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**EAST CAROLINA UNIVERSITY
2010-2011 FACULTY SENATE**

**East Carolina University
FACULTY SENATE
FULL MINUTES OF SEPTEMBER 7, 2010**

The first regular meeting of the 2010-2011 Faculty Senate was held on Tuesday, September 7, 2010, in the Mendenhall Student Center Great Room.

Agenda Item I. Call to Order

Marianna Walker, Chair of the Faculty called the meeting to order at 2:10 p.m.

Agenda Item II. Approval of Minutes

The minutes of April 20, 2010 and April 27, 2010, were approved as distributed.

Agenda Item III. Special Order of the Day

A. Roll Call

Senators absent were: Professors Reyes (Biology), Miller (Geology), Carolan (Mathematics), Gilliland (Medicine), Schenarts (Medicine), McAuliffe (Nursing), Taggart (Music/Past Chair of the Faculty), Wilson (Sociology/Faculty Assembly Delegate), and Provost Sheerer.

Alternates present were: Professors Walker-Bailey for Godwin (Art and Design), Grub, Karriker, and Gibson for Seeman, Christian, and Paul (Business), Rodriguez for Romack (Chemistry), Dotson-Blake for Voytecki (Education), Roper for Fletcher (Medicine), and Sanders (Technology and Computer Science).

B. Announcements

The Faculty Senate is having an informal social at Winslow's (downtown on 5th street) on Faculty Senate Tuesdays. All faculty are encouraged to attend following the Faculty Senate meetings to network with faculty from other academic units and University administrators. Winslow's has graciously agreed to give 15% off food purchases.

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

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.

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>

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>.

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>

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).

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.

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>.

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.

C. Steve Ballard, Chancellor

Chancellor Ballard welcomed the faculty back for another semester and mentioned the exciting football game last Sunday. He stated that he would start his comments with an analysis of the budget and that he or Philip Rogers would be happy to answer any specific questions that faculty might have at any time. The Chancellor mentioned that Kevin Seitz would present many details about the budget and that his comments would concentrate items that are particularly noteworthy.

The first topic the Chancellor discussed was recurring versus non-recurring funds; he announced that the university was given non-recurring or "one time money" by the state for this year partially because ECU led the system again in enrollment growth funds. Most of the money that is available this year cannot be carried over to next year and cannot be used for personnel expenses. However, these funds can be used to make improvements and ECU hopes to get authority for this non-recurring money to be used for improvements to our research space and for other research enterprises as well as adapting the space assigned to the Honors College for the program's specific needs.

The Chancellor reported that next year will likely to be a lean budget year again and the University system has been asked to prepare programs for a 10% reduction in funding for next year. He remarked that it is projected that this is the middle of a five-year downturn in the economy. Chancellor Ballard stated that university employees are always one of the major concerns and there is no plan to require furloughs or to cut faculty, staff, administrative positions or lines to fill the budget gap at this time. He stated that ECU still maintains an excellent budget policy framework. The Chancellor credited the Board of Governors and President Bowles with setting priorities mandating that the academic core would be protected at all costs. The Chancellor reported that ECU has cut everything that was either easy or hard and at this point he reported that only the "miserable choices" remain in view of a potential 10% cut back next year. Unfortunately, there is no way to tell what might happen during the next year of the biennium since there is no way to predict revenue projections for next year in the current month of September.

Increases in tuition might also have to be considered to offset losses in future funding. Having the students pay a higher cost for their education means that ECU cannot accept a loss of quality in education. He reported that increasing tuition is not a choice that he liked at all; over the last six years the Chancellor stated that he has tried to protect the students' cost of education, but that there was a tuition increase approved for the present and following year. Even though tuition increases will occur this year, the Chancellor stated that he felt as if ECU was an excellent bargain and that this University was next to last in its peer group in the cost of tuition. The Chancellor indicated that he would continue to work with the campus student government leadership to develop alternatives and pledged to balance the sources of income as best he could. The Chancellor stated that he would leave further details for Vice Chancellor Seitz's presentation.

