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**East Carolina University
FACULTY SENATE
FULL MINUTES OF DECEMBER 3, 2013**

The fourth regular meeting of the 2013-2014 Faculty Senate was held on Tuesday, December 3, 2013, in the ECU Heart Institute.

Agenda Item I. Call to Order

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

Agenda Item II. Approval of Minutes

The minutes of November 5, 2013, were approved as presented.

Agenda Item III. Special Order of the Day

A. Roll Call

Senators absent were: Professors Zoller (Art and Design), Christensen (Biology), Tuten and Gibson (Business), Shores (Health and Human Performance), Robinson, Levine and Chen (Medicine), and Taggart (Music/Faculty Assembly Delegate).

Alternates present were: Professors Jones for Swaggerty (Education), Chambers for Dotson-Blake (Education), Horsman for Leorri (Geological Sciences), Winterbauer for Boklage (Medicine), and Garza for Darkenwald (Theatre and Dance).

B. Announcements

The Chancellor has acted on the following resolution from the November 2013 Faculty Senate meeting: #13-90 Course cap of 25 students per section for Writing Intensive (WI) courses.
(held for further review)

Special thanks were extended to Chancellor Ballard for providing the wine and Vice Chancellor Horns for providing the food for the meeting.

The Committee on Committees has been charged to seek volunteers to serve on the various 2014-15 academic, appellate, administrative, Board of Trustees, and student union committees. A Committee/Council Volunteer Preference Form has been provided via email to all faculty. Deadline for submission is February 15, 2014.

Letters concerning unit elections for 2014-2015 Faculty Senate representation will be mailed to unit code administrators in early January. In accordance with the *ECU Faculty Manual*, elections are to be held during the month of February. Please call the Faculty Senate office if you have any questions.

The Student Scholarships, Fellowships, and Financial Aid Committee will host their annual ECU Scholarship Awarding Workshop on Monday, January 27, 2014, from 11 -12 noon in room 244 of the Mendenhall Student Center. This workshop is for all faculty interested in the annual awarding of student scholarships. No registration is required to participate in this event.

C. Steve Ballard, Chancellor

Chancellor Ballard stated that ECU will lose 3% of the base budget and perhaps as much 4% in July 1, 2014. This equates to \$7-10 million. Any dollar loss is significant for ECU. There are three causes for the reductions – a decrease in the biannual budget resulting in a \$2 million loss, an adjustment in the enrollment funding formula (\$1.5 million due to changes in the distance education [DE] funding formula) and pay increases for K-12 teachers. Higher education salary increases will have to be self-

unding. This loss will impact all programs on campus. Chancellor Ballard stated that "we cannot shrink our way to excellence." Chancellor Ballard remarked that the University Fiscal Sustainability Committee (UFSC) will need to find the "least harmful measures" to accommodate \$7-10 million loss in State funding. Although State revenues have increased this year, fiscal issues will continue to impact the University of North Carolina (UNC) System.

Chancellor Ballard provided an update from the November Board of Trustee (BOT) meeting. The BOT approved two student centers and a parking deck. Chancellor Ballard stated that the students want the centers and ECU has been in the planning these centers for 10 years. The Mendenhall Student Center (MSC) was built 40 years ago and designed to accommodate 11,000 students. Chancellor Ballard stated that the BOT unanimously approved the plans but he expects some difficulty with the UNC Board of Governors (BOG). The BOT discussed the financial challenges with the Brody School of Medicine (BSOM). The BSOM is 75% self-funded and has not faced such financial challenges since its inception in the 1970s. The American Academy of Family Physicians (ACFP) has rated the Family Physician program #1 in the country. Changes in legislation and federal funding have significantly impacted the BSOM. Please refer to Vice Chancellor Horns' October report to the Faculty Senate (pp. 3-5) for more information regarding the financial issues surrounding the BSOM. Due to the financial challenges, it has been difficult to retaining talented faculty. Chancellor Ballard remarked that there has only been a 2% increase in compensation during a six year time period. This lack of increase in compensation makes it difficult to retain quality faculty and support the infrastructure and needed resources for the BSOM.

Chancellor Ballard reported that Mr. Chris Dyba has been offered the position of Vice Chancellor of University Advancement. Mr. Dyba had a successful career at University of Tulane as senior associate vice president for individual giving. Previously he had been employed by Auburn University and Duke University. He will begin his position in March, 2014. Chancellor Ballard believes that Mr. Dyba will be the best Vice Chancellor of University Advancement ECU has ever had.

Professor Fitzgerald (Medicine) asked what was going to change in funding to make the BSOM a more sustainable model.

Chancellor Ballard stated that the BSOM is not operating at a loss. For the past three to four years, the BSOM has been breaking even or had a slight profit. Chancellor Ballard stated that the language in the legislation needs to change so that the BSOM will receive adequate funding. He also stated that there may need to be a change in specialties at the BSOM. Chancellor Ballard stated that the BSOM cannot do business for many years under the current financial circumstances.

D. Ron Mitchelson, Interim Vice Chancellor for Research and Graduate Studies
Interim Vice Chancellor Mitchelson stated that the University Committee on Fiscal Sustainability (UCFS) is in a discover phase. Vice Chancellor Niswander is conducting a "University Finance 101" for committee members. Interim Vice Chancellor Gilbert (University Advancement), Mr. Fletcher (Undergraduate Enrollment), Dean Gemperline (Graduate Studies), Interim Dean Lewis (Joyner Library), Interim Dean Eakin (Laupus Library), Mr. Compher (Athletic Director), Vice Chancellor Hardy (Student Affairs - Housing, Dining, Recreation), Mr. Koch (Traffic and Parking), and Interim Vice Chancellor Mitchelson (Research and Graduate Studies [RGS]) have presented specialized financial reports to the UFSC. RGS had experienced a 20% decline in external funding. Currently, Interim Vice Chancellor Mitchelson is analyzing data from the recent survey. The goal is to have a set of

Recommendations by March 15, 2014 to the ECU community. After obtaining feedback from the ECU community, the UCFS will have their recommendations to Chancellor Ballard by April 1, 2014.

