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**East Carolina University
FACULTY SENATE
FULL MINUTES OF FEBRUARY 4, 2014**

The fifth regular meeting of the 2013-2014 Faculty Senate was held on Tuesday, February 4, 2014, in the Mendenhall Student Center. This meeting was rescheduled from January 28 due to inclement weather.

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 [December 3, 2013](#) were approved as presented.

Agenda Item III. Special Order of the Day

A. Roll Call

Senators absent were: Professors Zoller and LaMere (Art and Design), White (Dental Medicine), Hernandez (History), Levine and Gilliland (Medicine), White (Academic Deans' Representative), and Taggart (UNC Faculty Assembly Delegate/Music).

Alternates present were: Professors Stokes for Painter-Patton (Allied Health Sciences), Zhu for Summers (Biology), Herdman for Gibson (Business), Horsman for Leorri (Geological Sciences), Meggs for Parrish (Interior Design and Merchandising), Benson for Robinson (Mathematics), Sigounas for Fitzgerald (Medicine), Smirnova for Francia (Political Science), and Fran for Ding (Technology and Computer Science).

B. Announcements

The Chancellor has approved and/or received the following resolutions from the November 2013 and December 2013, Faculty Senate meetings:

- 13-80 Approval of the Fall 2013 Graduation Roster, including honors program graduates.
- 13-81 Formal faculty advice on curriculum matters acted on and recorded in the [September 4, 2013](#) Graduate Curriculum Committee meeting minutes.
- 13-82 Formal faculty advice on curriculum and academic matters acted on and recorded in the [September 16, 2013](#) Graduate Council meeting minutes.
- 13-83 Inclusion of MATH 1066 within the common final exam schedule in approved University calendars, excluding Fall 2013. This addition will include adding text to the Spring 2014, Fall 2014, Spring 2015 approved calendars.
- 13-84 Curriculum and academic program matters acted on and recorded in the [October 11, 2013](#) Committee meeting minutes, including a request to establish [new undergraduate concentrations](#) within the Department of Biology, request to discontinue a [Certificate in Virtual Reality in Education and Training](#) within the College of Education, request to discontinue the [minor in Media Studies](#) within the School of Communication, and a request to establish a new [graduate certificate program in Health Communication](#) within the School of Communication.
- 13-92 Request for removal of WI designation for [SOCI 4385](#): Theoretical Perspectives and Applications and a request for WI status for [POLS 2090](#): Writing for Political Science.
- 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.
- 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.
- 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.
- 13-100 Curriculum matters acted on and recorded in the [October 10, 2013](#) and [October 24, 2013](#) Committee meetings.
- 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.

- 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.
- 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).
- 13-104 Recommendations on Universal General Education Transfer Component Core Courses.

The Chancellor acknowledged receipt but did not approve actions or recommendations included in the program reviews and responses of the following:

- 13-85 Academic Program Review of the Department of Geological Sciences and response to the external review recommendations.
- 13-86 Academic Program Review of the Department of Technology Systems (within College of Technology and Computer Science) and response to the external review recommendations.
- 13-87 Academic Program Review of the Counselor Education (within College of Education) and response to the external review recommendations.
- 13-88 Administrative Program Review of the Joyner Library and response to the external review recommendations.
- 13-89 Administrative Program Review of the Health Sciences Library and response to the external review recommendations.

The Chancellor held for further review:

- 13-90 Course cap of 25 students per section for Writing Intensive (WI) courses.

The Chancellor received with comment:

- #13-99 Formal Faculty Advice on University Lactation Support Interim Regulation.

Correspondences concerning unit elections for 2014-2015 Faculty Senate representation were distributed 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.

Faculty members are reminded that April 1 Chancellor Ballard will call for candidates for the prestigious Oliver Max Gardner award. University nomination procedures are available online at: <http://www.ecu.edu/cs-acad/fsonline/customcf/committee/aa/maxjoyneraward.pdf>. Please contact Dorothy Muller, Director of the Center for Faculty Excellence with any questions.

A special thanks was extended to the Faculty Senate alternates who graciously agree to serve as tellers during the meeting: Professors Donna Kain (English) and Susan Holland (Academic Library Services).

C. Steve Ballard, Chancellor

Chancellor Ballard provided an update on the budget and the financial aid issue. The Chancellor stated that it was difficult to predict the State budget and ECU's appropriations. ECU is preparing for a 2-4% decrease. The decline in enrollment (a decrease of 900 students) over the past five years will

Impact ECU's appropriations. ECU could face a 4% decline (\$12M). The University Committee on Fiscal Sustainability (UCFS) has been asked to make recommendations on how to best handle the reductions. Units will have to contribute a portion to the reduction unless administratively they can find areas to reduce. There is going to be some compensation for state employees (2%). He is hoping that the campuses do not have to self-fund the 2% salary increase.

The Chancellor stated that there is a movement to reduce campus flexibility to allocate tuition dollars. Historically tuition dollars have been used for need and merit-based aid but is now under consideration to be changed. He stated that this change would negatively impact enrollment and degree attainment. He is asking the Board of Trustees (BOT) to support campus flexibility to allocate tuition dollars.

The Chancellor stated that the equity study would be distributed to the University community soon. There are some issues (legal requirements) that needed to be addressed before distribution.

The UNC General Administration (UNC GA) Post Tenure Review Committee has met and will distribute a report in late spring.

The Provost has announced her resignation for August 2014. The Chancellor is open to thoughts about the provost position and a possible interim appointee.

The ECU Mission Statement has been accepted by the Board of Governors (BOG) committee. He does not anticipate further discussion at the upcoming BOG meeting in February.

The Faculty Employment Data is linked to the agenda. The number of faculty and percent of tenure and tenure track faculty remained about the same.

The Chancellor recognized professors Margaret Bauer, Heather Littleton, David Kimmel for the 2013-14 Lifetime and Five-Year Achievement Award and professor Martha Engelke for the 2013-14 Scholarship of Engagement Award.

Report on Faculty Employment, to include a longitudinal profile of faculty tenure status and tenure status of permanent and temporary faculty (by unit).

[Faculty FTE by Unit and Gender](#)

[Full and Part-Time Faculty by Unit and Tenure Status](#)

[Longitudinal Profile of Faculty Tenure Status](#) (includes Medicine)

[Longitudinal Profile of Faculty Tenure Status](#)

No questions were posed to Chancellor Ballard.

D. Marilyn Sheerer, Provost and Vice Chancellor for Academic Affairs

Provost Sheerer introduced Dr. Ying Zhou as the new Director of Institutional Planning, Assessment and Research (IPAR).

Provost Sheerer began her remarks stating that the UCFS will not duplicate the work of the Program Prioritization Committee (PPC). She stated that does not mean data will not be re-examined. Criticality studies will continue to be done with updated data.

Provost Sheerer stated that Dr. David Griffith is interim director of the Institute for Coastal Science and Policy (ICSP). She provided an update on the proposal for a School of the Coast. A task force of faculty was convened to study the topic and now a proposal is being drafted for review by the Educational Policies and Planning Committee (EPPC) and Faculty Senate. An external review of ICSP concluded on February 4 and this information will be considered when reorganizing ICSP.