As far as the university agenda for the next year, one major task would be to welcome and get to know Dr. Ross, the new systems President. Dr. Ross will be installed in January and will be visiting campus in January or February of next year. The Chancellor stated that he thought that Dr. Ross was just the right person, in terms of integrity and academic orientation, for the position of President and that he is looking forward to orienting the new President about who we are as a university. He stated that it always takes time for a new person to get to know who we are as a university. The Chancellor also stated that he wanted Dr. Ross to know what barriers and constraints are as well as the potential of our university.

The Biosciences building is still top priority on the capital improvements list. Planning money is still being sought for this building, which was in the budget until the last moment. During the last couple of days of the budget negotiations all money was eliminated for planning money throughout the university system. The experience that ECU has had is that once planning money is allocated the building eventually is designed and constructed. Speaker Hackney was on campus last year and it is still hoped that planning money for the new Bioscience Building will be appropriated over the next few years.

There are two new colleges this year: the Dental School and the Honors College. The Chancellor indicated that both buildings will have a positive impact on the university. The accreditation team for the Dental School is expected in the next few days. This is the only significant hurdle left for the Dental School to start instruction next summer. The Honors College will add an additional way of attracting excellent students to undergraduate curriculums.

The Chancellor is working with other Chancellors and system administrators to get the authority for salary increase next year.; President Bowles and the Board of Governors support salary increases for the campuses; however, this is a difficult issue when the current economy is depriving so many people of employment. The current attitude in the legislature is that no state employee should get a salary increase. The Chancellor stated that he supported salary increases for the people who make all the difference to our students. He also stated that more investment is necessary in graduate education. Funding of graduate education is another monetary issue, which ECU must do more about since compensation of students at the masters and doctoral levels is currently inadequate. In addition, a fairer distribution system needs to be developed within the university system for the payment of out of state tuition support at the graduate level.

There were no questions posed to Chancellor Ballard at this time. Chair Walker thanked him for his remarks and stated that the faculty certainly appreciated his support and advocacy.

D. Kevin Seitz, Vice Chancellor for Administration and Finance

[Link to most recent ECU Financial Statements](#) (June 2010 annual financial report will be posted December 15.)

Vice Chancellor Seitz stated the information that he would be sharing with the faculty senate is the information that has been provided to the Board of Trustees, the Executive Council, and the Deans. In summary, there is good news and bad news for 2010- 2011. The reductions that ECU is taking this year amount to \$10.8 million in permanent-based reductions and \$2.9 million in the continuation budget for inflationary money that ECU will not receive. The sum of these is \$13.7 million, which is not a small amount of funding by any stretch of the imagination. This has been somewhat off set by the supplemental tuition increase, which will defray most of this budget reduction. ECU has also set aside permanent money that can be used to offset budget cuts. The Office of Budget and Management has also indicated that there is a 1% reversion that has to be set aside and not spent in this fiscal year. It is not clear if this reversion will increase.

There is no expectation that furloughs will be ordered this year, and unless there is a radical change we do not expect that there will be any Reduction in Force actions this year. About \$15 million has been funded in enrollment growth money and this allows for hiring of an additional 78 faculty positions. This enrollment growth money also can be used for academic support. There have been \$600 added to the Dental School operating costs, and about \$4.5 million was received in campus-based tuition. Part of this money can be used for financial aid and to improve our retention rate. Further, ECU was allowed to carry forward \$8 million in "one time" money, which is something that the State Budget Office allows from time to time. Permission to carry forward this amount of money was not expected.

As the university plans for 2011-2012, the current anticipated reduction is an additional 10% permanent reduction although ECU has been asked by UNC General Administration to submit plans for 5% and 10% reductions to the university budget. It has not been determined if this reduction will be over a one year or a two year period. All of this is anticipated to create a shortfall of \$2 million. Generally the university is in fairly good condition to manage these reductions and with supplemental tuition increases and outlining efficiencies in administration on campus No idea what the one-time reductions will be. There is also no idea of what to expect for the 2012-2013 biennium other than to expect generally tight budgets

There were no questions posed to Vice Chancellor Seitz at this time. Chair Walker thanked him for his remarks as well as his excellent management of the University's budget.

