

**EAST CAROLINA UNIVERSITY  
2009-2010 FACULTY SENATE**

The fifth regular meeting of the 2009/2010 Faculty Senate will be held on **Tuesday, January 26, 2010**, at 2:10 p.m. in the Mendenhall Student Center, Great Room.

**AGENDA**

- I. Call to Order**
- II. Approval of Minutes**  
December 1, 2009
- III. Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Erskine Bowles, President of the University of North Carolina System
  - D. Steve Ballard, Chancellor
  - E. Marilyn Sheerer, Vice Chancellor for Academic and Student Affairs
  - 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)
  - F. Marianna Walker, Chair of the Faculty
  - G. Bill Koch, Associate Vice Chancellor with Campus Operations  
  
Written report on Parking and Transportation  
  
Link to Faculty Senate Resolution relating to this report
  - H. Question Period
- IV. Unfinished Business**
- V. Report of Committees**
  - A. Academic Standards Committee, Linda Wolfe  
Proposed Policy on Gifts Affecting Curriculum (attachment 1).
  - B. Committee on Committees, Catherine Rigby
    - 1. Election of New Member to Appellate Due Process Committee (attachment 2).
    - 2. Election of New Member to Appellate Hearing Committee (attachment 3).
    - 3. Election of UNC Faculty Assembly Delegate and Alternates (attachment 4).

- C. Educational Policies and Planning Committee, Edson Justiniano
  - 1. Discussion on Committee's Ranking of Academic Programs.  
Link to ECU's Final Ranking forwarded to General Administration.
  - 2. Request to move Media Production Program (including faculty, curriculum and students) from the School of Communication to the School of Art and Design.
  - 3. Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development (attachment 5).
  
- D. University Curriculum Committee, Paul Schwager  
Curriculum matters contained in the December 10, 2009 University Curriculum Committee minutes.
  
- E. University Environment Committee, Tim Kelley  
Proposed "Green Get To ECU Day" (attachment 6).

## VI. New Business

**ACADEMIC STANDARDS COMMITTEE**  
Policy on Gifts Affecting the Curriculum

Gifts Affecting the Curriculum

REG # (To be done by Legal)

PRR General Subject Matter (Leave blank. To be done by Legal)

Authority: Provost and Sr. Vice Chancellor for Academic and Student Affairs

History: [Insert dates the PRR was first enacted and last revised.]

Related Policies:

Additional References:

Contact for Info: Associate Provost, Academic Affairs (328-0607)

1. PURPOSE

The purpose of this regulation is to establish clear and consistent guidelines for the acceptance of gifts that may have a material effect on the curriculum.

2. ACCEPTANCE OF GIFTS

- 2.1 A gift affects the curriculum if it has a material effect on faculty positions, faculty workload assignments, the creation of content, class size or learning resources.
- 2.2 No gift affecting the curriculum may be accepted on behalf of East Carolina University without the written consent of either: (a) both the vice chancellor for the division within which the subject curriculum is offered and the Vice Chancellor for Advancement, or each of their respective designees, or (b) the Chancellor.
- 2.3 The following factors shall be considered in determining whether a gift affecting the curriculum should be accepted:
- 2.3.1 Whether any curricular changes to be brought about by the proposed gift are consistent with institutional goals, mission and values.
- 2.3.2 The effects of any curricular changes that may occur within the unit.
- 2.3.3 Whether the gift contains explicit conditions and the nature of the conditions.
- 2.3.4 Whether acceptance of the gift reflects poorly on the institution's reputation.
- 2.4 When a potential gift is determined to likely have a material effect on the curriculum, as per the factors stated in section 2.3, the appropriate dean or director and the chair of the faculty shall be notified, regardless of how the potential gift is initiated.
- 2.5 The dean or director and the faculty chair shall consult with the appropriate curriculum committees, other appropriate unit committees and individual faculty members, in order to ensure that the proposed gift is consistent with unit priorities. One purpose of these consultations is to ensure that faculty have an opportunity to evaluate the academic validity of proposals affecting the curriculum.
- 2.6 If an individual faculty member or a unit has concerns about the decision to accept or reject a gift, they shall notify the dean or director and the appropriate gifts officer. The gifts officer will then notify the Vice Chancellor for University Advancement. If the concerns persist, the faculty or dean/director will notify the appropriate vice chancellor.
- 2.7 In the event the concerns persist, the Chancellor will make the final decision and may use any advisory process deemed helpful, including but not limited to, consulting with the Provost, Vice Chancellor for Research and Graduate Studies, Vice Chancellor for Health Sciences, Vice Chancellor for University Advancement, and concerned faculty.
- 2.8 Regardless of how the potential gift is initiated, the procedures set forth in this regulation shall be followed when a potential gift is determined to likely have a material effect on the curriculum, as per the factors stated in section 2.3.
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Faculty Senate Agenda  
 January 26, 2010  
 Attachment 2.

