



Faculty Senate

East Carolina University

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February 24, 2011

Chancellor Steve Ballard
East Carolina University
Spilman Building

Dear Dr. Ballard,

On February 22, 2011, the Faculty Senate adopted the following resolutions for your consideration. For your convenience, the resolutions are either provided as an electronic link and/or attachment.

- 11-08 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection C. Employee Involvement in Political Candidacy and Office Holding.
- 11-09 Faculty advice on Administrator Evaluation of Chancellor.
- 11-10 Curriculum matters contained in the January 13, 2011 University Curriculum Committee minutes.
- 11-11 Resolution on Budget Matters.
- 11-12 Revisions to the *ECU Undergraduate Catalog*, Academic Regulations, Subsection During Schedule Change Period.
- 11-13 Approval of Foundation Curriculum Course for Arts, THEA 2015.
- 11-14 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior.
- 11-15 New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Policy to Remove Foundation Curriculum Credit.
- 11-17 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection B. Application for Graduation.
- 11-18 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty.

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- 11-19 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection L. Travel and Expense Allowances.
- 11-20 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection B. Weapons Policy.
- 11-21 Request to rename the Department of Counselor and Adult Education to Department of Higher, Adult, and Counselor Education, within the College of Education.
- 11-22 Request to rename the Lean Six-Sigma Certificate to Lean Six-Sigma Black Belt Certificate, within the Department of Technology Systems, College of Technology and Computer Science.
- 11-23 Request to establish an Interdisciplinary Minor in Linguistics, within the Department of English, College of Arts and Sciences.
- 11-24 Request to rename SPED-MAEd Licensure Certification in Mental Retardation Program to SPED-MAEd Licensure Certification in Intellectual Disabilities Program, within the Department of Curriculum and Instruction, College of Education.
- 11-25 Request for a new Health Information Technologies Concentration in the Bachelor of Industrial Technology Degree, within the Department of Technology Systems, College of Technology and Computer Science.
- 11-26 Request for Discontinuation of the Pathology Assistant Certificate Program, within the Department of Pathology and Laboratory Medicine, School of Medicine.
- 11-27 Request for Discontinuation of the Bachelor of Arts degree in Studio Art, within the School of Art and Design, College of Fine Arts and Communication.

Review and action by you is not necessary at this time for the following resolution:

- 11-16 New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations was returned to the Academic Standards Committee for further review.

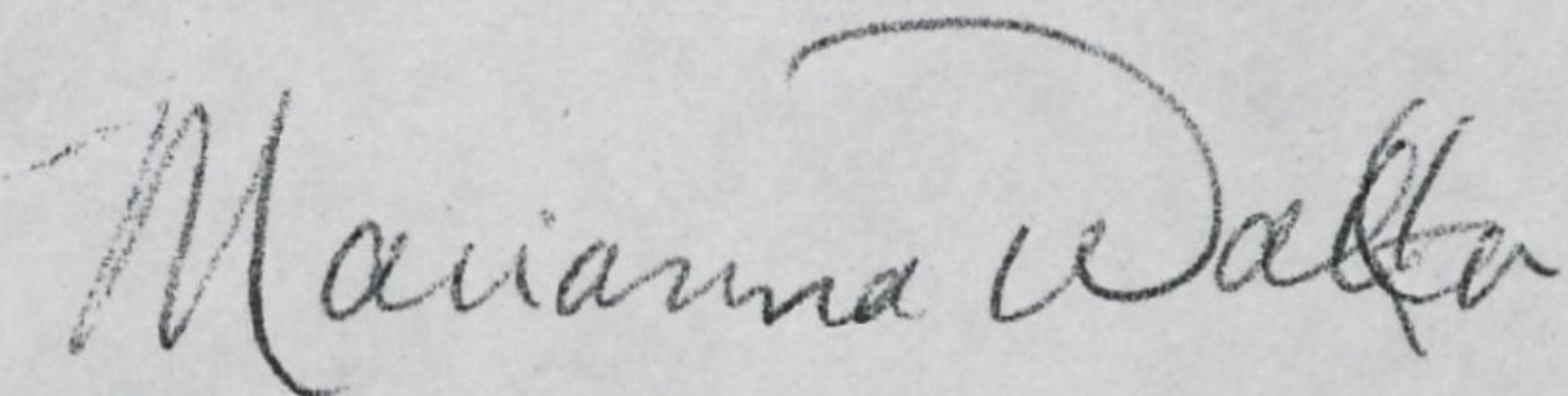
MEMORANDUM

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Thank you for your consideration of the above mentioned resolutions.