E. Marianna Walker, Chair of the Faculty

Professor Walker (Allied Health Sciences) provided the following remarks to the Faculty Senators: "The first meeting of the 2010/2011 Faculty Senate begins the 45th Anniversary of the Faculty Senate at East Carolina University. This anniversary marks 45 years of formal shared governance at our great institution. As many of you saw at this year's Faculty Convocation, the former Chairs of the Faculty were recognized and honored. Thirteen of the remaining 16 Chairs were at Convocation, each as proud and strong as they were when they represented the ECU faculty. There have been 27 Chairs of the Faculty and each has made contributions to the process and strength of shared governance. The Chair of the Faculty has important obligations not only to preside over the Faculty Senate but to advocate for the faculty in all situations, and to establish a working relationship with the Chancellor and other senior administrators. A number of these Faculty Chairs continue to be active in shared governance and five of them are presently serving with us on the Faculty Senate (Ken Wilson, Brenda Killingsworth, Rick Niswander, Catherine Rigsby, and Mark Taggart). It is through the wisdom of these leaders, in addition to the stability of our Faculty Senate, that shared governance is as strong and functional as it is at East Carolina University.

In addition to these leaders, the faculty officers, who are all in their second year of service to the university, have and will continue to represent all faculty by communicating, advocating, negotiating, and mediating with the senior administration. It is the faculty officers' their responsibility to ensure that the faculty voice is communicated to the administration and that the voice of the administration is communicated with the faculty. During the preceding academic year, the faculty officers, the Chancellor, and Academic Council (namely the Provost, Vice Chancellor for Health Sciences, and the Vice Chancellor for Research and Graduate Studies) developed a productive and collaborative relationship, where faculty advocacy was appreciated and supportive.

As senators this year, you will have a chance to make important contributions to the history of shared governance, the Faculty Manual, and to all academic policies and practices at the university. As most of you are aware, the Faculty Manual, under review since 9/2009, continues to be updated and reorganized during this academic year. This Faculty Senate will complete the work this year and will be responsible for a Faculty Manual that continues to be the framework for academic policies relating to curriculum and teaching, grading, tenure and promotion, and welfare. Additionally, many Administrative Policies pertaining to faculty will come to the senate for formal Faculty Advice, a process that was developed last year as part of the development of the University Policy Manual. The formal process will become a part of the Faculty Constitution that will be forthcoming from the Faculty Governance Committee later this semester. Such policies as Faculty Workload, Consequences for Failure to Submit Grades, and Faculty Scholarly Reassignment, and will come to the senate this year by way of our standing academic committees. Last year, we provided formal faculty advice on such administrative policies as Faculty Serious Illness and Parental Leave and Gifts Affecting the Curriculum. The Academic Council, EPA Personnel Committee, and the Chancellor have worked and will continue to collaborate with the Faculty Senate on these important policies.

Other important collaborations this year between the administration and the faculty, as represented by the Faculty Senate, will include policies involving online teaching standards, which are needed for SACS reaffirmation (2013), academic integrity and disruptive student behavior, retention and graduation, including a university self-study, copyright and intellectual property rights the university relating to such issues as Open Access databases, on-line education, and access to course syllabi. Other faculty governance issues regarding updating appellate committee and hearing procedures will be reviewed as well as revision of Appendix C and D (again) with new language about scholarship and newly proposed categories involving Engagement and Innovation.

The budget situation in our state continues to be a tenuous, where position cuts and furloughs are always on our minds. As you heard from the Chancellor Ballard and Vice Chancellor Seitz, while our budget taken major cuts, the academic core has been protected and faculty positions have not been eliminated. The Chancellor and the Board of Trustees have advocated for all of us and our units to maintain quality education for our undergraduate, graduate, and doctoral students. Of course, faculty remain concerned that as our enrollment increases, will our class sizes increase as well. This situation could severely impact student retention due to the increased faculty to student ratio. In addition faculty are always concerned that in the face of major budget cuts, fixed-term faculty are at risk of losing their jobs, which could severely constrain tenured and tenured-track faculty from being productive in their scholarship. Severe budget cuts could restrict new faculty lines and limit expenditures such as faculty travel, etc. We have been fortunate in the past two years to have an administration and BOT who value the academic core of our university. We remain grateful for these established principles of our administration. It is important to maintain the open discussion and collaborative spirit in the face of an even worse budget scenario, which continues to threaten our state. It will be important, in this budget climate for faculty to provide feedback to the administration when budget cuts are mandatory. The University Budget Committee will play a role in this communication and will report to the Senate on any recommendations being put forward to the Chancellor. As always, the Faculty Senate plays an important advisory role to the Chancellor regarding the budget and its effects on the mission of the university, and particularly relating to the faculty and its students. As I said in Convocation, the Faculty body is the soul of the university, and the students are its heart.