Interim Vice Chancellor Mitchelson provided an update on the strategic planning process. The Board of Trustees approved the mission statement and he is expecting the Board of Governors to approve the statement as well. A recent survey was distributed to the ECU community. Once the data is collected and analyzed, there will be forums to discuss the data and provide feedback scheduled with the ECU community.

Interim Vice Chancellor Mitchelson stated that Professor Paul Fletcher (Medicine) alerted him about the Coalition of Life Sciences (CLS) Day of Action scheduled for December 4, 2013. The Joint House-Senate Budget Committee will be releasing its report on December 13, 2013 and under consideration are reductions to National Institute of Health (NIH), National Science Foundation (NSF), Defense Advanced Research Projects Agency (DARPA), and other science agencies funding. Faculty are urged to contact their member of congress or visit the CLS website to submit a letter requesting that funding not be reduced.

E. Rick Niswander, Vice Chancellor for Administration and Finance

Vice Chancellor Hardy was not able to attend the Faculty Senate meeting so Vice Chancellor Niswander provided the Senators with an update on the plans for the two new student centers and parking deck. Vice Chancellor Niswander stated that the Board of Trustees has recommended the construction of two new student centers to the Board of Governors. Mendenhall Student Center (MSC) was built in 1974, when the student population was about 11,000 students, all housed on one campus. At the time there were 31 student groups. Currently, ECU has 27,000 students on two campuses with 402 student groups. Vice Chancellor Niswander stated that the current facility is "woefully inadequate for current and future needs." Vice Chancellor Niswander stated that ECU has been extremely conservative with the debt service fees. In the last 20 years, ECU has increased debt service fees four times, decreased debt service fees three times, and in 13 years had no change. Today, our collected debt service fee is \$168. This fee is the 14th lowest in the UNC System. Only North Carolina Central University (NCCU) and Elizabeth City State University (ECSU) are lower. After three years, ECU will be the 5th in the UNC System, assuming no other school increases their debt service fees in that time. The amount of all fees (general student fees plus debt service fees) is 12th in the System. In three years, ECU will be 6th assuming no school raises any of their fees (general or debt) in the interim. ECU is proposing to construct two centers, one on east campus of approximately 210,000 square feet plus a 700-space parking deck and the other on the health sciences campus of approximately 70,000 square feet. The total project cost is \$156.3 million. Main campus construction would begin in May 2015 with a 24-30 month construction period (occupancy June 2017). The new center on the west campus would begin in December 2014 with 14-16 month construction period (occupancy April 2016). The total project cost is not all supported by student debt service fees. Dining, the bookstore, the Ledonia Wright Cultural Center, parking, student health, and student recreation are all contributing \$27.5 million to the project (half cash, half borrowed). The student fee supports \$128.8 million. The east campus building location allows us to utilize some of the facilities already in MSC (Hendrix, kitchen, bowling, etc.), thus reducing the overall cost of the project. The debt service fee is currently expected to be \$415 per year. However, ECU asked for a maximum \$425 fee to provide some flexibility for interest rate and construction cost movements. The final fee will be no more than is needed to service the debt, subject to the cap. The fee will be phased in over three years. In year 1 (AY 2014-2015) ECU will remove \$133 of debt service and Banner fees and add in \$133 of debt service fees for the student centers. Thus, net cost to students is zero. In year 2

AY 2015-2016) ECU will add \$150 of debt service fee. In year 3 (AY 2016-2017), ECU will add the remaining \$143 maximum. ECU has proposed no tuition increases for AY 2014-2015 (beyond the legislatively-mandated increase) and no general fee increases. Thus, because the first year is net zero for debt service, ECU will have no increase for tuition or fees in AY 2014-2015.

Professor Kulesher (Allied Health Sciences) asked where the center would be on the main campus. Vice Chancellor Niswander stated that it would be behind the MSC in the parking lot and there will be a new 700 space parking deck.

Professor Rupp (Economics) asked how MSC would be used after the new student center was built. Vice Chancellor Niswander stated that MSC would be repurposed.

Professor Martinez (Foreign Languages and Literatures) asked why ECU should pursue this project amid all the financial challenges facing ECU. She also wanted to know how the new student centers would promote academic quality. Vice Chancellor Niswander stated that ECU has been working on for the plans for the new student centers for 10 years. According to Vice Chancellor Niswander, ECU needs the new student centers for the entire university community. He cited a student who supported the new centers and stated the student said he was "paying it forward." Vice Chancellor Niswander stated that facilities help attract new students and be competitive with other institutions. Attracting new students will help with the academic quality.

F. Mark Sprague, Chair of the Faculty

Professor Sprague provided the following remarks to the Faculty Senate.

My theme for today is communication. I would like to discuss several matters involving communication in one way or another.

At the November meeting of the UNC Faculty Assembly, we discussed communication between the faculties of the various UNC system universities and their boards of trustees. I learned that there are some universities in our system where there is no communication between the faculty leadership and the board of trustees. At the last Faculty Senate meeting, we passed a resolution in support of the faculty leadership at our sister universities having the same ability to communicate with their boards that we have here at ECU. At the Faculty Assembly I also learned that UNC-Chapel Hill has faculty representatives appointed to all Board of Trustees committees. I think we should have this at ECU as well. At the ECU Board of Trustees meeting last week, I discussed this matter with Chair Robert Brinkley and also included it in my remarks to the entire Board. The faculty committee representatives would be liaisons between the Board of Trustees and the Faculty Senate. This would allow more communication between the Board and the faculty so that we can better understand each other and work together for the good of the university. The Board's reaction was favorable. They asked me to get them information about the faculty representatives on board committees at UNC-Chapel Hill, and they would consider the same arrangement at ECU.

