

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

The eighth regular meeting of the 2009/2010 Faculty Senate will be held on
Tuesday, April 20, 2010, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

- I. **Call to Order**

- II. **Approval of Minutes**
March 30, 2010

- III. **Special Order of the Day**
 - A. Roll Call

 - B. Announcements

 - C. Steve Ballard, Chancellor

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

 - E. Marianna Walker, Chair of the Faculty

 - F. Mark Sprague, Faculty Assembly Delegate
Report on the April 16, 2010, Faculty Assembly Meeting.

 - G. Question Period

- IV. **Unfinished Business**
 - Faculty Welfare Committee, Katrina DuBose
 - Proposed revisions to the ECU Faculty Manual, Part VI. Section VII. C. Serious Illness and Disability Leave for Faculty Policy.
 - Link to MOST RECENT letter from Committee to Academic Council (4-13-10)
 - Link to letter from Committee to Academic Council (3-22-10)

- V. **Report of Committees**
 - A. University Curriculum Committee, Paul Schwager
 - Curriculum matters contained in the minutes of the March 25, 2010, and April 8, 2010, meeting.

 - B. Academic Standards Committee, Linda Wolfe
 - 1. Approval of Foundation Curriculum Course for Arts
ART 1250: Digital Photography for Non-Art (SOAD) Majors
 - 2. Approval of Foundation Curriculum Course for Humanities
CLAS 1500 Classical Mythology

3. Additional Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, New Subsection: Final Examinations (attachment 1).
 4. Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information Section I. Academic Procedures and Policies, Subsections K. Office Hours and L. Ordering Textbooks and Collateral Material (attachment 2).
 5. Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information Section I. Academic Procedures and Policies, Subsection V. Student Advising (attachment 3).
 6. Proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information Section I. Academic Procedures and Policies, Subsection X. Student Conduct (attachment 4).
- C. Faculty Governance Committee, Puri Martinez
Proposed revisions to the *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline (attachment 5).
- D. Educational Policies and Planning Committee, Edson Justiniano
Request to change the name of the Bachelor of Science degree in Health Education and Promotion to Bachelor of Science in Public Health, College of Health and Human Performance.

VI. New Business

The below items ([details linked here](#)) may be considered by the body prior to the close of the meeting. Please direct any questions to Professor Marianna Walker at walkerm@ecu.edu.

- A. University Budget Committee, Scott MacGilvray
Budgetary recommendations for the academic year 2009-2010.
- B. Faculty Welfare Committee, Katarina DuBose
 1. Proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities, C. Emergency Action Plan.
 2. Proposed revisions to the *ECU Faculty Manual*, Part VI. Section VII. C. Serious Illness and Disability Leave for Faculty Policy.
- C. Educational Policies and Planning Committee, Edson Justiniano
 1. Proposal for a Certificate in Hydrogeology and Environmental Geology, Department of Geological Sciences, College of Arts and Sciences.
 2. Proposal for a Certificate in Community Health Center Administration, Department of Public Health, in the School of Medicine and Department of Health Services and Information Management, in the College of Allied Health Sciences.
 3. Proposal for a Certificate in Teaching English to Speakers of Other Languages (TESOL), Department of English, College of Arts and Sciences.

4. Request for discontinuation of the Departmental Certificate in Spanish, Department of Foreign Languages and Literatures, College of Arts and Sciences.
 5. Request to add a new Special Education Concentration to the Master of Arts in Teaching Program, Department of Curriculum and Instruction, College of Education.
 6. Request to add two new concentrations entitled Software Design and Development and Software Project Management and Quality Assurance to the Master of Science in Software Engineering, Department of Computer Science, College of Technology and Computer Science.
 7. Notification of Intent to Plan a Master of Science in Health Informatics and Information Management, Department of Health Services and Information Management, College of Allied Health Sciences.
 8. Request for Authorization to Plan a PhD in Epidemiology, Department of Public Health, School of Medicine.
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Faculty Senate Agenda
April 20, 2010
Attachment 1.

ACADEMIC STANDARDS COMMITTEE REPORT

Additional Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, New Subsection: Final Examinations

Please note these additional revisions follow those already adopted by the Faculty Senate (FS Resolution #10-08) in February 2010 and address suggested revisions offered by Chancellor Ballard in his letter dated 3-24-10 (noted in red).