Sincerely,



Marianna Walker
Chair of the Faculty

attachment

copy via email

Faculty Officers

Marilyn Sheerer, Provost, Vice Chancellor for Academic & Student Affairs

Phyllis Horns, Vice Chancellor for Health Sciences

Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

FACULTY SENATE RESOLUTIONS APPROVED AT THE FEBRUARY 22, 2011, MEETING

- 11-08 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection C. Employee Involvement in Political Candidacy and Office Holding, as follows:

Remove current text from Faculty Manual and place elsewhere in University Policy Manual with a link to the Board of Governors policy (see item 300.5 <http://www.northcarolina.edu/policy/index.php>) .

Disposition: Chancellor

- 11-09 Faculty advice on Administrator Evaluation of Chancellor to split question #5 of the current Administrator Evaluation of Chancellor into two questions as noted below:
1. Allocates the resources of the institution effectively.
 2. Allocates the resources of the institution equitably.

Disposition: Chancellor

- 11-10 Curriculum matters contained in the January 13, 2011 University Curriculum Committee minutes.

Disposition: Chancellor

- 11-11 Resolution on Budget Matters, as follows:

Whereas, Enrollment at East Carolina University has increased by 42% since the 2001/02 academic year, while total faculty at ECU has only increased 34.8% during this same time period; and

Whereas, State Appropriations as a percentage of total revenue for East Carolina University have declined from 38% in 2001/02 to 34% this year. Over the same time period the percentage of total revenue derived from Grants and Contracts rose from 12% to 13%, Patient Care Revenues rose from 18% to 21%, and Student Tuition and Fees rose from 12% to 17%; and

Whereas, There has been a permanent reduction in the State appropriations to East Carolina University in each of the past 10 fiscal years, resulting in a total decrease of \$55 million. In addition, non recurring reductions in State Appropriations over this same time period have been nearly twice as large; and

Whereas, The financial well-being and solvency of the University are in the best interest of all parties; including the State, Students, Staff, Administration, and Faculty. Only with this financial well-being can the University continue providing the high quality education for which it is recognized. Furthermore, continued reductions in State Appropriations in the face of continued enrollment growth in the absence of alternative means to fund the University are untenable and detrimental to the long-term economic and societal interests of the State, and

Whereas, Resolution of these issues will require the collective action of faculty, administration, students, parents, and the State of North Carolina.

Therefore be it resolved, that in order to maintain the mission of excellence in teaching, research, service and patient care for which the University is recognized, additional sources of funding will need to be approved to mitigate any further decreases in State Appropriations. It is imperative that any increases in tuition and fees remain at the

campus level to cover the costs of providing the education of students at East Carolina University and at other state-supported institutions of higher education. It is also imperative that further growth in enrollment be accompanied by enrollment growth funding from State Appropriations at levels adequate to cover the increased costs, and that campus-based decisions on the allocation of funding remain with the University.

Be it further resolved, that the Faculty Senate strongly urges the Chancellor to communicate this resolution to the UNC President, UNC Board of Governors, and the North Carolina General Assembly.

Be it further resolved, that the Faculty Senate of East Carolina University respectfully asks its Faculty Assembly Delegates to present this resolution to the Faculty Assembly of the University of North Carolina System for its endorsement and adoption.

Disposition: Chancellor and ECU's Faculty Assembly Delegates

- 11-12 Revisions to the *ECU Undergraduate Catalog*, Academic Regulations, Subsection During Schedule Change Period, as follows:

The proposed revisions are to take effect First Summer Session 2011.

(Revisions are noted in **bold** print and deletions in ~~strikethrough~~.)

"During Schedule Change Period

During the first five days of classes (Mondays through Fridays) of the fall and spring semesters, a student may drop or add a course or courses to his or her schedule. The student should discuss schedule changes with his or her advisor prior to making the changes via the web. ~~On the day following the five-day schedule change period, a student may make final additions to his or her schedule.~~ **Course drops during this drop/add period do not count against a student's course drop allocation. (See course Drop Allocations, below.)** See below for instructions on requesting schedule changes after the scheduled change period.