I am excited to serve you this year as Chair of the Faculty. I remind the senators to engage in dialogue with the faculty in your units and come to the meetings to represent the consensus of your constituency – your unit. Remember to represent them by coming prepared for the senate meetings and obtaining prior feedback from them on all current issues. You were elected to represent your unit. You may also be asked to represent the Faculty Senate on standing Academic Committees. On behalf of the faculty officers, we call on each of you, as a faculty member, to establish or renew your sense of faculty roles, rights and responsibilities, to communicate your ideas and to provide a voice on key university issues that will assist the faculty leaders and the faculty senate (including committees), the senior administration, and the Chancellor, in making decisions this year toward common university missions.

Together we make up the respected and productive legislative body representing the general faculty. This year, I will bring important issues to this body for discussion and consideration. Let's work together to make this academic year as successful and productive as last year.

And in the words of John Lennon - "Come Together, right now!" Come Together to make East Carolina University the best university!"

There were no questions posed to Professor Walker at this time.

F. George Bailey, Report on SACS Activities

Chair Walker reminded faculty that the University was in the process of seeking SACS reaffirmation. She stated that Professor George Bailey was being asked to periodically provide Senators with brief reports on SACS activities. Professor Bailey co-chairs the Outcomes Assessment Council, serves as Faculty Advisor, and is Chair of the Department of Philosophy.

Professor George Bailey (Philosophy) stated that there has been a change in perspective in the current SACS activities. One of these changes in perspective is to concentrate on what brings the most value to the program, or the university. The current program is about establishing a process of analyzing what ECU is doing and how can it be done better. One of the points made in the SACS summer institute was that universities need to stop just gathering information and focus on what they are doing with the information.

In the past the emphasis was on measurable factors; the question was what results are being produced here or there. The current process is related to enhancement of programs in the university and is not just about facts anymore. The idea is that this ongoing quality enhancement would continue indefinitely and would become part of everyday operating procedures. The scope of the process is to put together procedures that can be put in place at all levels of the university continuing indefinitely and focusing on increased quality.

The timeline for this quality enhancement program is to have this quality enhancement plan completed by the Spring of 2013. A great deal of emphasis is placed by the SACS documentation on review of a university-wide quality enhancement plan which is a necessary condition for accreditation. This is going to involve many people at all levels of the university when it starts. The deadline for the compliance certification is August 2012. This requires proof that we are in compliance with rules such as proof that every faculty member has the credentials to prove that they are qualified to teach the courses they are teaching. This is a huge task and will require the faculty to assist IPAR in collecting the data that is needed. Professor Bailey concluded that there is much more work involved in this accreditation process than in any of the previous efforts that he is aware of with the requirement for a high level of analysis.

An organizational chart has been prepared for all the SACS assessment units. The word units might be different from other definitions of the word previously used. An assessment unit is any group that has to have an assessment plan including assessment goals, student outcomes, description of foundations courses, and there can be a unit that contributes to several assessment goals within a department. For example, a department might offer undergraduate foundations courses as well as masters or doctoral education and thus it would be involved with several assessment plans. The report is organized around assessment units because the activities of these units have to be targeted in order to create ongoing quality improvement. Professor Bailey concluded that describing this interrelationship of efforts would be a big job. An updated list of the working groups will be provided to the Faculty Senators and help is needed from the faculty to complete the documents, which are due in 2012. Professor Bailey stated that waiting to the last minute will not be sufficient to generate these plans and organizational procedures.