Provost Sheerer reported that Academic Affairs has lost 25 faculty members and health sciences 26 faculty members to other universities. She thinks these numbers may be higher but it is unsure as not everyone who leaves the University participates in an exit interview. UNC GA requires ECU to send a monthly report on faculty retention data. Provost Sheerer stated that ECU is doing several things to retain faculty. ECU has given retention raises with some funding by UNC GA, promotions, summer teaching grants, and some equity increases (with approval by UNC GA). ECU has also done some "soft" things such as acknowledging faculty accomplishments. She stated that exit interviews indicate dissatisfaction with salary and benefits and the need to take advantage of a new opportunity.

The UNC *Our Time, Our Future: Strategic Directions 2013-2018* requires ECU to develop a plan called "Fostering Undergraduate Student Success." Subcommittees have been formed and involve members of Faculty Senate committees.

The Library Work Group is co-chaired by Beth Ketterman (Laupus Library) and Joseph Thomas (Joyner Library). The task is to create a non-tenured faculty employment model for librarians.

Professor Horsman (Geological Sciences) asked, in reference to the proposed School of the Coast, where faculty members would maintain their appointment? Provost replied that faculty appointments reside within their home departments and would not be in the proposed School.

Professor Rigsby (UNC Faculty Assembly/Geological Sciences) asked if there was any discussion about including other degree programs within the ICSP. She also asked who was evaluating the financial impact on other departments and student credit hours. She wanted to know why ECU does not follow models for centers and institutes at other universities, instead of establishing something called a School. The Provost replied that ECU was looking at including other degree programs in the School of the Coast. She stated that they have asked the external reviewers for advise on the impact to other programs.

Professor Griffith (ICSP/Anthropology) stated that he and others would develop a certificate program for individuals working in the field. UNC Wilmington has a masters degree program that ECU may try to work together with the ECU certificate program. This initiative would not be a conflict with other programs at ECU because it involves different types of students. The School of the Coast proposal has not been distributed to the ECU community because it is not completed.

Professor Martinez (Foreign Languages and Literatures) asked what the role of the UCFS was in relation to the proposed School, since the committee is creating a blueprint for the University's future. Provost replied that ECU needs to decide what other areas to discuss because the University has determined the School of the Coast as a priority.

Professor Rigsby (UNC Faculty Assembly/Geological Sciences) asked what process was in place to gather faculty feedback before you put the final proposal forward to those academic units that will be affected by the proposed new School of the Coast. The proposed school will affect at least 50 faculty

Members across campus, with only 15 of those currently in the Institute for Coastal Science and Policy. Professor Griffith replied that faculty input would be gathered after the proposal was distributed.

Professor Theurer (Music) stated that most schools are considered units with policies covered in a unit code of operations. The accountabilities within the unit and the policies relating to faculty need to be drafted. Professor Griffith replied that standard operating procedures are being developed and he is comparing various ECU codes of operation. He has also asked the reviewers to provide guidance on what ECU needs for the School of the Coast.

E. Bill Koch, Associate Vice Chancellor with Campus Operations and Debra Garfi, Director of Parking Services

Ms. Garfi provided the [Report on Parking and Transportation Services](#) and stated the following:

Parking Permit fees will not increase for fiscal year 2014/2015. The last increase was in fiscal year 2010/2011. Even though there has not been a price increase, revenue has increased by 4% with fewer permits being sold. The decrease in permit numbers was because fewer A permits were sold in response to construction. The increase in revenue was in response to more daily, weekly, and monthly permits being sold. There has been a 10% total increase in revenue due to Meter/Pay By Space revenue and event revenue. The Pay by Space machines now located on campus accept bills and credit cards in addition to coins. In event parking, outside groups are now charged for utilizing the parking lots to assist in keeping parking permit fees at the same price. Expenses have decreased by 1% even though there have been major purchases in hardware (pay by space machines) and parking lot development. Staffing levels have remained the same even with the increase of total parking spaces, revenues, alternative transportation programs and additional customer service office. Parking Services continues to transfer approximately \$180,000 to ECU Police and \$250,000 to transit for service provided to Parking Services. ECU also transfers 80% of parking violation revenue to the state for the NC Public Schools as required by state law. This past year \$276,502 was transferred to the State.

Ms. Garfi noted several improvements. The Health Science Campus Parking Office has been opened. The Bicycle Master Plan has been completed and ECU will be adding and improving bicycle resources in spring and fall 2014. An application to be named a Bicycle Friendly Campus will be submitted in August of 2014. This status is awarded by the League of American Bicyclists. There is an active Pedestrian Campus working committee. Underutilized NC State Motor Vehicles were returned to Raleigh to reduce university costs. ECU received an Award of Excellence from the International Parking Association for our 14th Street Parking Lot Project. The award noted the sustainable design and green space of this project.

Ms. Garfi noted the current/future projects on campus. Parking is part of the planning and development team for Student Center garage construction. ECU will continue to closely monitor and make informed decisions on usage of the current parking space inventory.

Professor Roper (Medicine) inquired about the University's bicycle plan. Director Garfi replied that Parking Services encourages ideas for more covered bike racks on East campus and more racks on West campus.

F. Mark Sprague, Chair of the Faculty

Professor Sprague provided the following remarks to the Faculty Senate.

Four down, four to go. We are at the midpoint of the Faculty Senate year. I counted this meeting in the "to go" list because we have not done any of our business, yet, and I did not count the organizational meeting in April, since we usually do not do regular business at that meeting. This means we need to push to accomplish our goals for the 2013-2014 academic year. The Agenda Committee meets on February 11, March 4, and April 1. Plan your committee work with those dates in mind.

One important item that we will do today is to recommend makeup days for our classes canceled by "Snowmageddon 2014." Thank you to the Calendar Committee for acting quickly to produce a recommendation consistent with Faculty Senate policy. That will be included in their report today.

The proposed formation of the School of the Coast has some issues that we must consider carefully. As a non-coded unit existing outside of a unit code there are some important governance issues that must be clarified. Who are the faculty of the school? Which faculty vote on curricular matters for academic programs in the school? What are the criteria for annual evaluations and merit salary increase recommendations? How are search committees formed? What are the responsibilities of the school administrators? All of these important details are normally contained in a unit code, but they must be specified for a non-coded school as well. Not only do we need to consider the proposed School of the Coast but also academic programs such as the BSUS that exist outside code units. I will charge the Faculty Governance Committee to develop an appropriate policy for academic units and programs that exist outside unit codes. We need to consider this before the end of the year.

The Faculty Governance Committee is working on revisions to Part IX, Section I of the Faculty Manual, our tenure and promotion policies. They have been working on these revisions for over four years. This is an extremely complex document, and revision cannot be done piecemeal or ad hoc because the UNC General Administration must approve the entire document. The Faculty Governance Committee will release a draft of the proposed revisions soon so we can hold faculty forums before we proceed with the lengthy approval process.

The proposal to change COAD 1000 into a new course named UNIV 1000 has stalled. We need to decide what to do with it. I do not think it is a good idea to add an additional course requirement for graduation at a time when programs are encouraged to reduce their curricula to 120 hours. Personally, I prefer a non-academic extended orientation model for UNIV 1000. There are other approaches including an introductory seminar model. I am asking the Foundations Curriculum and Instructional Effectiveness Committee to consider both of these options and make a recommendation to move this proposal forward by the end of the academic year.

