

FACULTY SENATE ANNOUNCEMENTS

<http://www.ecu.edu/fsonline/>

September 7, 2010

1. We would like to ask that all Senators do the following to **aid in reporting the minutes** correctly:
 - a. To aid in identification, please stand when recognized to speak on issues.
 - b. To aid in clarification of motions, forms have been provided near each Senator. When making a motion or amendment, please fill out the form and forward it to the Chair of the Faculty.

2. **Thank you** is extended to Provost Marilyn Sheerer for funding a 20 hour graduate assistantship for the Faculty Senate office during this academic year.

3. The Chancellor has approved the following **resolutions from the Spring 2010, Faculty Senate meetings**:
 - 10-19 Approval of Spring 2010 Graduation Roster, including honors program graduates, subject to the completion of degree requirements.
 - 10-20 Curriculum matters contained in the minutes of the [February 11, 2010](#) & [February 25, 2010](#), meetings.
 - 10-21 Revised [Department of Anthropology](#) Unit Code of Operations (full code review) and [School of Medicine](#) Unit Code of Operations (amendments only).
 - 10-23 [Summer 2010 – Spring 2011 University Calendars](#).
 - 10-25 Foundation Curriculum Course for Basic Social Science, [PSYC 2777 Ethnocultural Psychology](#).
 - 10-26 Foundation Curriculum Course for Basic Science, [GEOL1800 Geology of the National Parks](#).
 - 10-28 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection I.W. Student Attendance Regulations.
 - 10-29 Revisions to the *University Undergraduate Catalog*, Section 5. Academic Regulations, Class Attendance and Participation Regulations.
 - 10-30 Revisions to the *University Undergraduate Catalog*, Section 5. Academic Regulations, Special Readmission (Forgiveness) Policy.
 - 10-31 Revisions to the *University Undergraduate Catalog*, Section 5. Academic Regulations, While Enrolled in East Carolina University.
 - 10-32 Revisions to the *ECU Faculty Manual*, Part VI. Section I. Employment Policies.
 - 10-33 Revision to the *ECU Faculty Manual*, Part VI, Section V. External Professional Activities of Faculty and Other Professional Staff.
 - 10-34 Remove the text in the *ECU Faculty Manual*, Part VI, Section VII. Frequently Asked Questions About Faculty Personnel Records once Appendix C has been revised to include this information.
 - 10-35 Revision to the *ECU Faculty Manual*, Part VIII, Responsibilities of Administrative Officers.
 - 10-36 Revisions to the *ECU Faculty Manual*, Appendix I. Policy on Conflicts of Interest and Commitment.
 - 10-39 Revisions to the *ECU Faculty Manual*, Part VI. Section IV. Employment of Related Persons.
 - 10-43 Request of Intent to Plan a [Master of Arts in Education in Gifted Education](#), Department of Curriculum and Instruction, College of Education.
 - 10-44 Request for an Undergraduate [Certificate in Cultural Resource Management](#), Department of Anthropology, College of Arts and Sciences.
 - 10-45 Request of Intent to Plan a [Master of Science in Network Technology](#), College of Technology and Computer Science.
 - 10-46 Formal faculty advice on Administrative Serious Illness and Disability Leave for Faculty policy.
 - 10-47 Proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section II. Academic Facilities, C. Emergency Action Plan.
 - 10-48 Proposed revisions to the *ECU Faculty Manual*, Part VI. Section VII. C. Serious Illness and Disability Leave for Faculty Policy.
 - 10-49 Curriculum matters contained in the minutes of the [March 25, 2010](#), and [April 8, 2010](#), meeting.
 - 10-50 Approval of Foundation Curriculum Course for Arts, [ART 1250: Digital Photography for Non-Art \(SOAD\) Majors](#).
 - 10-51 Approval of Foundation Curriculum Course for Humanities, [CLAS 1500 Classical Mythology](#).
 - 10-52 Additional Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, New Subsection: Final Examinations.

- 10-53 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.
- 10-54 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.
- 10-55 Request for Authorization to Plan a [PhD in Epidemiology](#), Department of Public Health, School of Medicine.
- 10-56 Proposal for a [Certificate in Hydrogeology and Environmental Geology](#), Department of Geological Sciences, College of Arts and Sciences.
- 10-57 Proposal for a [Certificate in Teaching English to Speakers of Other Languages \(TESOL\)](#), Department of English, College of Arts and Sciences.
- 10-58 Request for [discontinuation of the Departmental Certificate in Spanish](#), Department of Foreign Languages and Literatures, College of Arts and Sciences.
- 10-59 Request to add a new [Special Education Concentration](#) to the Master of Arts in Teaching Program, Department of Curriculum and Instruction, College of Education.
- 10-60 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.
- 10-61 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.
- 10-64 Proposed Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection V. Student Advising.
- 10-66 Proposed Revisions to the Undergraduate Catalog, Section 5: Academic Regulations, Subsection Grading System, Grade Appeals (to reflect current policy approved by the Chancellor in November 2009).
- 10-67 Budgetary Recommendations for the academic year 2009-2010.
- 10-68 Resolution on The 2010-2011 North Carolina State Budget.