SACS issued 23 new criteria in June of many of which are administrative but many criteria involve faculty. One of the criteria requires ongoing training and development activities. An example of the need for this accreditation effort to start as soon as possible is training for all instructors teaching distance education courses. The Academic Standards Committee will meet to determine how we can complement this distance education training requirement. The University also has to identify who is taking on line courses. This means that the person in the on line classroom or taking the exams for

the course must be the person registered for the course. These policy changes need to be dealt with this semester so that they can be put in effect in the spring semester.

Professor Niswander (Business) stated that unlike past SACS activities that looked at University compliance at one particular time, current SACS activities involve looking at if a University is compliant at all times. Professor Bailey agreed stating that this was now not being seen as a process or a product.

Professor Boklage (Medicine) asked if there were a uniform set of questions for each unit or would the units need to design their own evaluation questions. Professor Bailey responded that there was a report that proposed a policy but nothing existed right now. It will be up to a faculty group to come up with a set of questions. The faculty group wants a system that will work for both graduate and undergraduate and meet the needs of the various academic units. The Academic Standards Committee is working on this issue and a detailed response does not exist yet.

Professor Glascoff (Health and Human Performance) stated that she realized that this was a large task and asked if Professor Bailey could provide her with example of something that enhances quality. How would a unit indicate this continuous quality enhancement? Professor Bailey replied that it depended on what the academic unit felt was most important. As an example the strategic planning document related to increasing retention. Professor Bailey stated that he saw faculty discussing this issue over and over informally and even taking steps informally to address this important issue; however, it was never written down as part of the departmental standards. He stated that the SACS visit was a way to get credit for doing what has already been going on informally and to have the solutions to these issues described as university goals and to get ones colleagues to agree on an approach. Faculty have always been concerned about retention and Professor Bailey stated that he sees this as an opportunity to address what faculty want to see done and get credit for formalizing those areas that need improvement. Professor Bailey stressed to Senators that through this SACS process faculty were allowed to focus on issues that were important to them rather than regarding it as a task that just had to be accomplished for accreditation.

Professor Howard (Communication) stated that he felt faculty were being asked to assess everything to death. He asked how could he and others advocate for the activities that encourage more faculty involvement, i.e. global assessment and leadership assessment. These are two examples of where others within the University seemed to show a lack of interest in what faculty thought. Professor Bailey replied that the Provost and David Weismiller (SACS Director) were planning to meet with each of the academic units again to encourage more faculty involvement. Professor Bailey stated that he understood that the process was time-consuming and thought that most faculty have dealt continuously with these same issues in the past, but were not actually formalizing the tasks.

G. Tremayne Smith, Student Body President

President Smith extended greetings and introduced the student government officers. He stated that he enjoyed standing before a group of individuals, who in educational terms, have been there and done that and still came back for more. When considering the function of Faculty Senate, he stated that he was reminded of the words of the former Chair of the Faculty Don Sexaur: "Shared governance in academics is a fragile balance act that takes place between administration, university officials, the faculty and is an attempt by the administration and the faculty to solve problems and implement policies in a manner that keeps all constituencies involved". He stated he could not agree more and wanted to echo this emphasizing joint-problem solving and implementation of policies and stating the goals of student government for this year.

- 1) Regarding human engagement there is a plan to have a state of the union address and town hall meetings similar to the national political scene. There will also be more outreach efforts this year to talk to students one on one.
- 2) Good relationships with the city council and other members of the Greenville community will continue. There will be a director of community affairs. Issues involved with this effort might be a downtown venue for entertainment, visiting the local schools and negotiation about the coordination of the bus systems in the area.
- 3) Financial accountability will be a matter of dollars and sense. Tuition as well as allocation of student fees will be a major topic of concern. Financial partnerships with student organizations will be improved
- 4) Media and visibility campaign including a weekly Presidential radio address and a monthly talk of the town address, on cable Channel Seven, to outline who and what and where the student leadership is regarding issues of importance. There will also be a bi-monthly newsletter.
- 5) Student and administration relationships which will bridge any gap in communications and will include monthly meetings with administrative officers and the Faculty Senate officers as well as coming to Faculty Senate meetings.
- 6) The downtown venue will be discussed further as well as having an on campus Red Box. He invited the faculty to use this video rental option for their safety and convenience

President Smith concluded his remarks by reminding everyone that "we are the Pirate Nation and that the students are at one of the greatest universities in the nation". He repeated the motto of "greater than the purpose of our own" related to the obligation to serving others and said he was glad to be a servant leader of the Pirate Nation. He concluded his remarks by stating the motto of his administration that "Let's do work and so we shall" and asked that he and his officers be excused because they had classes to attend and work to do.