During the summer, the schedule change period **when students are allowed to drop or add a course or courses** is limited to the first two days of classes each term. ~~On the day following the two-day schedule change period, a student may make final additions to his or her schedule in accordance with the policies outlined above for the regular semesters.~~ Course drops during this drop/add period do not count against a student's course drop allocation.

(See course Drop Allocations, below.)

See below for instructions on requesting schedule changes after the scheduled change period. "

Disposition: Chancellor

- 11-13 Approval of Foundation Curriculum Course for Arts, THEA 2015.

Disposition: Chancellor

- 11-14 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection Y. Disruptive Academic Behavior, as follows:

(Revisions are noted in **bold** print.)

Revise and keep in the Faculty Manual, deleting the old text.

Disruptive Academic Behavior

East Carolina University is committed to providing each student with a rich, distinctive educational experience. Disruptive academic behavior impedes the learning environment and hinders other students' learning. The course instructor has original purview over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students who

repeatedly violate reasonable standards of behavior in the classroom or other academic setting may be removed from the course by the instructor following appropriate notice. Students removed from a course under this policy will receive a "drop" according to university policy and are eligible for tuition refund as specified in the current tuition refund policy.

This policy does not restrict the instructor's prerogative to ask a disruptive student to leave an individual class session where appropriate or to refer the student to the Office of Student Rights and Responsibilities for violation of the Student Code of Conduct.

Disruptive Academic Behavior

Disruptive academic behavior is any behavior likely to substantially or repeatedly interfere with the normal conduct of instructional activities, including meetings with instructors outside of class. Examples of such behavior include, but are not limited to, making loud or distracting noises; using cell phones and other electronic devices without prior approval; repeatedly speaking without being recognized; frequently arriving late or leaving early from class; and making threats or personal insults. A verbal expression of a disagreement with the instructor or other students on an academic subject matter discussed within the course, during times when the instructor permits discussion, is not in itself disruptive academic behavior.

Procedure for Instructors

A student who does not follow reasonable standards of academic decorum should first receive a private verbal warning from the faculty member (1). The instructor should describe the behavior of concern to the student, explain that it is inappropriate, and ask the student to stop the behavior. If the behavior continues, the instructor should give the student a written warning indicating that the student will be removed from the course if the behavior does not cease. If the behavior persists, the instructor should discuss the situation with his/her department chair. If it is decided to remove the student from the course then the instructor should schedule a meeting with his/her department chair and the student to inform the student that s/he is being removed from the course. This decision must be communicated in writing to the student with a copy promptly forwarded to the Office of Student Rights and Responsibilities. The department chair must promptly communicate the decision in writing to the Office of the Registrar so that the student's schedule will be adjusted accordingly. Instructors should keep written documentation of all actions taken during this process.

If the behavior is threatening in nature or is likely to result in immediate harm, the faculty member should contact the East Carolina University Police Department for immediate assistance.

Student Appeals

The student may appeal the decision of the instructor and department chair to the academic dean of the college in which the course is located. The appeal must be received by the dean, in writing, within three working days of the date of the decision to remove the student from the course. The dean or dean's designee will review the appeal and the documentation, will discuss the appeal with the faculty member and, after discussion with the student and instructor, can affirm, reverse or modify the decision made by the instructor and department chair. The student, instructor and department chair will be notified of the appeal decision no later than three working days after receiving the appeal. The dean will provide written notification of the appeal decision to the Office of Student Rights and Responsibilities, and also, if the original decision is overturned, to the Registrar's Office. If the decision is made that the student is to return to the course then the student will be allowed to immediately return to

the classroom without academic penalty and the chair will work with the student and instructor to facilitate the completion of any missed work. The dean's decision is final."

Footnote

1 "ECU provides reasonable accommodations to students with disabilities. When communicating a warning to a student, faculty should ensure the discussion is private and refer any student who discloses a disability to Disability Support Services."

Disposition: Chancellor

- 11-15 New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Policy to Remove Foundation Curriculum Credit to read as follows:

Revise and place in the Faculty Manual.