We have spent a lot of time discussing our librarians and libraries this year. We owe it to our librarians to move forward on the new library model so they can continue doing what they do best: serving the ECU community by connecting it to information and developing robust collections, superior services, and people-friendly spaces. (I borrowed that language from their current unit code.) The Library Workgroup is already developing the model for the ECU libraries of the future. It is important that the new model receive appropriate faculty vetting before it is adopted. I look forward to considering it.

The Chancellor's Committee on the Status of Women has called for an equity study for ECU faculty and staff. Let me add my call for this study. It is important for us to know if our hiring, salary increase, and promotion policies are implemented fairly and equitably and for us to address any inequities we discover. The Faculty Senate and its committees stand ready to assist in this study.

Did you know that the 2014-2015 academic year is the 50th anniversary of the ECU Faculty Senate? We are planning a yearlong recognition of this milestone with a formal celebration on the date of the March 2015 Faculty Senate meeting. We are considering asking faculty to write essays on shared governance and other faculty issues as well as features about ECU faculty leaders throughout the years. I hope you will consider participating in these efforts. I am forming a 50th Anniversary Steering Committee to coordinate our plans so we can start our activities in August.

This is a busy time at ECU. We have a lot going on, both in and out of our classes. It is important that we act now to accomplish our tasks by the end of the academic year.

No questions were posed to Professor Sprague.

G. Andrew Morehead, UNC Faculty Assembly Delegate
Professor Morehead provided a report on the [January 17, 2014](#), UNC Faculty Assembly Meeting. No questions were posed to Professor Morehead.

H. Question Period
There were no questions posed to anyone at this time.

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 Kathy Cox, Vice Chair of the Graduate Council presented first formal faculty advice on curriculum matters acted on and recorded in the [November 20, 2013](#) Graduate Curriculum Committee meeting minutes. There was no discussion, and the curriculum and academic matters acted on and recorded in the [November 20, 2013](#) Graduate Curriculum Committee meeting minutes were approved and will be forwarded to the Chancellor as formal faculty advice. **RESOLUTION #14-01**

Agenda Item VI. Report of Committees

A. Committee on Committees

Professor Britton Theurer (Music), Chair of the Committee presented nominees for upcoming [UNC Faculty Assembly](#) Delegate and Alternate vacancies. Following elections, the following faculty volunteers were elected to serve:

Delegates:

Eduardo Leorri, Geological Sciences (2016 term)
Cynthia Deale, Hospitality Leadership (2017 term)
Britton Theurer, Music (2017 term)

Alternates:

Elizabeth Forrestal, Allied Health (2017 term)
Nancy Winterbauer, Medicine/Public Health (2017 term)

B. Admission and Retention Policies Committee

Professor Allison Danell (Chemistry), Chair of the Committee presented first proposed revisions to Transfer Admission Guidelines to remove MATH 1065 and ENGL 1200 from the required courses for admission of transfer students. There was no discussion and the proposed revisions to Transfer Admission Guidelines to remove MATH 1065 and ENGL 1200 from the required courses for admission of transfer students were approved as presented. **RESOLUTION #14-02**

Professor Danell then presented a proposed addition to the *Undergraduate Catalog* regarding the timing of major declaration.

Professor Maher (Philosophy) offered an amendment to change the word "should" to "must" so that the text would read: *Students ~~should~~ **MUST** declare the major by the time they have earned sixty (60) semester hours of credit. To earn a degree in a timely manner, several academic departments recommend that students declare their major even earlier in their academic careers.*

Professor Boklage (Medicine) asked what sanctions were there if students do not declare a major? Professor Maher replied that students have to declare a major after meeting with their advisors or "park" in a major for period of time.

Professor Anderson (Education) stated that when students declare a major they must meet the requirements within that major and, just because they have 60 hours, does not mean that they are accepted within the major. The student is more of an intended major at this point so maybe we should consider a friendly amendment to address "intended majors."

Professor Julian (Nursing) stated that if ECU requires students to declare an intended major, it would provide guidelines to the advisors and help units.

Professor Morehead (Chemistry) spoke against the amendment because he felt that Senators needed to defer to the committee's discussion and decision on the matter. He stated that it was the committee's job to ask questions from various entities before drafting a report to the Faculty Senate.

Professor Rigsby (Geological Sciences) stated that declaring a major at 60 hours is a good thing, now that BOG has passed a surcharge. ECU needs to be clear with students about getting educated and graduating.

Following a voice vote, the motion to amend failed.

Following discussion, the proposed addition to the *Undergraduate Catalog* regarding the timing of major declaration was approved as presented. **RESOLUTION #14-03**

Professor Danell then presented a proposed addition to the *ECU Faculty Manual*, Part VIII, Section I, subsection II.B. Teaching Load. There was no discussion and the proposed addition to the *ECU Faculty Manual*, Part VIII, Section I, subsection II.B. Teaching Load was approved as presented. **RESOLUTION #14-04**

Professor Danell then presented a report on revisions to [Part VI, Section IV](#) of the *ECU Faculty Manual* relating to student privacy and conduct and the new GA policies on [student disciplinary proceedings](#) noting that the Committee believed that no changes were needed to the *ECU Faculty Manual*, [Part VI, Section IV](#) in order to conform with the new GA policies on [student disciplinary proceedings](#). There was no discussion and the report was accepted as presented. **RESOLUTION #14-05**

C. Calendar Committee

Professor Mark McCarthy (Business), Chair of the Committee presented first proposed additions to Summer 2014 University Calendar. There was no discussion and the proposed additions to Summer 2014 University Calendar were approved as presented. **RESOLUTION #14-06**

Professor McCarthy then presented a resolution on Fall 2015 University Calendar supporting the efforts of the Calendar Committee to eliminate Fall make-up days and requesting that the Committee present this Spring a Fall 2015 academic calendar with a Monday start date.

Professor Rigsby (UNC Faculty Assembly/Geological Sciences) asked if everything that was held in the past on Mondays would be moved to Fridays. Professor McCarthy replied that was up to the individual academic units, Faculty Senate, and administration and not the responsibility of the Calendar Committee.

Professor Kulesher (Allied Health Sciences) stated that a lot of activities took place on Mondays such as orientation, department meetings, etc. and that there may be less attendance if many of the activities were moved to Friday.

Professor Morin (Communication) stated that her colleagues were happy to support eliminating replacement days because of all of the confusion among faculty, staff, and students.

Professor Rigsby (UNC Faculty Assembly/Geological Sciences) expressed concern with starting on Friday and there being no time for University-wide faculty meetings and graduate students who teach labs, etc will be asked to show up earlier than normal.

Professor Swaggerty (Education) stated that she had also polled her colleagues and, following a vote, 52 votes were overwhelming support for the calendar change with concerns expressed about holding Friday meetings. She suggested that Faculty Convocation be held on Friday after the school session has started since the ceremony would be recorded for those unable to attend due to class commitments.

Professor Anderson (Education) asked if changes in the calendar reflect efforts to shorten semesters. Professor McCarthy replied there were specific [guidelines](#) followed when developing academic calendars.

Professor Julian (Nursing) spoke in favor of the resolution and stated that students go to clinical sites and the School of Nursing has to negotiate times/days in advance so when a Tuesday becomes a Thursday, etc., negotiating new times/days create problems.

Professor Powers (Sociology) asked when would graduation then be scheduled. Professor McCarthy replied that the Chancellor would be asked to determine the actual graduation date.