At the last Faculty Senate meeting we endorsed the two system-wide competencies chosen by the UNC General Education Council and the UNC Faculty Assembly: written communication and critical thinking. The identification of system-wide competencies and assessments of them is part of the UNC System strategic plan "Our Time, Our Future." It is important for us to identify these competencies quickly, or someone else (such as the Board of Governors) will do

it for us. Although we support these competencies, the last part of our resolution said: "... the faculty of ECU and other the constituent UNC institutions must have primary responsibility for the development and administration of assessment instruments consistent with the missions of their respective campuses." This language was also included in a similar Faculty Assembly resolution. This means that the Faculty Senate and its committees (namely the Foundations Curriculum and Instructional Effectiveness Committee) must play a primary role in establishing how our campus will implement and assess these competencies, though the system-wide assessment is not likely to be embedded in our courses.

We also passed a recommendation that Writing Intensive courses be limited to sections of no more than 25 students at the last Faculty Senate meeting. There was a surprising amount of resistance to this limit from the Faculty Senators. I do not think that anyone disputes the fact that it is difficult for an instructor to give the necessary feedback on students' writing in large sections. Most of the people who spoke against the proposal did not think that we have the resources to implement it. I believe we must find these resources. We must teach writing effectively. We cannot simply call courses Writing Intensive when they do not develop writing skills in our students. We should explore alternatives such as using multiple faculty graders or other strategies to provide effective feedback to students, but we should not give up on teaching writing effectively.

I would like to give an update on the University Committee on Fiscal Sustainability. The committee has been learning about various aspects of ECU including the Graduate School, Admissions, Parking, Student Affairs, and University Advancement. This week we will consider structural adjustments to the libraries. Is there an advantage to merging aspects of the back offices and services of the two libraries? We will consider many possibilities and the goal will be to identify the solution that is best for the entire university. The eventual decision about the structure of the libraries will have an impact on the new models that will be developed for faculty librarians.

In closing, I would like to wish everyone a happy end to the semester. Happy Holidays!

Professor Rigsby (Faculty Assembly Chair, Geological Sciences) asked how forums about the recommendations from the UCFS could be held during the two week period between March 15 and April 1, 2014. She did not believe there was sufficient time during that period to conduct the forums. Chair Sprague stated that he was only a member of the committee and deferred the question to Interim Vice Chancellor Michelson. Interim Vice Chancellor Michelson stated that the intent is to have forums and he may have erred about the two week time period.

G. Andrew Morehead, UNC Faculty Assembly Delegate
Professor Morehead provided a Report on the November 22, 2013 Faculty Assembly Meeting.

Professor Martinez (Foreign Languages and Literatures) asked for more information how the low productivity programs would be assessed. Professor Morehead (Vice Chair, Chemistry) stated that the discussion was at the beginning stages and UNC General Administration Senior Vice President of Academic Affairs Suzanne Ortega would be addressing this issue.

H. Question Period

Professor Reynolds (Academic Library Services) asked for clarification about whether a tenured faculty member in the library who applies for a fixed term administrative position would be able to retain their tenure if the administrative position were eliminated. Provost Sheerer stated that the tenured faculty member who applies for a fixed term position will be permitted to return to a tenured position. He asked if the same was true for a faculty member who held tenure track status. Provost Sheerer replied that the faculty member who held tenure track status before they accepted a fixed term position would not be able to return to their former status.

Professor Roper (Medicine) asked if there was a time frame for returning to the tenured position. Provost Sheerer stated there was no time frame for returning to the tenured position.

Professor Reynolds (Academic Library Services) asked about the total size of the library faculty model working group and how external committee members would be appointed. Provost Sheerer stated that both she and Vice Chancellor Horns would appoint members after consulting Interim Dean Lewis and Interim Dean Eakin and their goal was to keep the committee small.

Professor Powers (Sociology) asked if the changes recommended by the University Committee on Fiscal Sustainability (UCFS) would be implemented during the summer when all faculty were not on campus. Interim Vice Chancellor Mitchelson stated that historically changes were not made during the summer when faculty were not all on campus. He cited the recommendations made by the Program Prioritization Committee (PPC) as an example.

Chancellor Ballard stated that due to not knowing exactly when the legislation would pass a budget, it made it an impossible procedural task as it impacts how ECU spends money on July 1. He will communicate with the Faculty Senate officers and the UCFS.

Agenda Item IV. Unfinished Business

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

Agenda Item V. Report of Graduate Council

Professor Bob Thompson, new Chair of the Graduate Council presented first formal faculty advice on curriculum and academic matters acted on and recorded in the October 21, 2013 and November 18, 2013 Graduate Council meeting minutes, including updating forms relating to time limits for completing graduate programs, advancing to doctoral candidacy, time extension requests; GRE waivers for MS Health Informatics and Information Management and MS Social Work; and reports on Faculty Mentor Awards, survey of graduate faculty on plus/minus grading, and Thesis/Dissertation Approval Subcommittee.

There was no discussion, and the curriculum and academic matters acted on and recorded in the October 21, 2013 and November 18, 2013 Graduate Council meeting minutes were approved and will be forwarded to the Chancellor as formal faculty advice. **RESOLUTION #13-94**

Professor Thompson presented formal faculty advice on curriculum matters acted on and recorded in the October 2, 2013 and November 6, 2013 Graduate Curriculum Committee meeting minutes, including actions taken in the Colleges of Fine Arts and Communication, Nursing, Education, and the Department of Political Science and discussion on the differences between the GCC, GC, and the Faculty Senate on the topic of 5000 level courses, with the proposed policy revisions removing the differences.