Revise and maintain in the Faculty Manual. **Final Examinations**

The normal expectation is that the completion of **both face to face and online** courses will include a final examination. Final examinations are required at the discretion of the faculty member and must be scheduled in the course syllabus made available to students. If a final examination is not given during the final examination period, the faculty member must meet with the class during the scheduled examination time and use the allotted time for an appropriate instructional activity.

Final examinations are held at the close of each term and a final examination schedule is determined each semester by the Calendar Committee. There will be no departure from the printed schedule of examinations. Changes for individual student emergencies of a serious nature will be made only with the approval of the instructor. A student who is absent from an examination without excuse will be given a grade of F for the examination. An incomplete (I) for the course will only be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor.

No test intended to substitute for the final exam may be given during the week preceding the final examination period. Faculty may not give an examination nor an assignment in lieu of an examination on Reading Day. Students should not be permitted to continue a test or an examination after the end of the examination period.

**Faculty Senate Agenda
April 20, 2010
Attachment 2.**

ACADEMIC STANDARDS COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,
Section I. Academic Procedures and Policies, Subsections K. Office Hours and L. Ordering
Textbooks and Collateral Material

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

Revise and keep in the Faculty Manual.

K. Office Hours

Faculty who teach only Face to Face Courses: faculty must maintain office hours in a designed office for a minimum of five hours during the work-week to be available to counsel students who come to their office or to answer email.

Faculty who teach only online courses: faculty must establish a time frame of a minimum of five hours during the work-week in which they are available to students who wish to consult with them.

Faculty who teach a hybrid online face to face course or a combination of online and face to face courses: faculty must maintain office hours in a designed office for a minimum of five hours during the work-week to be available to counsel students who come to their office or to answer the email of their online students.

Each faculty member is to submit to the unit administrator a schedule of their office hours and the unit administrator is to have a complete schedule of the office hours of all faculty of the unit. The office hour availability schedule is to be posted on the faculty member's office door and/or on the online course website.

~~In addition to teaching, each member of the faculty must maintain office hours five hours during a work week to be available to advisees and to campus and distance education students who wish to consult with him or her. It is strongly recommended that the adviser be available daily either on campus or online at least one hour each day. The office hour availability schedule is to be posted on the faculty member's office door and/or online course website, and included in the syllabus so that students may make arrangements for individual consultations. Each unit administrator is to have a complete schedule of the office hours of all faculty of the school or department. Except during assigned instructional hours, faculty members must be available to students during registration, early registration (except when assigned to registration duties elsewhere) and drop-add periods. (FS Resolution 09-24, June 2009)~~

Revise and keep in the Faculty Manual.

L. Ordering Textbooks and Collateral Material

All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by the Dowdy Student Stores. These forms are sent to the departments approximately two weeks prior to the due dates requested by the Dowdy Student Stores.

Book requisitions received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

In a cooperative arrangement the Dowdy Student Stores provides a faculty publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The coursepack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy is available upon request to the instructors of their coursepack.

Unit administrators or their designees will inform faculty when textbook and course supply orders are due. Faculty members must complete a requisition form for each course providing the information needed to order the necessary books and supplies. When no textbook is required for a course the form should be filled out to this effect. Unit administrators should retain a copy of the requisition forms in each departmental office for future reference. Instructors should use the newest edition of a textbook that is available unless there is a compelling educational reason for using an old edition.

~~The university-owned Dowdy Student Stores, located in the Wright Building, has available the books and supplies that are needed by the students to obtain their education. All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester on forms provided by store. These forms are sent to the departments approximately two weeks prior to the dates listed below. In order to allow ample time for the ordering and receiving process, the manager of the store requests that all requisitions be turned in by the following dates:~~

- ~~_____ Fall Semester Requisitions Preceding March 17~~
- ~~_____ Spring Semester Requisitions Preceding October 19~~
- ~~_____ Summer Session Requisitions Preceding February 20~~

~~Book requisitions received on these dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.~~

~~Deans and department chairpersons distribute these requisitions and collect the completed forms from the instructors involved in book and supply ordering. The entire group of requisition forms from the school or department is forwarded, as soon as possible, to Dowdy Student Stores. A textbook requisition form should be completed for each course giving all the information needed to order the books and materials. When no textbook is required for a course, the form should be filled out to this effect. The information should be typed on the forms, if possible, and the designated copy retained in each departmental office for future reference.~~