Following discussion, the resolution on Fall 2015 University Calendar was approved as presented.
RESOLUTION #14-07

Professor McCarthy then presented as new business, a Spring 2014 Snow Make-up Day Proposal, that read as follows:

Class Missed

Tuesday, January 28 after 12:30
Wednesday, January 29
Thursday, January 30
Friday, January 31

Proposed Make-up Day

Partial class days are not made up¹
Wednesday, April 30, Reading Day
Tuesday, April 29, previously a Friday make-up
No scheduled make up day, suggest outside activity²

Friday class that was scheduled to meet on Tuesday, April 29 will now meet on Friday, April 18, previously a state holiday.

Excerpts taken from the [Policy for Making Up Missed Class Days](#)

1. Class days where less than the entire day is canceled are considered Partial missed days. Faculties whose classes are affected on Partial missed days are encouraged to make up the missed class time with optional course assignments, readings, or other relevant activity. Faculty are also encouraged to consider utilizing various university online resources for this purpose as well
2. Suggestions on how to make up missed time. By meeting at the usual class time on the designated make-up days (avoid giving tests on these days) or by some activity relevant to the class (outside the usual class time, but not necessarily on the designated make-up days, as decided by the instructor following whatever procedures have been adopted by the unit)

Professor Martinez (Foreign Languages and Literatures) asked, if passed, how soon could she inform her colleagues of the set make-up days. Professor McCarthy reminded Senators that the Chancellor would make the final decision on how the snow days would be made up and that he hoped we would hear soon.

Professor Tuten (Business) stated that she thought the [continuity of instruction policy](#) eliminated the need for a make-up day.

Professor Meggs (Interior Design and Merchandising) asked if ECU was in compliance if the Friday classes missed were not made-up.

Chair Sprague stated that she was correct that ECU would not be in compliance.

Professor Morin (Communication) asked what about online classes that continued to meet, even though there was snow, and did not lose any class days. Professor McCarthy replied that he thought she would be fine without meeting these additional days/times.

Professor Stokes (Allied Health Sciences) stated that colleagues in her academic unit made extended plans to cover the snow closing. She asked, since they made up the time and the students have done the work, do they still need to ask their students to make up more class time. Chair Sprague replied that faculty should be allowed to make the best decision for individual classes and situations.

Professor Eason (Nursing) reminded Senators that the [continuity of instruction policy](#) addressed situations when classes could not meet for two weeks or more.

Following discussion, the Spring 2014 Snow [Make-up Day Proposal](#) was approved as presented.

RESOLUTION #14-08

D. University Curriculum Committee

Professor Donna Kain (English), Chair of the Committee presented curriculum and academic matters contained in the meeting minutes of [November 14, 2013](#), including curricular actions within the Colleges of Nursing and Health and Human Performance and Departments of Mathematics and English. There was no discussion and the curriculum and academic matters contained in the University Curriculum Committee meeting minutes of [November 14, 2013](#) were approved as presented. **RESOLUTION #14-09**

E. Faculty Welfare Committee

Professor Linda Crane-Mitchell (Child Development and Family Relations), Chair of the Committee presented first formal faculty advice on proposed University Regulation Concerning Weapons on Campus. There was no discussion and the proposed University Regulation Concerning Weapons on Campus was approved and will be forwarded to the Chancellor as formal faculty advice.

RESOLUTION #14-10

Professor Crane-Mitchell then presented formal faculty advice on new and revised Interim Regulations Regarding HIPAA.

Professor Eason (Nursing) asked if these revisions included the stated "HIPA-HT" and what was now required. Professor Roper (Medicine/Member of the Committee) replied yes, these changes put the University in compliance with all HIPA regulations.

Following a brief discussion, the new and revised Interim Regulations Regarding HIPAA were approved as presented and will be forwarded to the Chancellor as formal faculty advice.

RESOLUTION #14-11

F. Service Learning Committee

Professor Kylie Dotson-Blake (Education), Chair of the Committee presented curriculum matters acted on and recorded in the meeting minutes of [December 10, 2013](#), including requests for service learning (SL) designation for ART 3851: Art in the Elementary School, SL*, BIOL 3150: Plant Biology, SL*, ENGL 3880: Writing for Business and Industry, SL*, and ENGL 4950: Children's Literature, SL*. (The asterisk indicates that only some sections will be designated as SL which is consistent with catalog procedures.) There was no discussion and the curriculum matters acted on and recorded in the Service Learning Committee meeting minutes of [December 10, 2013](#) were approved as presented.

RESOLUTION #14-12

G. Writing Across the Curriculum Committee

Professor Elizabeth Swaggerty (Education), Secretary of the Committee presented curriculum matters acted on and recorded in the meeting minutes of [December 9, 2013](#), including requests for writing intensive (WI) designation for ECON 4700: Applications of Economic Analysis, ENGL 3875: Peer Tutoring, and ENGL 3290: Asian-American Literature and removal of WI designation for COMM 4905: Media Ethics. There was no discussion and the curriculum matters acted on and recorded in the Writing Across the Curriculum committee meeting minutes of [December 9, 2013](#) were approved as presented. **RESOLUTION #14-13**

H. Educational Policies and Planning Committee

Professor Ed Stellwag (Biology), Chair of the Committee presented first an [Academic Program Review](#) of the Dance Program and [response](#) to the external review recommendations. There was no discussion and the [Academic Program Review](#) of the Dance Program and [response](#) to the external review recommendations were approved as presented. **RESOLUTION #14-14**

Professor Stellwag then presented an [Academic Program Review](#) of the Department of Psychology and [response](#) to the external review recommendations. There was no discussion and the [Academic Program Review](#) of the Department of Psychology and [response](#) to the external review recommendations were approved as presented. **RESOLUTION #14-15**

Professor Stellwag then presented a request to [change the name](#) of the Department of Philosophy to Department of Philosophy and Religious Studies. There was no discussion and the request to [change the name](#) of the Department of Philosophy to Department of Philosophy and Religious Studies was approved as presented. **RESOLUTION #14-16**

Professor Stellwag then presented a request for authorization to establish a New Distance Education Program – MAEd in [Elementary Education](#) in the College of Education; Request for authorization to establish a New Distance Education Program – MAEd in [Middle Grades Education](#) in the College of Education; Request for authorization to establish a New Distance Education Degree Program – [MA in Communication](#) (emphasis on Health Communication) in the School of Communication, and Request to offer an [Accelerated Second Degree BS Nursing option](#) in the College of Nursing.

