

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

The fifth regular meeting of the 2008/2009 Faculty Senate will be held on
Tuesday, January 27, 2009, at 2:10 p.m. in the Mendenhall Student Center, Great Room.

AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
December 2, 2008
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Steve Ballard, Chancellor
Report on Faculty Employment, to include a longitudinal profile of faculty tenure status and tenure status of permanent and temporary faculty (by unit).

Link to Report of the Task Force on Fixed-Term Appointments (9-06)
 - D. Marilyn Sheerer, Provost for Academic and Student Affairs
 - E. Deirdre Mageean, Vice Chancellor for Research and Graduate Studies
 - F. Catherine Rigsby, Faculty Assembly Delegate
Report on January 16, 2009, Faculty Assembly Meeting.
 - G. Jan Tovey, Chair of the Faculty
 - H. Bill Koch, Associate Vice Chancellor with Campus Operations
Written report on Parking and Transportation

Link to Faculty Senate Resolution relating to this report (12-02)
 - I. Question Period
- IV. **Unfinished Business**

V. Report of Committees

- A. Academic Standards Committee, Linda Wolfe
Approval of Foundation Curriculum Courses for Humanities, as follows:
ASIA 2010/GRBK 2010 Great Books of Modern China
GRBK 2400 Great Books of the Middle Ages and Renaissance
GRBK 2500 Great Books of the Enlightenment
GRBK 2600 Great Books of the 19th and 20th Centuries
- B. Admission and Retention Policies Committee, Wendy Sharer and Gary Levine
Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies in reference to class roll verification (attachment 1).
- C. Committee on Committees, Tom Caron
First Reading of proposed revisions to the Standing Academic University Environment Committee Charge (attachment 2).
- D. Faculty Welfare Committee, Bruce Southard
Proposed Revisions to the *ECU Faculty Manual*, Part VI, Section II. Welfare and Benefits, in reference to hospitalization insurance (attachment 3).
- E. Educational Policies and Planning Committee, Sandra Warren
1. Request for authorization to establish a new distance education degree program, MS in Counselor Education, within the College of Education.
 2. Request for authorization to establish a new distance education degree, BS in Industrial Distribution and Logistics, College of Technology and Computer Science.
 3. Request for authorization to establish a new distance education degree program, BSBA in Management, College of Business.
 4. Request for authorization to establish a new distance education degree program, BSBA in Management Information Systems, College of Business.
 5. Request for authorization to establish a new distance education degree program, BSBA in Marketing, Operations, and Supply Chain Management Concentration, College of Business.
 6. Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development (attachment 4).

VI. New Business

- Proposed Revisions to the *ECU Faculty Manual*, Appendix A., Faculty Constitution, Section VII. Method of Election of the Faculty Senate, Christine Zoller (attachment 5).

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,
Section I.D. Class Roll Verification

Revise Section I. Academic Procedures and Policies, D. Class Roll Verification to read as follows:
(Deletions are noted in ~~strikethrough~~ and additions are noted in **bold print**):

"D. Class Roll Verification

~~Each semester, the registrar sends class roll verifications to all instructors for each class they teach. The purpose of these forms is to verify the accuracy of the lists of properly registered students. Specific instructions for noting discrepancies and returning the forms accompany the class roll verifications and should be followed carefully.~~

Twice each semester—once near the beginning of the term (prior to census day) and once near the mid-point of the term—the registrar sends class roll verifications to all instructors for each class they teach. The purpose of these forms is to verify the accuracy of the lists of properly registered students. Specific instructions for noting discrepancies and returning the forms will accompany the class roll verifications and should be followed carefully.

Due to the significant impact students' enrollment status can have on their financial aid eligibility and the amount of financial aid the university is allowed to disburse, timely submission of these roll verification forms is essential. Faculty are expected to complete and return these forms promptly."

COMMITTEE ON COMMITTEES REPORT

First reading of proposed revisions to the Academic University Environment Committee Charge
(Additions are noted in **bold** print.)

“1. Name: University Environment Committee

2. Membership: 7 elected faculty members.
(5 from the Division of Academic Affairs and 2 from the Division of Health Sciences.)