"Policy to Remove Foundation Curriculum Credit

Units wishing to remove Foundation Curriculum credit from a course must send a memo to the Academic Standards Committee by email attachment stating the requested action and a list of the courses for which Foundation Curriculum credit should be removed. The list should include the name of the person requesting the action, and the prefix, number, and name of the course. If the course is cross-listed with another unit or is otherwise a cognate in another unit, a letter of approval from the cognate department must be submitted with the request to remove Foundation Curriculum credit. The Academic Standards Committee will consider the request and, if approved, will take the request to the Faculty Senate for final approval.

Revised Goals of the Liberal Arts Foundations Curriculum
Foundations Assessment Guidelines
Request For Foundations Credit"

Disposition: Chancellor

- 11-16 New Section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations was returned to the Academic Standards Committee for further review.

Disposition: Academic Standards Committee

- 11-17 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection B. Application for Graduation, as follows:

(Revisions are noted in **bold** print and deletions in ~~strikethrough~~.)

Revise and keep in the Faculty Manual.

"Application for Graduation

Advisers should remind students that **an** application to graduate **for graduation** must be **submitted to** ~~made on a form provided by~~ the university registrar not later than two semesters before the completion of the requirements for an undergraduate degree or one semester for a graduate degree. ~~The graduation fee must accompany the application.~~"

Disposition: Chancellor

11-18 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty, as follows:

Revise and keep in the Faculty Manual, deleting the old text.

“New Faculty Orientation

New faculty are encouraged to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure: <http://www.ecu.edu/cs-acad/facultyorientation>. Additional faculty orientation activities may be required by academic units. As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence: <http://www.ecu.edu/ofe/>

New faculty are encouraged to attend the annual Faculty Convocation, which is scheduled at the opening of each academic year, for the purpose of becoming acquainted with the chancellor, chair of the faculty, key administrative personnel and their responsibilities, and with the relationship between faculty and administration.”

Disposition: Chancellor

11-19 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection L. Travel and Expense Allowances, as follows:

Revise and keep in the Faculty Manual, deleting the old text.

“Travel and Expense Allowances

Paid Travel

Depending on the fiscal situation, business related travel may be covered by the university using department funds. Business related travel can also be covered through grant funds. All travel must have written authorization. All travel must be approved in advance as requested by either the academic department or college. Full documentation and explanation are required for all travel out of state and out of country. All reimbursement requests shall be filed for approval and payment made within thirty days after the end of the travel period for which reimbursement is being requested.

The mode of transportation for travel could be completed by the following methods: private car, state car, rental car, airplane, bus, taxi, or railroad. For more information on travel approval and reimbursements, refer to the following Financial Services websites:

http://ecu.edu/cs-admin/financial_serv/indextraveloffice.cfm

http://ecu.edu/cs-admin/financial_serv/accountspayable/TravelApprovalandReimbursement.cfm

Unpaid Travel

If a faculty member is traveling for business reasons, but is not going to be reimbursed for travel expenses the pre-approved travel authorization forms still need to be completed. This process helps with the authorization of workers' compensation should an accident occur during the travel period.”

Disposition: Chancellor

11-20 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection B. Weapons Policy, as follows:

Revise and keep in the Faculty Manual, deleting the old text.

“Weapons Policy

It is a violation of University policy for a member of the University community to possess and/or use a weapon on any university owned or controlled property, including at extracurricular events sponsored by the university. Any faculty member who violates this policy may be subject to serious sanctions imposed by the university in accordance with due process as outlined in the university’s tenure and promotion policies and procedures, as well as punishment in accordance with state criminal law. For further details and certain exceptions, see North Carolina General Statute § 14-269.2 located online at:

http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-269.2.html”

Disposition: Chancellor

11-21 Request to rename the Department of Counselor and Adult Education to Department of Higher, Adult, and Counselor Education, within the College of Education.

Disposition: Chancellor

11-22 Request to rename the Lean Six-Sigma Certificate to Lean Six-Sigma Black Belt Certificate, within the Department of Technology Systems, College of Technology and Computer Science.

Disposition: Chancellor

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11-25 Request for a new Health Information Technologies Concentration in the Bachelor of Industrial Technology Degree, within the Department of Technology Systems, College of Technology and Computer Science.

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11-26 Request for Discontinuation of the Pathology Assistant Certificate Program, within the Department of Pathology and Laboratory Medicine, School of Medicine.

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11-27 Request for Discontinuation of the Bachelor of Arts degree in Studio Art, within the School of Art and Design, College of Fine Arts and Communication.

Disposition: Chancellor