There was no discussion and the request for authorization to establish a New Distance Education program – MAEd in [Elementary Education](#) in the College of Education; Request for authorization to establish a New Distance Education Program – MAEd in [Middle Grades Education](#) in the College of

Education; Request for authorization to establish a New Distance Education Degree Program – [MA in Communication](#) (emphasis on Health Communication) in the School of Communication, and Request to offer an [Accelerated Second Degree BS Nursing option](#) in the College of Nursing were approved as presented. **RESOLUTION #14-17**

Professor Stellwag noted that the request to [discontinue the Alternate Entry MS Nursing degree](#) in the College of Nursing was withdrawn. He then presented a request to create a [Minor in Creative Writing](#) in the Department of English; request to [discontinue BM in Music Theory Composition](#) in School of Music; Request to [retitle BM in Performance to BM in Music](#) in the School of Music; and request to add [three new concentrations](#) to the retitled BM in Music degree in the School of Music. There was no discussion and the request to create a [Minor in Creative Writing](#) in the Department of English; Request to [discontinue BM in Music Theory Composition](#) in School of Music; Request to [retitle BM in Performance to BM in Music](#) in the School of Music; and Request to add [three new concentrations](#) to the retitled BM in Music degree in the School of Music were approved as presented. **RESOLUTION #14-18**

I. Faculty Governance Committee

Professor Edson Justiniano (Physics) presented proposed revisions to Part XII, Section IV, subsection II.B. of the *ECU Faculty Manual* relating to the Appellate Grievance Board and investigation record. There was no discussion and the proposed revisions to Part XII, Section IV, subsection II.B. of the *ECU Faculty Manual* relating to the Appellate Grievance Board and investigation record were approved as presented. **RESOLUTION #14-19**

Agenda Item VII. New Business

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Cheryl McFadden
Secretary of the Faculty
College of Education

Lori Lee
Faculty Senate

FACULTY SENATE RESOLUTIONS APPROVED AT THE FEBRUARY 4, 2014, MEETING

14-01 Formal faculty advice on curriculum matters acted on and recorded in the [November 20, 2013](#) Graduate Curriculum Committee meeting minutes.

Disposition: Chancellor

14-02 Revisions to [Transfer Admission Guidelines](#) to remove MATH 1065 and ENGL 1200 from the required courses for admission of transfer students, as noted below.

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

Transfer Admission Guidelines

All transfer students must:

- Submit an online application
- Pay the \$70 nonrefundable application fee
- Submit ALL official transcripts (in signed/sealed envelopes) from each college/university attended
- ECU will accept official electronic transcripts from the eScripSafe and AVOW transcript services

Note: All applicants who have attended a post-secondary institution for any length of time since graduating high school are considered transfer students. Applicants must also meet all minimum transfer requirements

Only courses with a grade of C or higher from regionally accredited institutions are considered transferable

Please click [here](#) to access our Transfer Course Equivalency page.

Students under the age of 24 must also submit an official final high school transcript

The Office of Undergraduate Admissions will consider appropriate placement scores for college credits (i.e. CLEP, DANTE'S, AP).

Meeting the minimum admission qualifications does not guarantee admission. Offers of admission are extended on the basis of a competitive review process, and are subject to enrollment limits

Transferring with an AA, AS or AFA Degree or the 44-hr North Carolina Transfer Core Diploma

- Cumulative 2.5 GPA or higher on all attempted courses from the degree granting institution

Note: Completion of an AA, AS, AFA or the 44-hr NC Transfer Core Diploma will satisfy any Minimum Course Requirements (MCR) deficiency from high school.

Transferring with an Associate of Applied Science Degree

- Cumulative 2.5 GPA from all post-secondary institutions attended.
- Must have completed a minimum of 30 transferable credit hours including the equivalents to ECU's ENGL 1100 **Foundations of College Writing, Composition**, ~~1200 Composition and MATH 1065 College Algebra~~.
- If under the age of 24 on the first day of enrollment at ECU, student must have completed the Minimum Course Requirements (MCR) prior to high school graduation or have completed 6 transferable credit hours in each of the following: English, Math, Science, Social Science and Foreign Language at the college level.

Note: Completion of an AAS degree will not satisfy a Minimum Course Requirements (MCR) deficiency from high school.

Students transferring with an Associate of Applied Science Degree, earned at a North Carolina Community College, into one of the following programs: Bachelor of Science in Industrial Technology (BSIT) and Bachelor of Science in Construction Management (effective Spring 2013)

- Completed Associate in Applied Science (AAS) degree in approved technical area by the first day of enrollment at ECU. The approved AAS programs can be viewed at www.ecu.edu/tecs/bsit
- Cumulative 2.5 GPA from all post-secondary institutions attended.
- Must have completed a minimum of 30 transferable credit hours including the equivalents to ECU's ENGL 1100 **Foundations of College Writing, Composition, 1200 Composition and MATH 1065 College Algebra.**

*Note: Applicants with an approved AAS degree on the list located at www.ecu.edu/tecs/bsit will meet the 30 transferable hours required for admission, but still must have the equivalents to ECU's ENGL 1100 **Foundations of College Writing, Composition, 1200 Composition and MATH 1065 College Algebra.***

If under the age of 24 on the first day of enrollment at ECU, student must have completed the Minimum Course Requirements (MCR) prior to high school graduation or have completed 6 transferable credit hours in each of the following: English, Math, Science, Social Science and Foreign Language at the college level.

Note: Completion of an AAS degree will not satisfy a Minimum Course Requirements (MCR) deficiency from high school.

Transferring without a 2 Year Degree or with a GED*

- Cumulative 2.5 GPA from all post-secondary institutions attended
- Completion of minimum course requirements prior to high school graduation or completion of 6 transferable credit hours in each of the following: English, Math, Science, Social Science and Foreign Language at the college level.*
- Must have completed a minimum of 30 transferable credit hours including the equivalents to ECU's ENGL 1100, **1200 and MATH 1065**
- Final High School Transcript unless 24 years of age or older/ or GED

Transferring with credits from foreign institutions

- Cumulative GPA of 2.5 or higher
- Official Final College Transcript from all institutions attended
- All official documents must be in English
- Evaluation of official documents from an accredited agency. [Click here](#) for a list of accredited agencies.

All credits received from a foreign institution will be transferred as departmental electives unless you provide us with course descriptions. Course descriptions should be translated to English.

Deadlines: Transfer Applications for Admission

- Fall Semester: April 15
- Spring Semester: December 1
- Summer 1 & 11 week Session: May 1
- Summer 2 Session: June 1

IMPORTANT NOTE:

Admission of applicants residing outside the State of North Carolina to an online degree, certificate program or individual online course offered by East Carolina University, is dependent on ECU's ability to secure authorization from the applicant's state of residence, if such authorization is required.

Due to recent changes in higher education regulations, ECU will no longer be able to offer online programs or courses for students residing in Alabama, Massachusetts, Minnesota and Maryland. ECU will work with state authorities to allow students in these states who are currently enrolled in an ECU online or certificate program to complete their degree.

For questions specific to the state authorization process, call 252/737-1268 or email destateauth@ecu.edu.

Disposition: Chancellor

14-03 Addition to the [*University Undergraduate Catalog*](#) regarding the timing of major declaration, as noted below.

(Addition is noted in **bold** print.)

"Declaration or Change of Major and Minor

Students should declare the major by the time they have earned sixty (60) semester hours of credit. To earn a degree in a timely manner, several academic departments recommend that students declare their major even earlier in their academic careers. Students should consult their academic advisor regarding the process for declaring a major and/or minor.

Declaring a Major

To declare (to be admitted to) a major, a student must complete the admission requirements for the program and complete the formal admission process as specified by the program. Students may choose to earn a baccalaureate degree, two baccalaureate degrees simultaneously (dual degree), or a double major. Students who hold a baccalaureate degree and wish to pursue a second undergraduate degree will follow the requirements for a dual or second major, below. (See Academic Requirements for Degrees and Minors.)

Student athletes and pre-health/pre-law students are assigned to academic advisors in their majors. Athletics and the Pre-Professional Advising for Allied Health, Medicine, Dentistry, and Law continue to provide monitoring and support in helping these students to meet their program requirements.