There was no discussion, and the curriculum matters acted on and recorded in the October 2, 2013 and November 6, 2013 Graduate Curriculum Committee meeting minutes were approved and will be forwarded to the Chancellor as formal faculty advice. **RESOLUTION #13-95**

Agenda Item VI. Report of Committees

A. Agenda Committee

Professor Brent Henze (English), Chair of the Committee presented the proposed 2014-2015 Faculty Senate and Agenda Committee meeting dates as follows:

Agenda Committee will meet:	Faculty Senate will meet:
September 2, 2014	September 16, 2014
September 23, 2014	October 7, 2014
October 21, 2014	November 4, 2014
November 18, 2014	December 2, 2014
January 13, 2015	January 27, 2015
February 2, 2015	February 16, 2015
March 3, 2015	March 17, 2015
March 31, 2015	April 14, 2015
	April 21, 2015 (2015/16 organizational mtg.)

There was no discussion and the 2014-2015 Faculty Senate and Agenda Committee meeting dates were approved as presented. **RESOLUTION #13-96**

B. Faculty Welfare Committee

Professors Brenda Killingsworth (Business) and Linda Crane-Mitchell (Child Development and Family Relations), Co-chairs of the Committee presented first proposed revisions to the *ECU Faculty Manual*, Part VIII, Section I.D.4. and Part XI, Section I.VI. granting emeritus status to deserving deceased faculty upon request.

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

Propose *ECU Faculty Manual*, Part VIII, Section I.D.4. to read as follows:

“Based on criteria specified in the unit code and upon recommendation by the unit personnel committee and appropriate administrators, the Chancellor may confer the title “emeritus” or “emerita” upon a retired (**including Phased Retirement participant**), ~~or~~ permanently disabled, **or deceased** faculty member, ~~including a Phased Retirement participant~~, who has made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.”

Propose *ECU Faculty Manual*, Part XI, Section I.VI. to read as follows:

“Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the

Faculty, ECU Faculty Manual, Part VIII, Section I.) which includes **listing in Undergraduate and Graduate Catalogs**, the continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.”

Professor Kulesher (Allied Health Sciences) asked if this distinction provided anything to the faculty member's survivors? Professor Crane-Mitchell replied no.

There was no additional discussion and the proposed revisions to the *ECU Faculty Manual*, Part VIII. Section I.D.4. and Part XI, Section I.VI. granting emeritus status to deserving deceased faculty upon request were approved as presented. **RESOLUTION #13-97**

Professors Killingsworth and Crane-Mitchell then presented a Resolution on Contingent Faculty Participation in Shared Governance that read as follows:

WHEREAS, 41.8% of ECU faculty members are employed on fixed-term (contingent) contracts, according to the 2012–13 Fact Book, and

WHEREAS, in particular, the majority or near-majority of the faculty members in the College of Education (53.7%), the School of Dental Medicine (74.1%), the Brody School of Medicine (48.5%), the College of Nursing (75.2%) and the Laupus Health Sciences Library (50.0%) are employed on fixed-term contracts, and

WHEREAS, female faculty comprise a significantly higher percentage of the contingent faculty (58.4%) than of the tenured and tenure-track faculty (39.5%) and are thus underrepresented when contingent faculty are excluded, and

WHEREAS, the American Association of University Professors (AAUP), in its November 2012 policy “The Inclusion in Governance of Faculty Members Holding Contingent Appointments,” recommends, “Institutional policies should define as ‘faculty’ and include in governance bodies at all levels individuals whose appointments consist primarily of teaching or research activities conducted at a professional level. These include (1) tenured faculty, (2) tenure-track faculty, (3) full- and part-time non-tenure-track teachers, (4) graduate-student employees and postdoctoral fellows who are primarily teachers or researchers, and (5) librarians who participate substantially in the process of teaching or research,” and

WHEREAS, the AAUP, in the same policy, also recommends, “Eligibility for voting and holding office in institutional governance bodies should be the same for all faculty regardless of full- or part-time status,” and

WHEREAS, the ECU Faculty Manual's Constitution and By-Laws open membership in the Faculty Senate to “all full-time faculty members of East Carolina University in at least their second year of appointment to the electoral unit which they will represent,” but limits membership of Appellate Committees to tenured faculty and limits membership of Faculty Senate and Academic Committees to those with the rank of instructor, assistant professor, associate professor and professor, i.e. tenured and tenure-track faculty, and

WHEREAS, ECU's contingent faculty are therefore unrepresented in many important shared governance activities at the university, and

WHEREAS, the Faculty Welfare Committee recognizes that, while some functions such as the evaluation of tenured and tenure-track faculty ought not to be performed by contingent faculty, many contingent faculty possess full membership in the general faculty and all faculty ought to participate as fully as possible in all shared governance activities at the university,

THEREFORE, BE IT RESOLVED that the Faculty Senate instructs the Chair of the Faculty to direct the Faculty Governance Committee to bring to the Senate, by the March 2014 meeting, revisions to the Faculty Manual that integrate contingent faculty as fully as possible in the structures of shared governance, including participation in all appropriate Faculty Senate, Academic and Appellate Committees.

Professor Rigsby (Geological Sciences, Chair, Faculty Assembly) stated that it was important for the Faculty Welfare Committee to improve all the working conditions for fixed term faculty and not only to give them participation in shared governance. She spoke against the motion but not the intent. Professor Theurer (Music) stated that he discussed this issue with a fixed term faculty member and they were supportive of participation in shared governance.

Professor Given (Parliamentarian, Foreign Languages and Literatures) advocated that fixed term faculty members need to have a voice at the University and shared governance was a viable way for them to participate.

Professor Martinez (Foreign Languages and Literatures) encouraged the Faculty Senators to read the report from the American Association of University Professors (AAUP) on contingent faculty. She offered to hold discussion with others about the report. She then moved to add "and Committee on Committees" following "Faculty Governance Committee" to the Therefore Be It Resolved clause. There was no discussion and the motion to amend the resolution was approved.