**COMMITTEE ON COMMITTEES**

Election of New Member to Appellate Due Process Committee

**Nominee: Rose Allen, Allied Health Sciences**

Name	Academic Unit	Term	Office Location and Mail Stop #	Office Phone
Jim McKernan	Education	2010	Speight 314	328-1091
Mark Taggart	Music	2011	Fletcher 366	328-4278
John Crammer	Math	2011	Sci. & Tech C111	328-9690
Jonathan Dembo	Academic Library Svcs.	2012		
John Bradley	Business	2012		
Alternate Members				
Charles Boklage	Medicine	2010	Brody 3E142E	744-2301
Evelyn Brown	Technology and Computer Science	2010	Slay 225	737-1027
Michael Schinasi	Foreign Languages	2011	Bate 3309	328-6534
Lakshmi Narasimhan	Technology & Computer Science	2012		
<b>Open</b>		<b>2012</b>		

**COMMITTEE ON COMMITTEES**  
 Election of New Member to Appellate Hearing Committee

**Nominee: Angela Thompson, History**

Regular Members (with vote)	Academic Unit	Term	Office Location	Mail #	Office #
James Holloway	Business	2010	Slay 330	503	737-1042
Mohammed Tabrizi	Technology and Computer Science	2010	Sci. & Tech C110	507	328-9691
<b>open</b>		<b>2011</b>			
Hanna Jubran	Art and Design	2011	Jenkins 127	502	328-1303
Linda Mooney	Sociology	2012	Brewster A-409	567	258-0286
Alternate Members (with vote)					
Mark Sprague	Physics	2010	Howell Science Complex E310	563	328-1862
Richard Bloch	Medicine	2011	Brody 4E65A	635	744-3324
Michael Felts	Health & Human Performance	2011	Christenbury 200	529	328-4636
Wayne Hill	Child Development & Family Relations	2012	Rivers 266	505	328-1681
Myra Brown	Allied Health Sciences	2012	Health Sciences 4340P	668	744-6172

**Faculty Senate Agenda  
January 26, 2010  
Attachment 4.**

**COMMITTEE ON COMMITTEES**  
Election of UNC Faculty Assembly Delegates and Alternate

**2010-2011 UNC Faculty Assembly Delegate Nominee:**

Catherine Rigsby                      Geology

**2010-2011 UNC Faculty Assembly Alternate Nominees:**

Mike Felts                              Health & Human Performance  
Christine Zoller                      Art and Design

**CURRENT UNC FACULTY ASSEMBLY DELEGATION**

<i>Delegates</i>	<i>Academic Unit</i>	<i>Term</i>
<u>Marianna Walker</u>	Chair of the Faculty*, Allied Health Sciences	2010
<u>Catherine Rigsby</u>	Geology term expiring	2010
<u>Mark Sprague</u>	Physics	2011
<u>Hunt McKinnon</u>	Interior Design and Merchandising	2011
<u>Ken Wilson</u>	Sociology	2012

\*Chair of the Faculty terms begin and end with term in office.

<i>Alternates</i>	<i>Academic Unit</i>	<i>Term</i>
<u>Linda Wolfe</u>	Anthropology term expiring	2010
<u>Gregg Givens</u>	Allied Health Sciences term expiring	2010
<u>Ralph Scott</u>	Academic Library Services	2011
<u>Mark Taggart</u>	Music	2011
<u>Andrew Morehead</u>	Chemistry	2012

Faculty Senate Agenda  
January 26, 2010  
Attachment 5.