Ex-officio members (with vote): The Chancellor or appointed representative, the Provost or appointed representative, the Vice Chancellor for Health Sciences or appointed representative, the Vice Chancellor for Administration and Finance or appointed representative, the Vice Chancellor for Student Life or appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as deemed necessary by the chair.

3. Quorum: 5 elected members exclusive of ex-officio.

Committee Responsibilities:

- A. The committee recommends policies to preserve, improve and advance the general physical environment of the University.
- B. The committee provides recommendations to mitigate the loss of habitat that includes repairing or replacing landscaping of the university that have been displaced owing to planned or unplanned actions.
- C. The committee makes recommendations relating to traffic flow patterns, hardened sidewalk designs, speed limits, and parking facilities in and around the University campuses.
- D. The committee indexes and recommends policies for maintenance of those trees of significant size and type, culturally historic landscape features, and ground covers possessing aesthetic, historic, and/or environmental value.
- E. The committee reviews potential and actual effect of university projects upon water quality and quantity, runoff, and other physical impacts upon the community.
- F. The committee shall be familiar with the current East Carolina University master plan and intended placement of buildings and other construction approved by the Board of Trustees. The Committee shall consult with planning officers regarding future land use, changes to the current master plan, and future campus development.
- G. The committee promotes sustainability efforts on campus, which include energy and resource conservation, recycling, and the reduction of waste.**
- H. The committee raises the awareness and promotes how sustainability issues are included in the curriculum. The committee also promotes how faculty research in areas related to sustainability.**

5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommended policies, procedures, and other procedural criteria.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The Committee may draft reports, hold hearings, or seek advice as necessary.

8. Standard Meeting Time:

The committee meeting time is scheduled for the fourth Thursday of each month.”

Faculty Senate Agenda
January 27, 2009
Attachment 3.

FACULTY WELFARE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part VI, Section II. Welfare and Benefits,
A. Hospitalization Insurance

Revise Section II. Welfare and Benefits, A. Hospitalization Insurance to read as follows:
(Deletions are noted in ~~strikethrough~~):

“A. Hospitalization Insurance

Hospitalization insurance is provided for full-time or half-time permanent employees through a statewide self-insured program known as the State of North Carolina Comprehensive Health Benefit Plan and HMO's as approved for the service area. The university will contribute a set amount governed by the State Legislature for employee's premium for those who have a three-quarters or above permanent appointment. If the cost for individual coverage is higher than what the State Legislature has approved for payment, the employee will pay the difference. However, half-time permanent employees must pay their entire premium through payroll deduction if they wish to be covered. All eligible employees may also insure their dependents by payment of premium through payroll deduction. The employee may enroll or make changes in coverage by visiting the department of Human Resources. The new employee may gain coverage on the first of the month following the date he or she begins work or on the first of any succeeding month. ~~The only exception would be an employee starting in August with a nine-month contract. This employee will receive his/her first paycheck in September and therefore coverage would be effective the first of October. The employee may start coverage September 1st but must pay the full cost.~~ If an employee enrolls when first eligible for coverage, there is no waiting period for basic coverage. The only exception would be if the employee was being rehired within 12 months of separation as a state employee and did not continue health insurance coverage. If the employee terminates employment with the last workday occurring during the first half of the month, hospitalization coverage will cease at the end of that same month. If the employee works as many as half or more of the workdays of a month that termination of employment occurs, hospitalization coverage may be extended through the following month.”

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT
Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,
Section III. Curriculum Development

Current curriculum development procedures are available online at:
<https://author.ecu.edu/cs-acad/fsonline/customcf/facultymanual/part5/53.htm>

Revise Part V. Section III. Curriculum Development to read as follows:
(Deletions are noted in ~~strikethrough~~ and additions are noted in **bold** print):

~~“III. Curriculum Development~~ **Academic Program 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.~~

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. Instructions on specific procedures and documents for curriculum and program development proposals are available on the Office of Academic Programs website, <http://www.ecu.edu/cs-acad/acadprograms/PoliciesForms.cfm>.