Professor Rigsby (Faculty Assembly Chair/Geological Sciences) moved to amend the resolution by adding a new Therefore Be It Resolved clause to read:

"Therefore Be It Resolved that the Faculty Senate instruct the Chair of the Faculty to work with the ECU administration to undertake a study of the roles and status of fixed term faculty on our campus, with a view toward possible changes to the *ECU Faculty Manual*."

Professor Walker (Past Chair of the Faculty/Dean of Honors College) reminded the Senators that a change to the committee structure would require a change to the Faculty Constitution that involves a vote by the general faculty. Parliamentarian Given replied that the resolution would change the Faculty Constitution By-Laws which does not involve the general faculty.

Following discussion, the motion to add a new clause that read "Therefore Be It Resolved that the Faculty Senate instruct the Chair of the Faculty to work with the ECU administration to undertake a study of the roles and status of fixed term faculty on our campus, with a view toward possible changes to the *ECU Faculty Manual*." was approved as presented.

Professor Henze (English) moved to delete the phrase "by the March 2014 meeting" because the deadline shouldn't push the committees to complete their tasks too early. Professor Patton (Allied Health Sciences) questioned if a deadline was even needed.

Professor Cope (English) stated that both committees should let the Senators know when they have come up with a plan. Following discussion to amend the resolution by striking the March deadline, the motion was approved.

Following discussion, the revised Resolution on Contingent Faculty Participation in Shared Governance was approved as follows. **RESOLUTION #13-98**

WHEREAS, 41.8% of ECU faculty members are employed on fixed-term (contingent) contracts, according to the 2012–13 Fact Book, and

WHEREAS, in particular, the majority or near-majority of the faculty members in the College of Education (53.7%), the School of Dental Medicine (74.1%), the Brody School of Medicine (48.5%), the College of Nursing (75.2%) and the Laupus Health Sciences Library (50.0%) are employed on fixed-term contracts, and

WHEREAS, female faculty comprise a significantly higher percentage of the contingent faculty (58.4%) than of the tenured and tenure-track faculty (39.5%) and are thus underrepresented when contingent faculty are excluded, and

WHEREAS, the American Association of University Professors (AAUP), in its November 2012 policy "The Inclusion in Governance of Faculty Members Holding Contingent Appointments," recommends, "Institutional policies should define as 'faculty' and include in governance bodies at all levels individuals whose appointments consist primarily of teaching or research activities conducted at a professional level. These include (1) tenured faculty, (2) tenure-track faculty, (3) full- and part-time non-tenure-track teachers, (4) graduate-student employees and postdoctoral fellows who are primarily teachers or researchers, and (5) librarians who participate substantially in the process of teaching or research," and

WHEREAS, the AAUP, in the same policy, also recommends, "Eligibility for voting and holding office in institutional governance bodies should be the same for all faculty regardless of full- or part-time status," and

WHEREAS, the ECU Faculty Manual's Constitution and By-Laws open membership in the Faculty Senate to "all full-time faculty members of East Carolina University in at least their second year of appointment to the electoral unit which they will represent," but limits membership of Appellate Committees to tenured faculty and limits membership of Faculty Senate and Academic Committees to those with the rank of instructor, assistant professor, associate professor and professor, i.e. tenured and tenure-track faculty, and

WHEREAS, ECU's contingent faculty are therefore unrepresented in many important shared governance activities at the university, and

WHEREAS, the Faculty Welfare Committee recognizes that, while some functions such as the evaluation of tenured and tenure-track faculty ought not to be performed by contingent faculty, many contingent faculty possess full membership in the general faculty and all faculty ought to participate as fully as possible in all shared governance activities at the university,

THEREFORE, BE IT RESOLVED that the Faculty Senate instruct the Chair of the Faculty to work with the ECU administration to undertake a study of the roles and status of fixed term faculty on our campus, with a view toward possible changes to the *ECU Faculty Manual*.

THEREFORE, BE IT FURTHER RESOLVED that the Faculty Senate instructs the Chair of the Faculty to direct the Faculty Governance Committee and Committee on Committees to bring to the Senate, ~~by the March 2014 meeting,~~ revisions to the Faculty Manual that integrate contingent faculty as fully as possible in the structures of shared governance, including participation in all appropriate Faculty Senate, Academic and Appellate Committees.

Professors Killingsworth and Crane-Mitchell then presented Formal Faculty Advice on University Lactation Support Interim Regulation (attachment 4 of the meeting agenda).

Professor Karriker (Business) asked why delete the time limit "for up to one year". Professor Crane-Mitchell stated that people want to breast feed for longer.

Following a brief discussion, the formal faculty advice on the University Lactation Support Interim Regulation was approved as presented. **RESOLUTION #13-99**

C. University Curriculum Committee

Professor Donna Kain (English), Chair of the Committee presented curriculum matters acted on and recorded in the October 10, 2013 and October 24, 2013 Committee meetings. There was no discussion and the curriculum matters were approved as presented. **RESOLUTION #13-100**

Professor Kain also provided an update on the approved University Studies (BSUS) curriculum, stating that included in the October 24, 2013 Committee meetings, curriculum for a new degree, BS in University Studies, included two new courses (gateway and capstone). Several issues and questions were raised by the committee, including: 1) Courses cannot be double-counted for both the major and Foundations and that was removed from the program, 2) The number of hours allowed in the thematic core from one prefix or program should be limited. The proposal was amended to include that a Thematic Core may not include more than 24 semester hours from a single prefix, and 3) Questions were raised about how faculty and units will be credited/recognized when students take a number of courses in a program or department given that most of the courses students take will be in other units. Questions were also raised about ensuring that students are not "almost" doing a major from another unit or circumventing requirements of existing majors. Several mechanisms are in place, including annual reports, a faculty fellows program, dedicated advising, and the planned faculty oversight committee that will review students' programs of study.