~~Careful and accurate estimates of student enrollments should be furnished to the textbook manager of Dowdy Student Stores in order to avoid overstocking of books and supplies which may become obsolete and result in financial loss to the university. Members of the faculty should acquaint themselves with certain information concerning textbook and supply orders at the time the order forms are distributed to them.~~

- ~~1. Dates that publishers furnish for the availability of new books are almost invariably over-optimistic, and instructors should order an edition only after it has been published rather than on the strength of the publisher's promised date of publication.~~
- ~~2. Unless there is some compelling reason for using an old edition, instructors should use the newest edition available.~~
- ~~3. Only textbooks that are requisitioned for the following term will be bought back at 50 percent of the new retail price for resale purposes, provided the store is not already overstocked.~~
- ~~4. Supplies that the students will be required to purchase should be requisitioned on the supplies requisition form provided by Dowdy Student Stores.~~

**Faculty Senate Agenda
April 20, 2010
Attachment 3.**

ACADEMIC STANDARDS COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information,
Section I. Academic Procedures and Policies, Subsection V. Student Advising.

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

Revise and keep in the Faculty Manual and Link with other advising information.

Faculty Academic Advising

Academic advising is a primary responsibility of faculty which is integral to student success. Student and faculty interaction outside the classroom is associated with greater student engagement and learning. The important contributions of faculty academic advising should be recognized at all levels of the university.

Undergraduate Advising

The academic advising process provides the opportunity for faculty members to influence students' approach to the learning experience and better understand the Liberal Arts Foundations, the major discipline, and related careers.

In those academic units in which faculty are assigned undergraduate academic advising faculty members are expected to meet these responsibilities by:

- Being familiar with the undergraduate catalog, knowing the foundation curriculum requirements and the requirements of the majors in their unit.**
- Making advising readily available during the semester.**
- Encouraging student decision-making and responsibility for their educational progress.**
- Discussing the rationale and integration of the liberal arts foundations with the coursework and experiences in the major and minor field of study.**
- Assisting the student in identifying and pursuing educational goals and objectives and in securing information about career opportunities.**
- Promoting major-related student organizations, including interest, service, honorary, and professional organizations as available.**
- Working closely with students on senior summaries to assure their accuracy.**
- Making appropriate referrals to other university resources when necessary to assist the student.**
- Maintaining files and notes on student progress.**

~~V. Student Advising~~

~~To assist students in their academic programs, the university has established in each college, school, and department a system of student advising wherein the student is assigned to a faculty member who serves as his or her adviser. The adviser helps to plan the student's academic program, particularly during registration periods; keeps a record of progress; and is available throughout the year for additional counseling. In advising students, faculty members should make themselves thoroughly familiar with official announcements, posted on official bulletin boards at key locations on campus, and with academic regulations described in the undergraduate and graduate catalogs. Advisers should make every attempt to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters; but, the final responsibility for meeting all academic requirements for a selected program rests with the student. The student may obtain additional help from the chairperson of the major department or the dean of the college or school. Further counseling needs are met through the services of the Counseling Center, Career Services, the Testing Center, the Speech and Hearing Clinic, the Student Health Services, and Handicapped Student Services. Personal counseling is also offered by residence counselors.~~

Faculty Senate Agenda

April 20, 2010

Attachment 4.

ACADEMIC STANDARDS COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsections X. Student Conduct

Additions are noted in **bold** print and deletions in ~~strikethrough~~.

Revise and maintain in the Faculty Manual.

X. Student Conduct

~~At times it may seem appropriate for an instructor to refer problems of student conduct in class to other agencies for assistance. Conduct such as verbal or physical harassment should be reported to the dean of students. Destructive or unruly behavior in class should be reported to the dean of students. Appropriate disciplinary action will be taken against a student who participates in any illegal activity which results in the disruption of any normal curricular or extracurricular functions of the university. Cheating or plagiarism will be dealt with according to the procedures outlined in Part IV, Academic Integrity of the *ECU Faculty Manual*.~~

The *Student Code of Conduct* and the procedures for its administration and enforcement exist to promote standards of behavior that create a positive environment in which students can learn and live. Faculty members should be familiar with the *Student Code of Conduct* and refer students whose behavior violates community standards and/or disrupts any normal curricular or extracurricular functions of the university to the Office of Student Rights and Responsibilities or the Dean of Students. The *Student Code of Conduct* applies to both individual students and student groups/organizations.

The *Student Code of Conduct* is available here: http://www.ecu.edu/cs-studentlife/policyhub/conduct_code.cfm.