There were no questions posed to President Smith at this time. Chair Walker thanked Mr. Smith for his collaborative spirit and communication with the Faculty Senate and stated that the faculty looked forward to working together this year.

H. George Bailey, Member of the Faculty Governance Committee
Chair Walker stated that as the Faculty Senators were probably aware, Appendix D. Tenure and Promotion Policies and Procedures was approved in July 2010 following mandatory changes required by General Administration. She stated that additional revisions are underway with this appendix in relation to the overall review of the Faculty Manual. Professor George Bailey, a member of the Faculty Governance Committee, was there to lead a 15 minute discussion of this important appendix.

Professor Bailey then began his remarks with an overview of issues with Appendix D prepared by Professor Purificacion Martinez (Foreign Languages/Chair of the Committee) (noted below).

JOINT APPOINTMENTS - Problem 1: Research and Graduate Studies does not consider the current policy flexible enough according to needs in joint appointments. *Possible Solution:* On Fall 2009 the Academic Council appointed a Task Force on this issue. The Task Force will report findings to Faculty Governance Committee on September 29th.

SPOUSAL HIRES - Problem 2: Lack of any university policy regarding spousal hires. *Possible Solution:* Administrative Standard Operating Procedure regarding spousal hire now on Faculty Welfare Committee for advice. After Faculty Welfare Committee, the procedure will go to Faculty Governance Committee then to the Faculty Senate.

CRITERIA FOR APPOINTMENT, REAPPOINTMENT, TENURE, PROMOTION - Problem 1: Lack of language regarding engagement, outreach and innovation. *Possible Solution:* Include specific language in App. D (proposed language already presented to Faculty Senate)

PROGRESS TOWARD TENURE LETTERS - Problem 1: Timing of progress toward tenure letters and decisions regarding reappointments. *Possible solution:* change dates when PTT letters are due to February, so decisions regarding reappointments should happen before progress toward tenure letter. Problem 2: Insufficient consultation of the unit administrator with the Tenure Committee. *Possible solution:* Clarify language about what materials that TC is allow to see; include language about drafts of letters; include language about proper communications between unit administrator and Tenure Committee. Strengthen language regarding confidentiality of consultations between unit administrator and Tenure Committee. Problem 3: Incoherence between Tenure Committee.

PROMOTION COMMITTEE - Problem 1: Contradictory language regarding membership of committee. *Possible solution:* Clarify language. Problem 2: For promotion only, functions of Promotion committee does not include selection of external reviewers. *Possible solution:* Change roles of Promotion and TC in those cases.

CHAIRS OF PERSONNEL, TENURE AND PROMOTION COMMITTEES - Problem 1: Unclear language regarding the fact that personnel and tenure chair are always the same. Same with chair of promotion committee if chair of PC is of rank. *Possible solution:* Clarify language.

SELECTION OF EXTERNAL REVIEWERS -Problem 1: Problematic wording regarding the two lists prepared by candidate and TC. *Possible solution:* Change language, so no name is eliminated if it appears in both lists, simply determine that at least 1 of the names must be from candidate list.

MATERIALS TO BE SENT TO EXTERNAL REVIEWERS - Problem 1: Candidates not consulted on materials sent to external reviewers. *Possible solution:* Better training for unit administrators and TC and Promotion C. Problem 2: Additional materials sent to external reviewers by their request after package sent. Note that this is not permissible under current Appendix D. *Possible solutions:* Better training for unit administrators and TC and PC about current practices; determine if desirable to make mandatory that all packages must include current CV, criteria for tenure/promotion, teaching loads, etc.

CUMULATIVE EVALUATION VS. VOTE FOR TENURE AND/OR PROMOTION - Problem 1: Inconsistency between the content of the evaluation and the vote. In some cases this makes the vote meaningless. *Possible solution:* Make the vote not on the candidate but on the content of the evaluation.

