12 ✓ 08-58 Use of "NR" (Not Reported) for those courses for which the instructor/faculty member fails to turn in a grade (attachment 1).
- 12-12 ✓ 08-59 Approval of the following Foundation Curriculum Courses: Humanities: RELI 2693, 2694, 3694, 3700, 3800, 1000, 2695, and 2696 and Basic Science: GEOG 1300 (Weather and Climate).
- 12-12-08 ✓ 08-61 Change in name of the graduate degree program in the Department of Recreation and Leisure Studies (link provided).
- 12-12 ✓ 08-62 Request for authorization to establish a MS in Biomedical Sciences in the School of Medicine (link provided).
- 12-12 ✓ 08-63 Request for authorization to establish a BS in Atmospheric Sciences and Meteorology in the Department of Geography (link provided).
- 12-12 ✓ 08-64 Request for authorization to establish a BS in Geographic Information Science and Technology in the Department of Geography (link provided).
- 12-12 ✓ 08-65 Post Master's Certificate in Nursing Leadership in the College of Nursing (link provided).
- 12-12 ✓ 08-66 Revisions to the *ECU Faculty Manual*, Appendix L. Section E. Five Year Unit Program Evaluation (attachment 2).
- 12-12 ✓ 08-67 Curriculum matters contained in the minutes of the October 23, 2008 and November 13, 2008 meeting minutes (link provided).



**Memorandum**

December 4, 2008

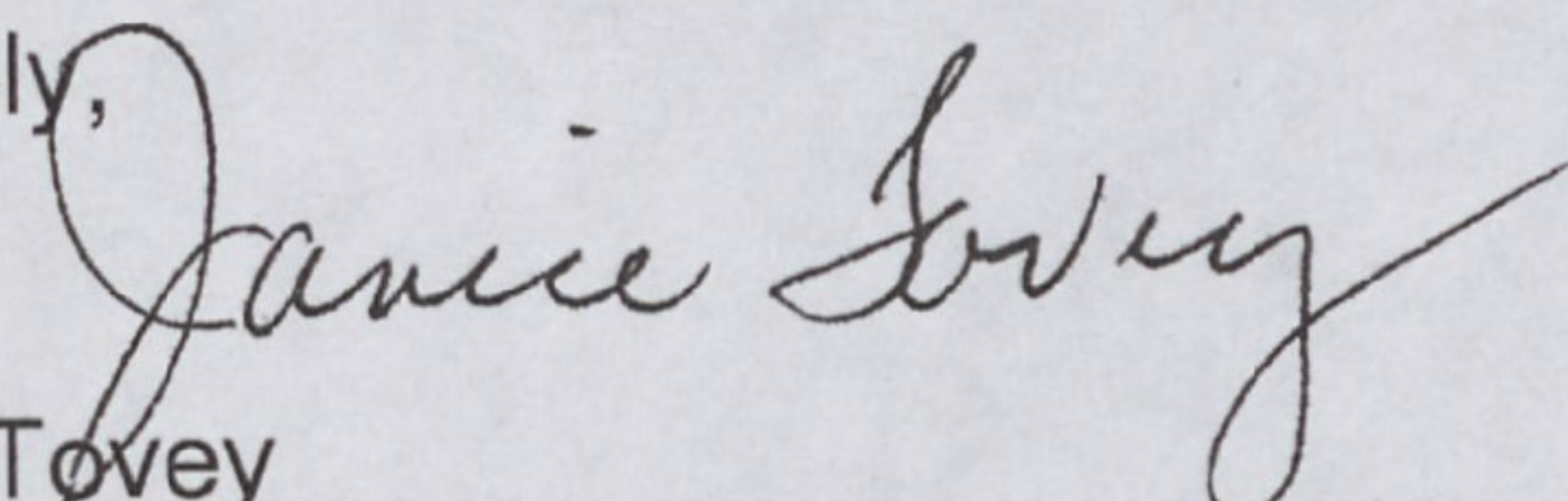
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The Faculty Senate also acted on the following resolution that does not require your approval.

08-60 2009-2010 Faculty Senate and Agenda Committee meeting dates.

Thank you for your consideration of the above mentioned resolutions.

Sincerely,



Janice Tovey  
Chair of the Faculty

Attachments

copy via email

Faculty Officers

Marilyn Sheerer, Provost and Vice Chancellor for Academic and Student Affairs

Phyllis Horns, Interim Vice Chancellor for Health Sciences

Deirdre Mageean, Vice Chancellor for Research and Graduate Studies



## **FACULTY SENATE RESOLUTIONS APPROVED AT THE DECEMBER 2, 2008, MEETING**

### **Faculty Senate Resolution 08-58**

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor:

Use of "NR" (Not Reported) for those courses for which the instructor/faculty member fails to turn in a grade.

#### 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 Resolution 08-66**

Approved by the Faculty Senate: December 2, 2008

Approved by the Chancellor:

Approved by the Board of Trustees:

Proposed revisions 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.**
- 3. The unit Academic Program Review shall be used in the development of the unit’s operational and strategic planning.”**

~~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)~~