The *Academic Integrity Policy* governs student conduct directly related to academic activities involving ECU students. All alleged violations of the policy must be

resolved in accordance with the procedures outlined in *the Academic Integrity Policy* as found in Part IV Academic Integrity of the *ECU Faculty Manual*. The *Academic Integrity Policy* is available to students here: http://www.ecu.edu/cs-studentlife/policyhub/academic_integrity.cfm.

FACULTY GOVERNANCE COMMITTEE REPORT
 Proposed Revisions to the *ECU Faculty Manual*, Part XIII. Promotion and Tenure Timeline

Deletions are noted in ~~strikethrough~~ and additions are noted in **bold print**.

The timelines designated in this schedule are the normal review cycle for the stated personnel actions. The Chancellor may approve an adjustment to these timelines when compelling circumstances, as determined by the Chancellor, justify a temporary revision.

Promotion and Tenure Timeline – Spring before Decision Year*

Action	Due Date 9 and 12 Month Faculty Deadline	Time Allotted for Decision
Faculty Request to the Committee for promotion or early conferral of permanent tenure (this step not necessary for normal tenure timeline)	1 st Friday in February March	
Faculty member submits list of potential external reviews to committee	4 th 3rd Friday in February	
Committee submission of a list of external reviewers to the unit administrator and Selection of (Materials should to be sent to reviewers. in a timely manner with sufficient time for completion.)	Last 2nd Friday in March	
Unit Administrator sends formal request letter and materials to confirmed external reviewers	3 rd Last Friday in April	3 6 weeks

Promotion and Tenure Timeline – Fall of Decision Year*

Action	Due-Date 9 and 12 Month Faculty Deadline	Time Allotted for Decision	Health Sciences Division	Time Allotted for Decision
Unit Administrator informs committee of upcoming need for a meeting	1 st Tuesday in September		1 st Tuesday in September	
External reviewer's reports due	1 st Tuesday in September		1 st Tuesday in September	
Faculty turns in PAD to Committee	2 nd Tuesday in September		2 nd Tuesday in September	
Committee decision on recommendation /PAD to unit administrator	2 nd Tuesday in October	4 weeks	2 nd Tuesday in October	4 weeks
Unit administrator decision on recommendation /PAD to Dean (if applicable) (note: Brody School of Medicine P&T Committee reviews & makes Recommendation to BSOM Dean)	4 th 2 nd Tuesday in November	3 4 weeks	1 st Tuesday in November	3 4 weeks
Dean decision on recommendation /PAD to VCAA (or VCHS)	2 nd 3 rd Tuesday in December	5 weeks	2 nd 1 st Tuesday in January December	5 6 weeks
VC decision/PAD to Chancellor	2 nd 4 th Tuesday in January	4 weeks	2 nd Tuesday in January	6 4 weeks
Chancellor decision	4 th 3 rd Tuesday in February	3 4 weeks	1 st Tuesday in February	4 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies from year to each year	Spring BOT meeting	Date varies from year to each year

Reappointment of Probationary-Term Faculty Members Timeline*

Action	Due-Date 9 Month Faculty Deadline	Time Allotted for Decision	Due Date 12 Month Faculty
PADs due to tenure committee for reappointment decision	4st 3rd Tuesday in January February		4st 4th Tuesday in February
Committee decision reappointment recommendation to unit administrator	4st 2nd Tuesday in February March	3 4 weeks	4st 3rd Tuesday in May March
Unit administrator decision recommendation to Dean (if applicable)	4th 1st Tuesday in March	3 weeks	4th 2nd Tuesday in April May
Dean decision recommendation to VCAA (or VCHS)	3rd Last Tuesday in March	3 weeks	3rd 1st Tuesday in May June
VCAS (or VCHS) decision	2nd Last Tuesday in April May	4 weeks	2nd 1st Tuesday in June July

Reappointment of Probationary-Term Faculty Members in 2nd Year of Employment With Credit for Prior Academic Service Timeline*

Action	Due-Date 9 Month Faculty Deadline	Time Allotted for Decision	Due Date 12 Month Faculty
PADs due to tenure committee for reappointment decision	1st Tuesday in September		1st Tuesday in April
Committee decision on reappointment recommendation to unit administrator	1st Tuesday in October	4 weeks	1st Tuesday in May
Unit administrator decision recommendation to Dean (if applicable)	3rd Tuesday in October	2 weeks	3rd Tuesday in May
Dean decision recommendation to VCAA (or VCHS)	1st Tuesday in November	2 weeks	2nd Tuesday in June
VCAA (or VCHS) decision	3rd Tuesday in November	2 weeks	3rd Tuesday in June