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

Please refer to both Faculty Senate Resolution #09-05 and #09-30 for additional revisions already incorporated into the text noted below.

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

III. Academic Program **and Curriculum** Development

~~Curriculum and program~~ **Program and curriculum** development is a faculty responsibility. ~~Curriculum and program~~ **Program and curriculum** 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~~ **and curriculum** development proposals are available on the office of Academic Programs website.

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.

### 32. 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.~~ **A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. Certificate programs are offered at the pre-baccalaureate, post-baccalaureate, and post-master's levels. UNC-GA has indicated that post-baccalaureate and post-master's certificates must require a specified number of hours (18 sh for post-baccalaureate, and 24 sh for post-master's) to be reported to the Integrated Postsecondary Education Data System (IPEDS). Program planners should be aware that not meeting these criteria may impact consideration of financial aid eligibility. Once a certificate is approved, ECU will submit it to the Department of Education to determine if the program is eligible for participation in the Title IV (financial aid) programs.**

### 4.3. 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. 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 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;
- University Curriculum Committee ~~and~~ **or** Graduate Curriculum Committee **as appropriate for degree level;**
- Graduate School Administrative Board for master's or doctoral programs
- **Appropriate Vice Chancellor (for information only)**
- Educational Policies and Planning Committee
- Faculty Senate 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 ~~and~~ **or** Graduate Curriculum Committee **as appropriate for degree level**;
- External review (master's and doctoral programs only);
- Graduate School Administrative Board for master's or doctoral programs;
- **Appropriate Vice Chancellor (for information only)**
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

## 2. New Minors, Certificates, Concentrations; Degree Title Changes; **Teacher Licensure Areas; and Discontinuing Degree Programs**

The following is the order for seeking campus approval for undergraduate or graduate minors, certificates, concentrations, degree title changes, **teacher licensure areas**, and discontinuing a **degree** program. (**Discontinuing minors, certificates, concentrations, and teacher licensure areas are considered curricular actions.**)

- 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 ~~and~~ **or** Graduate Curriculum Committee **as appropriate for degree level**;
- Graduate School Administrative Board for graduate **programs**;
- Educational Policies and Planning Committee;
- Faculty Senate and Academic Council;
- Chancellor

**(Once new teacher licensure areas are approved by the North Carolina State Board of Education, they must be submitted to UNC-GA.)**

### 3. Moving **Degree** 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 ~~and~~ **or** Graduate Curriculum Committee **as appropriate for degree level**;
- Graduate School Administrative Board **for graduate programs** (~~for graduate~~);
- Educational Policies and Planning Committee;
- Faculty Senate 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)~~

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**UNIVERSITY ENVIRONMENT COMMITTEE**  
Proposed "Green Get To ECU Day"

The University Environment Committee proposes that ECU designate one day each month as a "Green-Get-To-ECU Day." On this day, students and employees would be encouraged to walk, bike, take the bus, or carpool to work. We suggest that this day fall in the first full week of each month, alternating between a Tuesday and a Wednesday, so that people with all possible work/class schedules are encouraged to participate.

The "Green-Get-To-ECU Day" should be announced by email via the ECU Official and student listservs and posted on ECU-networked LCD screens around campus one or more times before that "green" day. It could also be featured on the ECU Homepage. The committee suggests electronic delivery only, because it is the most environmentally friendly, economical, and time-saving method.

The purpose of this day is to raise awareness of alternative modes of transportation to get to campus and to encourage people to take these alternative modes more frequently. For example, many people do not use the ECU bus system simply because they are not accustomed to using public transportation. Once they use the transit system, however, they may see it as a viable alternative to their automobiles.

The email announcing the "Green-Get-To-ECU Day" should include links to ECU and Greenville bus schedules. Statistics on walkers/cyclists/riders/carpoolers could also be kept by having participants log their participation on a dedicated web page. Dr. Robert Chin of the Department of Technology Systems has agreed to coordinate the creation of such a website.

Overall, the "Green-Get-To-ECU Day" seeks to reduce the production of greenhouse gases and contribute to a healthier lifestyle for ECU faculty, staff, and students.