Professor Kain noted that some of these issues have been raised previously by the Committee and that the Educational Policies and Planning Committee has been asked to provide guidance on the new University Studies (BSUS) curriculum (see April 16, 2013 Faculty Senate minutes, pp. 9-11).

D. Writing Across the Curriculum Committee

Professor Hector Garza (Theatre and Dance), Chair of the Committee presented curriculum matters acted on and recorded in the November 11, 2013 Committee meeting minutes, including requests for writing intensive course designation for WI status for SPAN 4560: Major Latin-American Authors and NURS 4910: Nursing leadership and the healthcare system. There was no discussion and the curriculum matters were approved as presented. **RESOLUTION #13-101**

E. Service Learning Committee

Professor Katy Kavanagh (Academic Library Services), Secretary of the Committee presented Curriculum matters acted on and recorded in the November 12, 2013 Committee meeting minutes, including requests for service learning course designation for BUSI 2200: Leadership I: Team Building and Interpersonal Skills, HLTH 2500: Peer Health Education Training, COAD 6406: Counseling in Schools, NURS 3340/3341: Nursing Care of Children, THEA 3031: Youth Theatre II, THEA 4141: Internship in Production and Performance in Theatre for Youth II, and THEA 3032: Constructing Performance Projects in Theatre for Youth. There was no discussion and the curriculum matters were approved as presented. **RESOLUTION #13-102**

F. Foundations Curriculum and Instructional Effectiveness Committee

Professor George Bailey (Philosophy), Chair of the Committee presented first a Diversity Course Report on courses approved by the Chancellor and currently in the *University Undergraduate Course Catalog*. He noted this report was in response to the Chancellor's delay of graduation requirements included in Senate resolution #12-75 Recommendation establishing Domestic and Global Diversity Course Requirements and request that formal faculty advice be provided by the Committee on the sufficiency of available diversity courses.

Professor Bailey then presented curriculum matters acted on and recorded in the October 21, 2013, and November 18, 2013 Committee meeting minutes, including requests for domestic diversity course designation for PSYC 2777, ENGL 4340, ENGL 3240, ENGL 3250, ENGL 3260, ENGL 3300; global diversity course designation for ENGL 2400, ENGL 3280, FORL 2520, ENGL 3290; and foundations course designation for ANTH 1200 (social science), ATMO 1300 (cross-listed with) GEOG 1300 (natural science) and FORL 2690 (humanities). There was no discussion and the curriculum matters were approved as presented. **RESOLUTION #13-103**

Professor Bailey then presented recommendations on Universal General Education Transfer Component Core Courses, including:

1. Approval of the list of universal general education transfer component core courses.
2. Approval of the recommendation that ECU develop, publish, and maintain selected four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion.
Note: ECU initiated this action some time ago. At least 20 ECU degree programs have bi-lateral agreements with specific community colleges that enable seamless transfer from the community college into the ECU major. The university adopted a policy that governs the creation of such agreements (Approval and Review of Bilateral Agreements, REG02.07.04). This agreement complies with SACS: Comprehensive Standard 3.4.4: Acceptance of Academic Credit and Comprehensive Standard 3.4.7: Consortial Relationships/ Contractual Agreements; Collaborative Academic Arrangements: Policy and Procedures.
3. Approval of the recommendation that the two systems will work together to maintain currency and effectiveness of the agreement.

Professor Morehead (Vice Chair, Chemistry) and Professor Rigsby (Geological Sciences, Chair, Faculty Assembly) both clarified that the list of core courses must be accepted by every institution in the UNC System. Provost Sheerer reminded the Faculty Senators that ECU had faculty members who served on the UNC General Administration committee who made this decision.

Professor Martinez (Foreign Languages and Literatures) asked why some of the courses had asterisks. Professor Rigsby (Geological Sciences and Chair, Faculty Assembly) stated that these courses were the last to be added and the asterisks should be removed.

Following discussion, all three recommendations from the Committee were approved as presented.

RESOLUTION #13-104

G. Research/Creative Activities Committee

Professor Jason Brinkley (Allied Health Sciences), Chair of the Committee presented formal faculty advice on the Interim Regulation on Institutional Survey Administration.

Professor Karriker (Business) asked for clarification on the charge of the Survey Regulation Oversight Committee (SROC) and why the formal faculty advice included only University software systems. Professor Brinkley (Allied Health Sciences) stated that SROC was charged with regulating large scale surveys and that the SROC did not have regulations for other non-University software systems.

Professor Chambers (Education) questioned if there were regulations for surveys. Professor Brinkley stated that SROC does not evaluate the surveys but rather assures that the information requested on the survey cannot be located with other databases on campus.

Professor Yoon (Social Work) asked why the SROC regulate only surveys with a number of 200. Professor Brinkley stated that it was a sampling frame.

Professor Fitzgerald (Medicine) asked if it was wise to regulate surveys that used social media. Professor Brinkley stated that if the research uses social media to collect data, then the surveys will be under the purview of the Institutional Review Board (IRB).

Professor Cope (Psychology) questioned how long the process takes to get approval from SROC. Professor Morehead (Vice Chair, Chemistry) made a motion to that before the survey is submitted to the IRB, it be submitted to the SROC for approval. Professor Chambers (Education) offered a friendly amendment so that both SROC and IRB approve the survey instrument concurrently by changing the word "before" to "current". Professor Cope (Psychology) expressed support of the friendly amendment.

Professor Morin (Communication) stated that we should leave that decision to the researchers themselves asking why did we see the need to regulate it. Professor Chambers replied that the amendment was offered to save us from crappy surveys that do not provide good results. The friendly amendment to the motion to amend was approved as presented.

Following discussion, the motion to submit the survey to SROC before the IRB failed.

Continuing discussion on the main motion of formal faculty advice, Professor Rigsby (Geological Sciences) moved that the committee take this list of ideas and to incorporate these ideas into the proposed PRR and made a motion to return this item of business to committee for further discussion.