Subsequent Appointment of Fixed-Term Faculty Members Timeline – Spring of Decision Year*

Action	Due Date 9 Month Faculty Deadline	Time Allotted for Decision	Due Date 12 Month Faculty
Fixed-term faculty members request reappointment consideration of a subsequent appointment and submit portfolio required by unit code	No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires		No earlier than 180 calendar days before term expires and no later than 90 calendar days before term expires
Committee and unit administrator notify fixed-term faculty member in writing of subsequent appointment decision	within 30 days of the request	30 days	within 30 days of the request

*Faculty candidate will be notified **of the recommendation or decision, as appropriate**, in writing within one week at each decision point.

Approved:
Faculty Senate Resolution #06-09, March 1, 2006
East Carolina University Chancellor

Revised:
Faculty Senate Resolution #07-07, March 13, 2007
East Carolina University Chancellor

Editorially revised 5-3-07

Faculty Senate Meeting
April 20, 2010
NEW BUSINESS

UNIVERSITY BUDGET COMMITTEE REPORT
Budgetary Recommendations for the academic year 2009-2010

April 15, 2009

Steve Ballard, Ph.D.
Chancellor, East Carolina University

Dear Chancellor Ballard:

Enclosed are the University Budget Committee's budgetary recommendations for the academic year 2009-2010. In these difficult economic times, the Committee appreciates the open and candid manner with which you and your administration have embraced the work of the Committee. The members recognize that the current budget environment precludes any of us from knowing the full extent of budgetary issues confronting East Carolina University until the close of each fiscal year. The Committee also recognizes your efforts in minimizing the effects of budgetary cuts on the academic mission of ECU with particular emphasis on student, staff, and faculty employment. Your administration's interactions with the Committee have provided the transparency necessary for shared governance. This environment has made it possible for the Committee to provide you with what we believe to be sound and timely advice.

The charge of the University Budget Committee is to advise you and report to the Faculty Senate. The enclosed recommendations are our means to provide you with the advice you require and will be reported to the Faculty Senate as per our charge.

Sincerely,

Timothy P. Gavin, Ph.D.
Chair, University Budget Committee

Attachment

cc: Marianna Walker, Ph.D., Chair of the Faculty Senate
University Budget Committee members

Recommendations

1. Budget cuts and allocation of new funding should be made in line with the Value Statement of the Board of Governors and the Board of Trustees policy framework for resource allocation that protect to the greatest extent possible the academic core and our commitment to teaching, research, and service.
 2. Budgetary cuts should minimize any adverse effects on student learning or the safety of students and University personnel.
 3. Consistent with the views expressed by your administration, budgetary cuts should seek to prevent or if necessary minimize reductions in force.
 4. It is important to continue open lines of communication and transparency among all constituencies (students, staff, faculty, and administration) of the University.
 5. Budget cuts should minimize damage to the University in ways that are not easily reversed upon the return of an improved economy.
 6. Budgetary cuts should be avoided that adversely affect areas of revenue generation including but not limited to student credit hours, grants and contracts, and medical services.
 7. The University should continue to review efficiencies to realize cost-savings.
 8. The Budget Task Force should remain in place until the budget outlook has improved.
 9. The University should continue to pursue appropriate state reimbursement for indigent care provided by ECU Physicians.
 10. The University should continue to pursue appropriate state funding of the dental school.
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FACULTY WELFARE COMMITTEE REPORT

Proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities, C. Emergency Action Plan

Additional suggested revisions to Section II. C. Emergency Action Plan are noted below in bold print. (Final action on other revisions in Section II. Academics was taken in March 2010, FS Resolution #10-15.)

II. Academic Facilities

Revise and maintain in the Faculty Manual.

C. Emergency Notification & Actions

The University has established an Emergency Notification System called ECU Alert. Through ECU Alert, the campus community is warned of dangerous situations and receive emergency action instructions through email, pop-up box, web page, tone, text and voice through VOIP phones, scroll bars on plasma screen displays, outdoor speaker system, text messaging and Tweets. Faculty should establish several ways to receive these alerts and emergency action instructions. Initial Alerts, emergency instructions and follow-up information will be posted on line at www.ecu.edu/alert. Faculty must become familiar with exit routes as well as shelter-in-place procedures for their classroom/s and building/s. Once an alert has been issued, it is the responsibility of Deans, Department Heads and Vice Chancellors to verify that all units have received and are following the Alert instructions.