- 4. General Administration has approved the proposed revisions to the *ECU Faculty Manual*, **Appendix D. Tenure and Promotion Policies and Procedures**. The revised document is available online at: <http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixd.pdf>
- 5. General Administration has approved the proposed revisions to the *ECU Faculty Manual*, **Appendix B. Policy for the Cumulative Review of Permanently Tenured Faculty**. The revised document is available online at: <http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/appendixb.pdf>.
- 6. The ECU Board of Trustees has approved the proposed revisions to the **Faculty Serious Illness and Parental Leave Policy**. The new policy will go into effect July 1, 2011. A link to the current policy and new policy are available online at: <http://www.ecu.edu/cs-acad/fsonline/customcf/facultymanual/newmanual/part6.pdf>
- 7. Donna Payne and David Weismiller have been granted **speaking privileges** for today's meeting.
- 8. We still have many **one-year terms** open on Academic and Administrative Committees and ask that one interested in serving on an standing University Committee to please contact Marianna Walker, Chair of the Faculty, at walkerm@ecu.edu. Brief committee descriptions are available online at: <http://www.ecu.edu/cs-acad/fsonline/customcf/committee/briefdescriptionsallcmtes.htm>
- 9. All **Faculty Senate materials** (agendas, minutes, announcements) will continue to be distributed via a Faculty Listserv that has been established and used in conjunction with the Microsoft Exchange mail system. Faculty choosing to opt out of the Faculty Listserv will continue to be able to access the materials via the Faculty Senate website. Paper copies of documents will always be available in the Faculty Senate office (140 Rawl Annex).
- 10. Faculty interested in periodically receiving issues of **The Chronicle of Higher Education** are asked to call the Faculty Senate office at 328-6537 and place their name on a list for distribution.

11. A **call for nominations** for the Board of Governors Award for Excellence in Teaching, Board of Governors Distinguished Professor for Teaching Award, Alumni Award for Outstanding Teaching, University Award for Outstanding Teaching and University Scholarship Engagement Award was recently distributed. Please note that the teaching awards, similar in several ways, have different nomination procedures but do share common deadlines. The nominations for the teaching awards are due September 15, 2010, and portfolios of nominated faculty members are due November 1, 2010. Awards will be given at the University Awards Recognition Program and Reception on Reading Day Spring Semester 2011 (Tuesday, April 26, 2011).

If individuals making nominations or faculty members who have been nominated have any questions about one or more of the award categories, please contact Dorothy Muller in the Center for Faculty Excellence (328-2367 or 328-1426 or mullerd@ecu.edu). Additional information on the different award nominating procedures is available online at: <http://www.ecu.edu/cs-acad/fsonline/aa/academicawards.cfm>.

12. In an effort to keep faculty members informed of campus activities, **Board of Trustees'** meeting agendas and schedules are distributed electronically to all faculty and available anytime online at <http://www.ecu.edu/bot/>. Faculty are welcome to attend these open meetings.
13. Information on how to **import the ECU Academic Calendar into Outlook, Entourage or iCal** is available at <http://www.ecu.edu/cs-ecu/academic-import.cfm>. Because the Academic Calendar can change, they will be made available approximately one month before each semester. Information in these downloaded files are as accurate as we can make them at the time of creation. Always be sure to check the official Academic Calendar page for the latest updates. Any changes that are made after you import the calendar will have to be updated in your calendar manually by you.

Parliamentary Overview for the ECU Faculty Senate

The Faculty Senate of East Carolina University follows Robert's Rules of Order, Newly Revised, currently using the 10th edition, published by Perseus Publishing (ISBN #0-7382-0384-X). The 704-page text is available for purchase through bookstores, but many websites contain summaries of the most common procedures and practices of these parliamentary rules.

Why use a set of rules in the Faculty Senate?

Robert's Rules provides organizations like the Faculty Senate a set of rules for conduct at meetings, all in an effort to allow everyone to be heard and to make decisions without confusion.

What else governs the meetings of the Faculty Senate?

Appendix A of the ECU Faculty Manual contains the Faculty Constitution and By-Laws of our Faculty Senate. These documents describe the organization of the senate, elections, and the order of agenda. When there is no specified "rule" within these documents, Robert's Rules prevail.

What should senators do to prepare for the Faculty Senate meetings?

Each senator and alternate will receive a notice that the Faculty Senate agenda is available via e-mail and on the Faculty Senate website. Senators need to print the entire agenda, all attachments, and then review the documents to familiarize themselves with the content and issues before each meeting. Talking to other faculty members in a unit is a good way to find out the ideas on key issues that are relative to each unit.

Do senators have to stand up if they want to speak?

The Chair of the Faculty will recognize all speakers and will call them by name (be sure your name is clearly displayed in front of you at the table). It is especially helpful for senators who wish to speak during a senate meeting to stand, state their name, state their academic unit, and then make their point. The Secretary records these comments in the minutes of the meeting. It is important that persons are credited with their own comments if those ideas are included in the meeting minutes.

What do senators call each other during senate meetings?

The generic term "professor" is usually used as a title for all senators. For administrators with titles, it is appropriate to use that title. The Chair of the Faculty is usually addressed as Mr./Ms. Chair or Mr./Ms. Chairperson.

What do I need to know about parliamentary procedure if I'm serving as a faculty senator?

There are some basic points of parliamentary procedure that are most critical: making a motion, waiting for a motion to be seconded, debating a motion, and voting on the motion. A good review of these basic motions is available on the following website:

<http://cyberbuzz.gatech.edu/apo/robert.html>. The following websites offer summaries and overviews of parliamentary procedures and may be helpful tools. The deciding factor, though, are the strictest interpretations of the stated Robert's Rules. It is the responsibility of the Parliamentarian to make those interpretations and to advise the Chair during the actual meetings.

<http://www.robertsrules.com/course.html>

<http://www.robertsrules.org>

<http://www.taa-madison.org/q+d-rules.html>

http://www.arga.org/mr_robrt.htm