Declaring a Minor

If a degree program requires a minor, the minor must be identified at the time the student declares his or her major and must be approved by the major chairperson or dean or his or her designee. All BA degrees require a minor unless the degree requirements include a concentration and/or specified cognates. (See Academic Requirements for Degrees and Minors.)"

Disposition: Chancellor

14-04 Addition to the *ECU Faculty Manual*, Part VIII, Section I, subsection II.B. Teaching Load as noted below.

The Committee was asked to review Part VIII, Section I, subsection II.B. Teaching Load of the *ECU Faculty Manual* in light of administrative PRR #02.07.01 [Definition of a Semester Credit Hour](#) and determine if a reference to this administrative policy should be included in the manual. The definition is tied to federal financial aid guidelines, and it is understood that faculty do not have much flexibility with this. It is noted that the professional opinion of the faculty of the program is what determines what is an "equivalent amount of work". The policy defines a credit hour as one hour of classroom work plus two hours of work outside the classroom, per week, for fifteen weeks (totaling 45 hours per semester) – or "at least an equivalent amount of work" for internships, practicums, etc.

(Addition is noted in **bold** print.)

II. Assignments of Faculty Workload

Faculty workload is governed by the [Faculty Workload Administrative](#) Regulation.

By the end of the Spring semester for 9 month faculty, and by the end of the summer session for 12 month faculty, and prior to making final faculty workload assignments and after soliciting faculty preferences, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities for the coming academic year.

A. Assignment of Teaching Responsibilities

The unit administrator assigns teaching responsibilities. If changes in a faculty member's assignment become necessary, the faculty member shall be notified, when possible, at least two weeks prior to the beginning of each semester of such changes prior to the effective date of the amended assignment.

B. Teaching Load

The definition of a semester credit hour is governed by [Administrative Regulation #02.07.01](#).

Full-time faculty members whose primary responsibilities are teaching should not be required to teach more than 12 credit hours per semester or 6 credit hours per summer session, with the exception of faculty members who voluntarily teach directed readings and similar courses. If exceptional circumstances require that a faculty member be assigned more than 12 credit hours in a semester, he or she should be appropriately compensated for the excess teaching load during that term or be given the equivalent reduced teaching load the following semester.

C. Assignment of Released Time

Assignments of released time are governed by [Faculty Scholarly Reassignment Administrative Regulation](#). Faculty members who are to be granted released time shall be informed in writing of the purpose of the reduced assignment.

Disposition: Chancellor

14-05 Report on revisions to [Part VI, Section IV](#) of the *ECU Faculty Manual* relating to student privacy and conduct and the new GA policies on [student disciplinary proceedings](#) noting that no changes were needed to the *ECU Faculty Manual*, [Part VI, Section IV](#) in order to conform with the new GA policies on [student disciplinary proceedings](#).

Disposition: Faculty Senate

14-06 Additions to Summer 2014 University Calendar as noted below.

(Additions are highlighted and noted in **bold** print.)

Summer Session 2014

First Session

(Actual days First Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for final examinations)

March 21, Friday	Early registration for special populations begins at 1:00 pm.
March 24, Monday	Registration for Summer Session begins.
May 16, Friday	New student registration; schedule changes.
May 19, Monday	Classes begin; schedule changes.
May 20, Tuesday	Last day for registration and schedule changes (drop and add) for first session by 5:00 pm.
May 20, Tuesday	Census Day (Official enrollment count taken at 5:00 pm).
May 26, Monday	State Holiday (no classes).
June 5, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
June 11, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
June 23, Monday	Classes end. Last day for submission of grade replacement requests.
June 24, Tuesday	Final examinations.
June 26, Thursday	Grades due at noon.

Second Session

(Actual days Second Session: 5 Mondays, 5 Tuesdays, 4 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for final examinations)

June 25, Wednesday	New student registration; schedule changes.
June 26, Thursday	Classes begin; schedule changes.
June 27, Friday	Last day for registration and schedule changes (drop and add) for Second Summer Session by 5:00 pm.
June 30, Monday	Census Day (Official enrollment count taken at 5:00 pm).
July 4, Friday	State Holiday (no classes).
July 14, Monday	Last day to submit thesis to Graduate School for completion of degree

	in the summer session.
July 15, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
July 21, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 31, Thursday	Classes end. Last day for submission of grade replacement requests.
August 1, Friday	Final examinations.
August 4, Monday	Grades due at noon.

Summer Session 2014
11-Week Summer Session

(Actual class days: 9 Mondays, 11 Tuesdays, 9 Wednesdays, 11 Thursdays, 10 Fridays, 1 day for final examinations)

March 21, Friday	Early registration for special populations begins at 1:00 pm.
March 24, Monday	Registration for 11-Week Summer Session begins.
May 16, Friday	New student registration; schedule changes.
May 19, Monday	Classes begin; schedule changes.
May 20, Tuesday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
May 20, Tuesday	Census Day (Official enrollment count taken at 5:00 pm).
May 26, Monday	State Holiday (no classes).
June 24-25, Tuesday and Wednesday	Midsummer Break (no classes).
July 4, Friday	State Holiday (no classes).
July 8, Tuesday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 14, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 15, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 50% of their regularly scheduled class meetings.
July 31, Thursday	Classes end. Last day for submission of grade replacement requests.
August 1, Friday	Final examinations.
August 4, Monday	Grades due at noon

Disposition: Chancellor

14-07 Resolution on Fall 2015 University Calendar, as follows:

Whereas, the UNC Policy Manual, chapter 400.1.6 states "All UNC campuses must ensure that every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour. The time may include required examination periods, but may not include study days."; and

Whereas, for ECU this policy means all three credit hour Tuesday-Thursday or Monday-Wednesday classes must have 28 class meetings and Monday-Wednesday-Friday classes must have 42 class meetings. Classes that meet once a week must have 14 class meetings; and

- Whereas, in fall semesters, to make up for the Monday lost due to Labor Day, ECU traditionally makes the Tuesday following the holiday in effect a Monday class. Classes that meet once a week on Monday night, meet on Tuesday night. Tuesday day and night classes do not meet the week of Labor Day; and
- Whereas, based on a review of the academic calendars of other major North Carolina large state universities, it appears that ECU is the only one to use the Monday make-up day on a Tuesday; and
- Whereas, the Calendar Committee conducted a survey of the ECU faculty to get their feelings/perceptions of the ECU make-up day policy and 455 people responded. For the initial question respondents were asked if they were satisfied with the current approach using a make-up day during the semester to take the place of the missed day. Of the 455 respondents, 243 (53.4%) answered they were not satisfied with the current make-up day calendar; and
- Whereas, the respondents were asked to rank in order their preference for alternatives to the current calendar and a Monday start was the most popular followed by a Wednesday start; and
- Whereas, in order to eliminate the Monday make-up days the Tuesday after Labor Day in the fall semester, the Calendar Committee would like to propose classes start on Monday in August instead of Tuesday. This would eliminate the need for any make-up days; and
- Whereas, with a Monday start, there would be 14 class meetings for all five weekdays, with classes ending on Monday and reading day and exams moved up one day; and
- Whereas, with a Monday start, the University graduation ceremony could be held on Thursday instead of the traditional Friday and departmental ceremonies could be concluded by Friday instead of Saturday.