~~C. Emergency Action Plan~~

~~Once notified of an emergency, the appropriate vice chancellor will inform the unit heads who will notify department chairs. The department chairs are responsible for notifying their faculty who will inform students in the classroom buildings of the specific emergency and what actions should be taken. If the emergency is one that requires people to stay away from the campus, the appropriate vice chancellor will notify all faculty off campus not to come on campus until the emergency is over.~~

Proposed New Section in the Faculty Manual.

D. Emergency Evacuation Procedures

Faculty have responsibility for familiarizing themselves with emergency plans for their unit and are expected to assist with and encourage complete building evacuation whenever the fire alarm system is activated or when instructed to do so through other means of notification. Faculty are expected to inform students in the classroom buildings of the specific emergency and what actions should be taken. Attempts should not be made to fight a fire unless trained in the proper use of fire-fighting equipment. Faculty are not expected to place themselves in a position that will compromise their safety. Once safely outside the building faculty should remain with their class, identifying any missing students and provide names and any other pertinent information to ECU Police or Greenville Fire Rescue.

FACULTY WELFARE COMMITTEE REPORT
Proposed revisions to the *ECU Faculty Manual*, Part VI.
Section VII. C. Serious Illness and Disability Leave for Faculty Policy

Revise text and maintain in the Faculty Manual.
Revised actual policy should be relocated to the University Policy Manual.

C. Faculty Serious Illness and Parental Leave Policy

This policy provides leave with pay for eligible faculty for cases of serious health conditions, maternity leave, or parental leave as defined by the Family and Medical Leave Act. See the *University Policy Manual* for more information.

~~C. Serious Illness and Disability Leave for Faculty Policy~~

~~The purpose of this policy is to provide permanent faculty who do not currently earn sick leave with paid leave for cases of a serious health condition, maternity leave, or parental leave as defined under the Family and Medical Leave Act (FMLA). The purpose of this policy is also to coordinate leaves granted under federal and state acts such as the FMLA [29 U.S.C. § 2601, et seq.], the North Carolina Family Illness Act (NCFIA) [SB1115, Section 28.3B], and the UNC Policy on Serious Illness and Disability Leave for Faculty [UNC Policy 300.2.11(G)]. All three policies cover the same serious health conditions, maternity leave or parental leave. This policy supplements the FMLA and NCFIA to provide for a period of paid leave rather than such leave being unpaid. This policy does not apply to brief absences of 14 calendar days or less that are usually accommodated informally. This policy is intended to apply to short-term and intermediate-term disability of up to one year. Exceptional cases may be considered by the University. All eligible East Carolina University faculty members with a medically verifiable serious health condition as defined below are covered under this policy. The review by university administrators focuses exclusively on verifying the documentation of the condition...~~

~~X. Effective Date~~

~~This policy shall become effective immediately upon approval by the Board of Trustees of East Carolina University and shall supersede any previous authority granting leave for faculty, if any. (Approved: May 6, 2005, East Carolina University Board of Trustees)~~

Full policy available online:

<http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa210fwillnesspolicy.pdf>

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

1. Proposal for a Certificate in Hydrogeology and Environmental Geology, Department of Geological Sciences, College of Arts and Sciences.
2. Proposal for a Certificate in Community Health Center Administration, Department of Public Health, in the School of Medicine and Department of Health Services and Information Management, in the College of Allied Health Sciences.
3. Proposal for a Certificate in Teaching English to Speakers of Other Languages (TESOL), Department of English, College of Arts and Sciences.
4. Request for discontinuation of the Departmental Certificate in Spanish, Department of Foreign Languages and Literatures, College of Arts and Sciences.
5. Request to add a new Special Education Concentration to the Master of Arts in Teaching Program, Department of Curriculum and Instruction, College of Education.
6. Request to add two new concentrations entitled Software Design and Development and Software Project Management and Quality Assurance to the Master of Science in Software Engineering, Department of Computer Science, College of Technology and Computer Science.
7. Notification of Intent to Plan a Master of Science in Health Informatics and Information Management, Department of Health Services and Information Management, College of Allied Health Sciences.
8. Request for Authorization to Plan a PhD in Epidemiology, Department of Public Health, School of Medicine.