Professor Brinkley (Chair of the Committee) thinks the committee would be happy to do this but thinks the initial group who drafted the PRR should take the feedback provided today to work into the various parts of their draft and then ask that the committee review the final document and present formal faculty advice to the Faculty Senate.

Professor Martinez (Foreign Languages and Literatures) spoke in favor of the motion and stated that this solution was best because she did not feel prepared to approve the document as presented because it did not reflect the actual faculty advice being discussed.

Professor Cope (Psychology) asked who the SORC reported to and if this was considered a standing administrative committee. Professor Brinkley replied no, it is not a standing administrative committee, and that this committee as a part of the Division of Research and Graduate Studies.

Professor Karriker (Business) asked what the charge of the SORC was. Professor Brinkley read the charge to the body.

Professor McFadden (Education) called the question.

Following discussion, the formal faculty advice on the Interim Regulation on Institutional Survey Administration was returned to the Research/Creative Activities Committee for further discussion.
RESOLUTION #13-105

Agenda Item VII. New Business

There being no further business, the meeting adjourned at 4:51 p.m.

Respectfully submitted,

Cheryl McFadden
Secretary of the Faculty
College of Education

Lori Lee
Faculty Senate

FACULTY SENATE RESOLUTIONS APPROVED AT THE DECEMBER 3, 2013, MEETING

13-94 Formal faculty advice on curriculum and academic matters acted on and recorded in the October 21, 2013 and November 18, 2013 Graduate Council meeting minutes.

Disposition: Chancellor

13-95 Formal faculty advice on curriculum matters acted on and recorded in the October 2, 2013 and November 6, 2013 Graduate Curriculum Committee meeting minutes.

Disposition: Chancellor

13-96 2014-2015 Faculty Senate and Agenda Committee meeting dates, as follows:

Agenda Committee will meet:	Faculty Senate will meet:
September 2, 2014	September 16, 2014
September 23, 2014	October 7, 2014
October 21, 2014	November 4, 2014
November 18, 2014	December 2, 2014
January 13, 2015	January 27, 2015
February 2, 2015	February 16, 2015
March 3, 2015	March 17, 2015
March 31, 2015	April 14, 2015
	April 21, 2015 (2015/16 organizational mtg.)

Disposition: Faculty Senate

13-97 Revisions to the *ECU Faculty Manual*, Part VIII. Section I.D.4. and Part XI, Section I.VI. granting emeritus status to deserving deceased faculty upon request, as follows:

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

Propose *ECU Faculty Manual*, Part VIII, Section I.D.4. to read as follows:

“Based on criteria specified in the unit code and upon recommendation by the unit personnel committee and appropriate administrators, the Chancellor may confer the title “emeritus” or “emerita” upon a retired (**including Phased Retirement participant**), ~~or~~ permanently disabled, **or deceased** faculty member, ~~including a Phased Retirement participant~~, who has made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.”

Propose *ECU Faculty Manual*, Part XI, Section I.VI. to read as follows:

“Upon the recommendation of the unit personnel committee, unit head, appropriate dean, and appropriate vice chancellor, in accordance with criteria defined in the unit code, the chancellor may grant the faculty retiree emeritus status (as defined in Personnel Policies and Procedures for the Faculty, *ECU Faculty Manual*, Part VIII, Section I.) which includes **listing in Undergraduate and Graduate Catalogs**, the continuance of eligibility to march, wearing appropriate regalia, in University commencement exercises and other University formal processions, as active faculty.”

Disposition: Chancellor

13-98 Resolution on Contingent Faculty Participation in Shared Governance, as follows:

WHEREAS, 41.8% of ECU faculty members are employed on fixed-term (contingent) contracts, according to the 2012–13 Fact Book, and

WHEREAS, in particular, the majority or near-majority of the faculty members in the College of Education (53.7%), the School of Dental Medicine (74.1%), the Brody School of Medicine

(48.5%), the College of Nursing (75.2%) and the Laupus Health Sciences Library (50.0%) are employed on fixed-term contracts, and

WHEREAS, female faculty comprise a significantly higher percentage of the contingent faculty (58.4%) than of the tenured and tenure-track faculty (39.5%) and are thus underrepresented when contingent faculty are excluded, and

WHEREAS, the American Association of University Professors (AAUP), in its November 2012 policy "The Inclusion in Governance of Faculty Members Holding Contingent Appointments," recommends, "Institutional policies should define as 'faculty' and include in governance bodies at all levels individuals whose appointments consist primarily of teaching or research activities conducted at a professional level. These include (1) tenured faculty, (2) tenure-track faculty, (3) full- and part-time non-tenure-track teachers, (4) graduate-student employees and postdoctoral fellows who are primarily teachers or researchers, and (5) librarians who participate substantially in the process of teaching or research," and

WHEREAS, the AAUP, in the same policy, also recommends, "Eligibility for voting and holding office in institutional governance bodies should be the same for all faculty regardless of full- or part-time status," and

WHEREAS, the ECU Faculty Manual's Constitution and By-Laws open membership in the Faculty Senate to "all full-time faculty members of East Carolina University in at least their second year of appointment to the electoral unit which they will represent," but limits membership of Appellate Committees to tenured faculty and limits membership of Faculty Senate and Academic Committees to those with the rank of instructor, assistant professor, associate professor and professor, i.e. tenured and tenure-track faculty, and

WHEREAS, ECU's contingent faculty are therefore unrepresented in many important shared governance activities at the university, and

WHEREAS, the Faculty Welfare Committee recognizes that, while some functions such as the evaluation of tenured and tenure-track faculty ought not to be performed by contingent faculty, many contingent faculty possess full membership in the general faculty and all faculty ought to participate as fully as possible in all shared governance activities at the university,

THEREFORE, BE IT RESOLVED that the Faculty Senate instruct the Chair of the Faculty to work with the ECU administration to undertake a study of the roles and status of fixed term faculty on our campus, with a view toward possible changes to the *ECU Faculty Manual*.