Therefore Be It Resolved, that the Faculty Senate supports the efforts of the Calendar Committee to eliminate Fall make-up days and requests that the Committee present this Spring a Fall 2015 academic calendar with a Monday start date. [draft Fall 2015 University Academic Calendar](#)

Disposition: Faculty Senate

14-08 Spring 2014 Snow Make-up Day Proposal, that reads as follows:

Class Missed

Tuesday, January 28 after 12:30

Wednesday, January 29

Thursday, January 30

Friday, January 31

Friday class that was scheduled to meet on Tuesday, April 29 will now meet on Friday, April 18, previously a state holiday.

Proposed Make-up Day

Partial class days are not made up¹

Wednesday, April 30, Reading Day

Tuesday, April 29, previously a Friday make-up

No scheduled make up day, suggest outside activity²

Excerpts taken from the [Policy for Making Up Missed Class Days](#)

3. Class days where less than the entire day is canceled are considered Partial missed days. Faculties whose classes are affected on Partial missed days are encouraged to make up the missed class time with optional course assignments, readings, or other relevant activity. Faculty are also encouraged to consider utilizing various university online resources for this purpose as well
4. Suggestions on how to make up missed time. By meeting at the usual class time on the designated make-up days (avoid giving tests on these days) or by some activity relevant to the class (outside the usual class time, but not necessarily on the designated make-up days, as decided by the instructor following whatever procedures have been adopted by the unit)

Disposition: Chancellor

14-09 Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of [November 14, 2013](#).

Disposition: Chancellor

14-10 Formal Faculty Advice on Proposed University Regulation Concerning Weapons on Campus, as noted below.

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

Introduction

- 1.1 All university constituents, including students, faculty, staff, and visitors, should respect the institutional mission and help to ensure that a safe and secure environment, which is conducive to learning, is present at all times. Therefore, each constituent should respect and obey the following rules and regulations pertaining to weapons on university property.
- 1.2 This policy does not apply to an individual's legal right to possess or own a weapon off campus.
- 1.3 Any member of the university community who violates North Carolina General Statute 14-269.2, "Weapons on Campus or other educational property," may be subject both to prosecution and punishment in accordance with state criminal law and criminal procedures and to disciplinary proceedings by the university.
2. Weapons on Campus or Other Educational Property
 - 2.1. G.S. 14-269.2 makes it unlawful and, in some circumstances, felonious conduct "for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive on educational property."
 - 2.2. The statute makes it a misdemeanor "for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework or any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and maintenance on educational property."

2.3. The statute does not apply to:

- 2.3.1. A weapon used solely for educational, **research, clinical** or school-sanctioned ceremonial purposes or used in a school-approved program **or activity** conducted under the supervision of an adult whose supervision has been approved by the school authority;
- 2.3.2. Armed forces personnel, officers and soldiers of the militia and national guard, law enforcement personnel, any private police employed by an educational institution, when acting in the discharge of the official duties, and armed armored car or courier service guards or hospital or health care facility guards acting in the discharge of the guard's duties and with the permission of the University;
- 2.3.3. A person who has a concealed handgun permit issued in accordance with Article 54B of this Chapter, has a concealed handgun permit considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, provided the weapon is a handgun, is in a closed compartment or container within the person's locked vehicle, and the vehicle is in a parking area that is owned or leased by the University. A person may unlock the vehicle to enter or exit the vehicle, provided the handgun remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit;
- 2.3.4. An employee of the University who resides on the campus of the institution at which the person is employed when the employee's residence is a detached, single-family dwelling in which only the employee and the employee's immediate family reside, the weapon is a handgun and it is possessed in accordance with appropriate statutory criteria.

2.4. The director of the ECU Police Department is responsible for authorizing weapons on campus that meet either 2.3.1. or 2.3.2.

3. Penalties

- 3.1. Double Jeopardy. It is not "double jeopardy" for both the criminal law enforcement authorities and the university to proceed against and punish a person for the same specified conduct.
 - 3.1.1. The university will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interest of the university.
 - 3.1.2. A resident student should also understand that he or she may be removed from the residence hall for violating the housing contract regulation pertaining to the possession or use of a weapon in the residence halls (see Sec. IV A.3. East Carolina University Campus Living Contract).
- 3.2. Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees. These safeguards are found in the East Carolina University Faculty Manual, the Board of Governors' policies applicable to employees exempt from the State Personnel Act, the policies and procedures of the East Carolina University Student Judicial System, and by the regulations of the State Personnel System.
- 3.3. Unless one of the exceptions enumerated in section 2.3, above, applies, the penalties to be imposed by the university may range from written warnings to expulsions from enrollment and discharges from employment. All mitigating and aggravating circumstances associated with an incident involving weapons, including threatening to use a weapon, will be taken into account when considering an appropriate penalty. However, the following penalties shall be established for the particular offenses described:

- 3.3.1. Persons who possess or use a gun, rifle, pistol, or other firearm of any kind or powerful explosive* will be suspended for a period of not less than one year (student), or discharged (faculty member, administrator, or other employee). For a second offense, the student will be expelled;
- 3.3.2. Persons who possess or use a BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp pointed or edged instrument except instructional supplies, unaltered nail files, and clips and tools used solely for the preparation of food, instruction, and maintenance, will be suspended from enrollment for a minimum period of at least one semester or its equivalent (student), or discharged (faculty member, administrator, or other employee). For a second offense, any student will be expelled.
- 3.4. In certain instances, established penalties may be reduced due to mitigating circumstances. The established penalty, however, may not be reduced if the violation involves use of a weapon in a manner where bodily harm or injury occurs or where the weapon was involved in another violation of university regulations. In cases where the penalty is reduced, the person should expect some penalty which may include probation, counseling, community service, or loss of certain privileges. A subsequent violation of this policy will result in a progressively more severe penalty, which includes suspension or expulsion of students and discharge of a faculty member, administrator, or other employee.

* This list is not intended to be inclusive of all items that would be considered weapons and, therefore, prohibited by the university.

Disposition: Chancellor

14-11 Formal faculty advice on new and revised Interim Regulations Regarding HIPAA, including no recommended changes to the new and revised [interim regulations regarding HIPAA](#).

Disposition: Chancellor

14-12 Curriculum matters acted on and recorded in the Service Learning Committee meeting minutes of [December 10, 2013](#), including requests for service learning (SL) designation for ART 3851: Art in the Elementary School, SL*, BIOL 3150: Plant Biology, SL*, ENGL 3880: Writing for Business and Industry, SL*, and ENGL 4950: Children's Literature, SL*. (The asterisk indicates that only some sections will be designated as SL which is consistent with catalog procedures.)

Disposition: Chancellor

14-13 Curriculum matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of [December 9, 2013](#), including requests for writing intensive (WI) designation for ECON 4700: Applications of Economic Analysis, ENGL 3875: Peer Tutoring, and ENGL 3290: Asian-American Literature and removal of WI designation for COMM 4905: Media Ethics.

Disposition: Chancellor

14-14 [Academic Program Review](#) of the Dance Program and [response](#) to the external review recommendations.

Disposition: Chancellor

● 14-15 Academic Program Review of the Department of Psychology and response to the external review recommendations.

Disposition: Chancellor

14-16 Request to change the name of the Department of Philosophy to Department of Philosophy and Religious Studies.