Professor Sprague (Physics) stated that there was a problem with Appendix D that may need an editorial change. He stated that when someone was denied tenure (complainant) the respondent(s) are allowed to pick one person to speak for the group during the hearing. This statement included in Section V., Part C.II. is ambiguous because it only refers to the respondent and not the complainant. He then offered an editorial amendment to that section to clarify that the complainant does not have a spokesman and to change "their" to "the respondents" to clearly show this.

Professor Boklage (Medicine) offered a simpler motion to amend by just removing the comma after "respondents". Professor Sprague agreed with his suggestion but chose to continue with his suggested editorial revision as suggested.

Professor Rigsby (Geology) agreed that this issue was important but spoke against motion. She suggested that Professor Sprague alert members of the Faculty Governance Committee to what needed to be addressed and let the normal review/revise process handle the necessary change.

Professor Sprague (Physics) replied that the Hearing Committee was involved in an upcoming hearing and thought that this should be clarified now prior to the hearing. He then agreed to withdraw his editorial motion and asked to have this issue forwarded to the Faculty Governance Committee for discussion.

Professor Givens (Foreign Languages and Literatures) asked about clarifying the procedures surrounding the cumulative evaluation in the tenure and promotion process. It seems that the procedures call for a chronological sequence of events (i.e. finalize cumulative evaluation, then conduct the vote, then compile the results). It seems to make more sense to finalize the evaluation after the vote otherwise it seriously compromises the evaluation. Professor Bailey responded that cumulative evaluations vary within academic units. It was noted that the only mandate that the Faculty Manual had was that a draft should be available before the meeting and also that, with the vote, a cumulative evaluation be forwarded. Professor Bailey stated that he would let the Faculty Governance Committee know of this issue.

Chair Walker thanks Professor Bailey for his never-ending advocacy for the faculty and for his willingness to step in at the last moment to present this report to the faculty senate

I. Question Period

Professor Willson (Medicine) asked Vice Chancellor Horns about when the United States Senate sent money back to the States to help with education. He had thought that some of the money was supposed to go toward paying the State's Medicare /Medicaid debt but was used instead all for education. He noted that since a large proportion of the debt came out of the clinical revenues, he questioned the conflict with how that money was used for education when the School of Medicine was having so much trouble with Medicare/Medicaid reimbursements. VC Horns responded that she understood the issue and would need to track Medicaid funding.

Professor Givens (Foreign Languages and Literatures) thanked Chancellor Ballard for the opportunity to purchase discounted football tickets. He then asked about the recent problems with bleachers and how many fans were injured. Chancellor Ballard responded that there had been a construction error and that they had not taken into account the amount of jumping and weight applied by the student spectators.

Vice Chancellor Seitz also stated that the construction firm and structural engineer had completed a full review of the situation. The bleachers were attached vertically and not horizontally so that the stress from the jumping caused the collapse. He stated that there were several minor injuries with one dislocated shoulder. He promised that the firm would do what they could for the upcoming Saturday game and then have it completed fixed by the next home game.

Agenda Item IV. Unfinished Business

There was no unfinished business to come before the body at this time.

Agenda Item V. Report of Committees

A. Academic Awards Committee, Sue Steinweg

Professor Steinweg (Education), Past Chair of the Committee, presented the revised University Scholarship of Engagement Award Procedures. She noted that these were proposed revisions to and earlier Faculty Senate Resolution (#10-24) as recommended by Chancellor Ballard in his

response to the resolution, dated May 5, 2010. There were no questions and the proposed revisions to the award procedures were approved as presented. **RESOLUTION #10-69**

B. Academic Standards Committee, Linda Wolfe
Professor Wolfe (Anthropology), Past Chair of the Committee, presented a proposed addition to the *ECU Faculty Manual*, Part V. Section I. Academic Procedures and Policies, Subsection V. Student Advising. There were no questions and the proposed addition to the *ECU Faculty Manual*, Part V. Section I. Academic Procedures and Policies, Subsection V. Student Advising was approved as presented. **RESOLUTION #10-70**

C. Faculty Welfare Committee, Katrina DuBose
Professor DuBose (Health and Human Performance), Chair of the Committee, presented for discussion the initial Faculty Salary Study Committee Report (164 pages).