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 master's-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. Certificates do not require UNC GA approval. 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. 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.~~

2. 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 the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed and TLA proposals to Council on Teacher Education;
- 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;
- Communicate with units and programs that may be directly or indirectly affected by the curriculum;
- Chairperson/director of dept/school in which the program is/will be housed;
- Curriculum committee of the college in which program is/will be housed and TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- Graduate Curriculum Committee;
- Graduate School Administrative Board;
- Chancellor

~~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 at http://intranet.northcarolina.edu/docs/aa/reports/plan_intent/Mem406.pdf.~~

~~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 at <http://www.northcarolina.edu/content.php/aa/index.htm>. 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.~~

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 degree title changes, and moving or discontinuing programs.

1. New Degree Programs

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 or graduate degree programs involves three distinct steps:

Step I: Notification of Intent to Plan (NIP) for bachelor's or master's; Request for Authorization to Plan (RAP) for doctoral

Step II: Program Requirements/Course Approval

Step III: Request for Authorization to Establish (RAE)

In Step I, the appropriate planning document (NIP for bachelor's or master's; RAP for doctoral) is submitted in the following order for seeking campus approval:

- Consultation with Academic Program Development Collaborative Team
- 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;
- Dean of the college in which the program is/will be housed;
- Graduate Curriculum Committee (the University Curriculum Committee does not review the notification of intent to plan a bachelor's program);
- Graduate School Administrative Board for master's or doctoral programs
- Educational Policies and Planning Committee and
- Faculty Senate (bachelor's programs only) 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 a bachelor's, master's, or doctoral program is submitted in the following order for seeking campus approval:

- Consultation with Academic Program Development Collaborative Team;
- 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 the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- University Curriculum Committee (bachelor's programs) or Graduate Curriculum Committee;
- External review (master's and doctoral programs only);
- Graduate School Administrative Board for master's or doctoral programs;
- Educational Policies and Planning Committee;
- Faculty Senate (bachelor's programs only) and Academic Council;
- Chancellor

2. New Minors, Certificates, Concentrations; Degree Title Changes; Discontinuing Programs

The following is the order for seeking campus approval for undergraduate or graduate minors, certificates, concentrations, degree title changes, and discontinuing a program.

- 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 the program is/will be housed;
- Curriculum committee of the college in which the program is/will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is/will be housed;
- University Curriculum Committee (for undergraduate) OR Graduate Curriculum Committee (for graduate);
- Graduate School Administrative Board for graduate
- Educational Policies and Planning Committee;
- Faculty Senate (undergraduate level only) and Academic Council;
- Chancellor

3. Moving Programs

The following is the order for seeking campus approval for moving a program.

- Curriculum committee of dept/school in which the program is currently and will be housed;
- Voting faculty of dept/school in which the program is currently and will be housed;
- Chairperson/director of dept/school in which program is currently and will be housed;
- Curriculum committee of the college in which program is currently and will be housed; TLA proposals to Council on Teacher Education;
- Dean of the college in which the program is currently and will be housed;
- University Curriculum Committee (for undergraduate) or Graduate Curriculum Committee (for graduate);
- Graduate School Administrative Board (for graduate);
- Educational Policies and Planning Committee;
- Faculty Senate (bachelor's programs only) and Academic Council;
- Chancellor

4. Process Completion

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 Programs submits the new program request and chancellor's communiqué to UNC GA.

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

Faculty Senate Agenda
January 27, 2009
Attachment 5.

NEW BUSINESS

Proposed Revisions to the *ECU Faculty Manual*, Appendix A., Faculty Constitution, Section VII. Method of Election of the Faculty Senate

Revise Section VII. Method of Election of the Faculty Senate to read as follows:

(Additions are noted in **bold print**):

“Each senator shall serve a two-year term. Senators may be elected to succeed themselves twice. After a lapse of one year following the expiration of this third term, they will again be eligible for election. The seat of an elected senator who fails to attend more than three consecutively held meetings of the Faculty Senate shall be declared vacated by the Chair of the Faculty. **If a senator is awarded a research or medical leave and an alternate senator attends in his or her place, the three consecutive meeting rule will not be invoked.**”