BE IT FURTHER RESOLVED that the Faculty Senate instructs the Chair of the Faculty to direct the Faculty Governance Committee and Committee on Committees to bring to the Senate revisions to the Faculty Manual that integrate contingent faculty as fully as possible in the structures of shared governance, including participation in all appropriate Faculty Senate, Academic and Appellate Committees.

Disposition: Chair of the Faculty

#13-99 Formal Faculty Advice on University Lactation Support Interim Regulation, as follows:

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

1. Introduction

It is the intent of East Carolina University to be recognized as a family friendly workplace by assisting working mothers with the transition back to work following the birth of a child by providing lactation support. A lactation support program allows a nursing mother to express breast milk periodically during the work day.

2. Departmental Responsibilities

Departments within East Carolina University will provide space, privacy, and time for nursing mothers to express breast milk ~~for up to one year~~ after the birth of a child.

2.1. Information – Employees (**faculty, staff, and where relevant, students**

employed by the university) shall be advised of this program at the time of application for maternity leave by the appropriate Benefits Counselor. In addition, information regarding this program will be available on appropriate websites.

2.2. Space – At an employee's request, departments will work with the employee to provide a designated private space that is not in a restroom or other common area for the expression of breast milk ~~for up to one year~~ after the birth of a child.

2.2.1. The space should have a door that can be secured or locked, adequate lighting and seating, and electrical outlets for pumping equipment.

2.2.2. To the extent practicable, the space should be in the proximity of the employees' work area and relatively close to a source of running water.

2.2.3. Supervisors are encouraged to work with employees to find appropriate locations for expression, and can contact the appropriate Benefits Counselor for assistance in locating an appropriate space.

2.3. Time – Departments may require the employee to use the regularly scheduled paid break time to express breast milk. If time is needed beyond the regularly scheduled paid break times, departments shall make reasonable efforts to allow employees to use paid leave, unpaid time, or make arrangements for a flexible work schedule for this purpose.

2.4. This policy is applicable to ECU employees only and does not require ECU to provide similar resources to members of the general public.

3. Employee Responsibility

3.1. Communication with Management – Employees who wish to participate in this program should discuss this with their supervisor prior to and/or upon return from maternity leave. If an employee wishes, she may consult with her Benefits Counselor to facilitate this discussion. Employees should coordinate with management a mutually agreeable schedule and keep management informed of any additional needs so that appropriate coverage and accommodations can be made.

3.2. Storage - The employee will be responsible for storage of the expressed breast milk. If the expressed breast milk is stored in a University owned refrigerator, all containers must be clearly labeled with name and date.

3.3. Maintenance of Lactation Rooms – Employees will be responsible for keeping any general lactation room clean and orderly. Employees will also be responsible for their own expressing equipment, supplies, and personal belongings.

4. Benefits for the University

This program will yield positive results, such as reduced healthcare cost, reduced absenteeism, improved productivity, lower turnover, and an enhanced university image.

Disposition: Chancellor

#13-100 Curriculum matters acted on and recorded in the October 10, 2013 and October 24, 2013 Committee meetings.

Disposition: Chancellor

#13-101 Curriculum matters acted on and recorded in the November 11, 2013 Committee meeting minutes, including requests for writing intensive course designation for WI status for SPAN 4560: Major Latin-American Authors and NURS 4910: Nursing leadership and the healthcare system.

Disposition: Chancellor

#13-102 Curriculum matters acted on and recorded in the November 12, 2013 Committee meeting minutes, including requests for service learning course designation for BUSI 2200: Leadership I: Team Building and Interpersonal Skills, HLTH 2500: Peer Health Education Training, COAD 6406: Counseling in Schools, NURS 3340/3341: Nursing Care of Children, THEA 3031: Youth Theatre II, THEA 4141: Internship in Production and Performance in Theatre for Youth II, and THEA 3032: Constructing Performance Projects in Theatre for Youth.

Disposition: Chancellor

#13-103 Curriculum matters acted on and recorded in the October 21, 2013, and November 18, 2013 Committee meeting minutes, including requests for domestic diversity course designation for PSYC 2777, ENGL 4340, ENGL 3240, ENGL 3250, ENGL 3260, ENGL 3300; global diversity course designation for ENGL 2400, ENGL 3280, FORL 2520, ENGL 3290; and foundations course designation for ANTH 1200 (social science), ATMO 1300 (cross-listed with) GEOG 1300 (natural science) and FORL 2690 (humanities).

Disposition: Chancellor

#13-104 Recommendations on Universal General Education Transfer Component Core Courses, including:

1. Approval of the list of universal general education transfer component core courses.
2. Approval of the recommendation that ECU develop, publish, and maintain selected four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion.

Note: ECU initiated this action some time ago. At least 20 ECU degree programs have bi-lateral agreements with specific community colleges that enable seamless transfer from the community college into the ECU major. The university adopted a policy that governs the creation of such agreements (Approval and Review of Bilateral Agreements, REG02.07.04). This agreement complies with SACS: Comprehensive Standard 3.4.4: Acceptance of Academic Credit and Comprehensive Standard 3.4.7: Consortial Relationships/ Contractual Agreements; Collaborative Academic Arrangements: Policy and Procedures.

3. Approval of the recommendation that the two systems will work together to maintain currency and effectiveness of the agreement.

Additional information: Revised Community College Articulation Agreement (Draft revision 10-9-13); Associate in Arts Standard Draft; Associate in Sciences Standard Draft; Transfer Course List Updated for Fall 2014

Disposition: Chancellor

#13-105 Formal faculty advice on the Interim Regulation on Institutional Survey Administration was returned to the Research/Creative Activities Committee for further review.

Disposition: Research/Creative Activities Committee