Chair Walker noted that this initial Faculty Salary Study Report provided the process by which the Study Committee wished to conduct business and work toward obtaining the annual salary information. The 2005 Faculty Senate resolution was unclear regarding the Faculty Welfare Committee's continued role in addressing salary imbalances. Since the Faculty Welfare Committee has been intimately involved in salary matters over the past 8+ years, it was determined that this committee needed to be "in the loop" when reporting to the Faculty Senate on issues related to their committee charge. Chair Walker stated that she had asked that the Faculty Welfare Committee take a leadership role in refining the 2005 resolution. This refinement will provide more clarity on the current issues, increase the involvement of faculty in the discussion, and possibly place oversight of this informal study committee's activities within the Faculty Welfare Committee.

Professor DuBose stated that salaries of administrators and School of Medicine faculty were excluded from report and that the five reports included in the initial report addressed items requested in the 2005 resolution. She noted that the reports had always been available to units through Institutional Planning, Assessment, and Research (IPAR). The final report included in the initial study utilized the assistant professor as the comparison group in order to determine those salaries that fell above and below the average.

Professor Rigsby (Geology) thanked Professor DuBose for the initial report. She requested that all of this information be made available in an excel sheet. Professor DuBose agreed to the request. Professor Rigsby also stated that she understood that full time administrators' salaries would skew the data. However, she noted that, after looking at the names of faculty including the 9- month versus 12 month faculty, those part-time faculty serving in administrative roles also skewed the overall data.

Professor DuBose replied that when this initial report was reviewed by the Deans and Directors at the end of the spring semester, they approved the listing of names. She also noted that when including interdisciplinary work of part-time faculty, when normalizing down to 9 month salaries also skewed the information.

Professor Boklage (Medicine) asked if it was possible to separate administrative stipends from faculty salary. The current data seemed to have it given as part of his/her salary. The regular salary for an associate or assistant was then skewed incorrectly. Professor DuBose replied that the base salary was used to compile the data.

D. Unit Code Screening Committee, Timm Hackett
Professor Hackett (English), Chair of the Committee, presented the proposed revisions to the College of Allied Health Sciences Unit Code of Operation. There were no questions and the proposed

revisions to the College of Allied Health Sciences Unit Code of Operation were approved as presented. **RESOLUTION #10-71**

Agenda Item VI. New Business

There being no further business to come before the body at this time, the Faculty Senate adjourned at 4:00 p.m.

Respectfully submitted,

Hunt McKinnon
Secretary of the Faculty
Department of Interior Design and Merchandising

Lori Lee
Faculty Senate

FACULTY SENATE RESOLUTIONS APPROVED AT THE SEPTEMBER 7, 2010, MEETING

10-69 Revised University Scholarship of Engagement Award Procedures.

Disposition: Chancellor

10-70 Addition to the *ECU Faculty Manual*, Part V. Section I. Academic Procedures and Policies, Subsection V. Student Advising, noted below with addition noted in **bold** print.

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.

(Faculty Senate Resolution #10-64, April 2010)

Graduate Advising

Advising for graduate students involves both mentoring and teaching. Faculty members who advise graduate students are expected to meet these responsibilities by:

- Being familiar with the graduate catalog and university policies that affect graduate students.
- Modeling and maintaining professional and ethical standards of conduct.
- Making advising readily available during the semester.
- Clarifying program requirements.
- Setting clear goals and reasonable expectations for student progress.
- Providing intellectual guidance in support of students' scholarly/creative activities.
- Proactively addressing student problems and issues.
- Promoting student participation in professional organizations and conferences.
- Assisting students in developing a realistic view of the field and the job market following graduation.
- Making appropriate referrals to other university resources when necessary to assist the student.
- Maintaining appropriate files and notes on student progress.
- Filing the graduation summary documents

Note: The faculty member who is the department graduate advisor and has the role expressed above may be different than the thesis/internship/dissertation advisor who has the responsibility of directing the research and writing of the thesis, internship report, or dissertation.

Disposition: Chancellor

10-71 Revisions to the College of Allied Health Sciences Unit Code of Operation.

Disposition: Chancellor