Disposition: Chancellor

14-17 Request for authorization to establish a New Distance Education Program – MAEd in Elementary Education in the College of Education; Request for authorization to establish a New Distance Education Program – MAEd in Middle Grades Education in the College of Education; Request for authorization to establish a New Distance Education Degree Program – MA in Communication (emphasis on Health Communication) in the School of Communication, and Request to offer an Accelerated Second Degree BS Nursing option in the College of Nursing.

Disposition: Chancellor

14-18 Request to create a Minor in Creative Writing in the Department of English; request to discontinue BM in Music Theory Composition in School of Music; Request to retitle BM in Performance to BM in Music in the School of Music; and request to add three new concentrations to the retitled BM in Music degree in the School of Music.

Disposition: Chancellor

● 14-19 Revisions to Part XII, Section IV, subsection II.B. Grievance Procedures for Complaints of Grievance Procedures for Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina University Faculty Members or Administrators Holding Faculty Status as noted below.

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

“II. Grievance Procedures

B. Level One Grievance Procedures

1. Reporting the Complaint to the East Carolina University Office of Equity and Diversity
 - a. To initiate the process, the complainant may contact the OED office or submit a grievance reporting form, available at <http://www.ecu.edu/cs-acad/edc/SubmitAGrievance.cfm>. If this is an appeal from the Dean’s decision as specified under II.A.3, the party making such an appeal is known as the complainant in this process.
 - b. Complaints concerning harassment, discrimination, or improper relationships submitted in writing to ECU’s EEO Officer, who is Vice Provost for Equity and Diversity, should contain at least the following: (a) the complainant’s description of the alleged event(s), including times, dates, places, and witnesses, if possible; (b) the complainant’s description of the effects, if any, of the alleged event(s); (c) the names of the individuals alleged to have subjected the complainant to harassment or discrimination, or alleged to be involved in a prohibited improper relationship; and (d) the identification and contact information for the complainant. The EEO Officer, or the Officer’s designee, is referenced hereafter, as “the Grievance Officer”.
 - c. The Grievance Officer shall immediately acknowledge receipt of the complaint and, within 14 calendar days from the submission of the complaint, shall schedule a meeting with the

complainant to listen to and discuss the complaint. Any of the deadlines set at Level One Grievance, as enumerated in this II.B, may be extended by the Grievance Officer to accommodate delays not reasonably avoidable. Written notice of the new deadline and the reason for the extension shall be provided to the parties and to the Provost. Such extensions must be allowable under applicable law and shall not unduly delay the investigative process.

- d. The Grievance Officer will be available to the complainant, the respondent (hereafter, "the respondent" is used in the singular form, even where it may stand for more than one person), and to possible witnesses to discuss their rights and procedural options, as well as the possible outcomes of these options.
- e. The Grievance Officer shall determine whether evidence exists to sustain the complaint. In making this determination, the Grievance Officer may conduct an investigation. The confidentiality of both the complainant and the respondent will be preserved to the extent required by law.
- f. If the complainant wishes to proceed or the Grievance Officer determines it necessary to proceed with an investigation, the Grievance Officer will provide a written description of the complaint, or a copy of the written complaint, to the respondent at the beginning of the investigation and not later than 14 calendar days following the complainant's or Grievance Officer's decision to proceed with an investigation.
- g. The respondent shall have an opportunity to meet with the Grievance Officer and provide a response to the allegations, both verbally and in writing.
- h. During the investigation of a complaint the Chancellor or appropriate Vice Chancellor may take interim measures, up to and including suspension with pay, to prevent misconduct or retaliation.

2. Record

- a. The Grievance Officer will keep a record of the initial and any subsequent discussions between the complainant and the Grievance Officer, and of discussions between the Grievance Officer and respondent. This investigation record will include:
 - i) the documentation referenced in II.B.1.b;
 - ii) the reply of the respondent, if any;
 - iii) and any and all information collected in and relating to the investigation, and, to the extent allowed by applicable law, the portion of the investigation record referenced in II.B.2.a. (i) and (ii) shall be provided by the Grievance Officer to all parties with all due speed, preferably within 14 calendar days of its compilation.
- b. Within 14 calendar days of receiving a copy of the portion of the investigation record referenced in II.B.2.a. (i) and (ii), the complainant and the respondent may append to this record a written response to each of the factual claims of the record therein. In any case where a written response is appended to the record, this will be noted in the investigation record itself.

3. Written Report and Conclusions

Within 21 calendar days after the procedures listed under II.B.1. are met and the investigation record as specified under II.B.2. is completed, the Grievance Officer will submit this record and the Grievance Officer's report of findings and conclusions to the appropriate Vice Chancellor. All parties, including the complainant, respondent, and supervisors, are notified regarding the results of the investigation at the same time to

include a report of the Grievance Officer's findings and conclusions, subject to any legally required redactions; ~~provided,~~ however, if there are multiple respondents and/or multiple complainants, each party will receive only such information as is directly related to his or her case.

4. The Vice Chancellor shall issue a letter to all parties that may or may not initiate the disciplinary process or take disciplinary action in accordance with University procedures. **Each complainant and respondent may obtain by request to the Grievance Officer a copy of the investigation records, redacted to the extent required by law.**
5. Procedures To Be Followed Upon the Imposition of Sanctions
 - a. The Chancellor or the Chancellor's designee may respond to substantiated claims by the imposition of serious sanctions (*The UNC Code, Section 603*) lists serious sanctions as discharge from employment, suspension, or demotion in rank) or lesser sanctions, provided that the conditions specified below are met prior to the imposition of sanctions. However, failure of the respondent to cooperate with the investigation (failure to respond to the allegations, or to accept a copy of the report of the investigation, etc.) will not preclude the University from imposing appropriate sanctions if all of the following have occurred:
 - i. The respondent was provided with a written statement or description of the complaint brought against the respondent, signed either by the complainant or the Grievance Officer;
 - ii. The complaint was thoroughly investigated by the Grievance Officer;
 - iii. The reply of the respondent to the complaint was solicited in person and in writing by the Grievance Officer during the investigation of the complaint by the Grievance Officer;
 - iv. The reply of the respondent to the complaint obtained during the investigation of the complaint by the Grievance Officer is noted in the Grievance Officer's report of findings and conclusions; and
 - v. The respondent was provided with the Grievance Officer's written report of the findings and conclusions.
 - b. When the disciplinary actions, if any, do not include a serious sanction, either party may, within 28 calendar days from the Vice Chancellor's issuance of a letter responding to the Grievance Officer's report, request an appeal to the Grievance Board in accordance with the Level Two Procedures as specified below in II.C.
 - c. When the disciplinary actions include a serious sanction they may -- pursuant to the *ECU Faculty Manual* -- be sequentially appealed to the Due Process Committee, **and the** East Carolina University Board of Trustees. **and,** Alleging that one or more specified provisions of *The UNC Code* have been violated, the Board of Trustees decision may be further appealed to the Board of Governors. *The UNC Code, Section 603(3)* warns that if, within 14 calendar days after receiving the notice of a serious sanction, the faculty member makes no written request for appeal, the faculty member may be discharged or serious sanction imposed without recourse to any institutional grievance or appellate procedure.
6. Options beyond Level One Grievance

When Level One procedures are terminated without being resolved to the satisfaction of either party, both the complainant and respondent have the option of initiating a Level Two Grievance (see II.C). However, if the disciplinary actions include a serious sanction and the respondent wishes to appeal it, such an appeal must be made to the Due Process Committee instead of the Grievance Board."

Disposition: Chancellor