



TO: Faculty Senators/Alternates

This document is expected to come before the Faculty Senate as new business on December 13, 1994.

MEMORANDUM

School of Education
Speight Building
919-757-4260

Office of the
Director of Teacher
Education
757-6271

Lateral Entry
757-4125

Student Teaching
757-6051

Teaching Fellows
757-4126

TO: Patricia Anderson, Chair
Faculty Senate

FROM: Parmalee P. Hawk, Chair *P. Hawk*
Teaching Effectiveness Committee

C O P Y

DATE: December 5, 1994

SUBJ: Additional Teaching Excellence Awards

Enclosed are the procedures for the additional teaching excellence awards funded by the \$6500.00 from General Administration. The Teaching Effectiveness Committee has unanimously passed them. The recommended procedures correspond to the other awards for distinguished teaching at East Carolina and the greater university system.

It is a imperative that these awards be given this academic year. However, the timeline is such that unless the Faculty Senate approves it at the December 13, 1994 meeting, it can not be met. Unfortunately, the December Faculty Senate agenda was set before our last meeting. Therefore, we are requesting that the procedures be placed on the December agenda under other business. We are also recommending that these procedures be used this year as **pilot procedures**. This will allow the departments and faculty members, since they would not have to submit the video tape this year, time to comply so that the awards can be given this academic year. Your assistance in expediting the passage will be greatly appreciated.

Thank you for your assistance. Please let me know if I can be of assistance.

cc: Chancellor Eakin
Committee Members

SELECTION PROCEDURES FOR THE INTERNAL ALLOCATION
OF ADDITIONAL TEACHING EXCELLENCE AWARDS
AT EAST CAROLINA UNIVERSITY

Recommendations

The Teaching Effectiveness Committee recommends that the \$6,500 allocated to East Carolina University by the Board of Governors for additional institutional teaching excellence awards be used to establish five (5) "Distinguished Professor for Teaching" awards for faculty in the amount of \$1,200 each and two (2) "Distinguished Graduate Teaching Assistant" awards (\$250 each) for graduate students who teach. The Committee recommends that the Graduate School be responsible for creating the nomination process, the eligibility criteria, and the selection process for the two awards for graduate teaching assistants.

It is the intent of the committee to give more visibility to teaching excellence at the college, schools, and lower unit levels by establishing a larger number of awards to recognize and honor excellent teaching. The committee recommends that the award recipients be recognized with a dinner or reception in their honor and publicity, both on and off campus, of their achievements.

The Teaching Effectiveness Committee recommends that several categories be created to recognize the different teaching environments across the campus. The Committee proposes that the five "Distinguished Professor for Teaching" awards be distributed in the following manner:

<u>Number of Awards</u>	<u>Award Category</u>
2	general classroom teaching (class size of > 15)
1	small-group teaching (class size of 6-15)
1	individualized teaching (class size of 1-5)
1	graduate-level teaching (5000 and above course level)

The Committee recommends that nominations for the five (5) "Distinguished Professor for Teaching" awards be distributed among the College and Schools according to their relative number of faculty:

<u>Maximum Number of Nominations per category</u>	<u>School or College Name</u>
5	College of Arts and Sciences, School of Medicine
2	Schools of Business, Education, Health and Human Performance, and Nursing
1	Schools of Allied Health, Art, Human Environmental Sciences, Industry and Technology, Music, and Social Work

Eligibility for Selection

Nominees must

1. be a full-time faculty member at ECU
2. have taught at ECU for 3 or more years
3. have taught, within the last year, in the category for which they are nominated
4. be teaching in the academic year in which they are selected
5. not have won the award, within the last four years, in the category for which they are nominated and
6. have demonstrated excellent or exceptional teaching ability in the category for which they are nominated.

Guidelines for the additional institutional teaching excellence awards.

1. The Graduate School should develop written procedures for requesting nominations and establishing a selection process for choosing two recipients of the "Distinguished Graduate Teaching Assistant" award. The written procedures are to be filed with the Faculty Senate Office, the appropriate Vice Chancellor, Academic Affairs or Health Sciences, and the Faculty Development Center (the Coordinator for Faculty Development Programs until the center is established). These procedures are to be filed by February 1, 1994.

2. The College of Arts and Sciences and the Schools of Allied Health, Art, Business, Education, Health and Human Performance, Human Environmental Sciences, Industry and Technology, Medicine, Music, Nursing, and Social Work should develop their own written procedures for requesting nominations and for establishing a selection process for their nominee or nominees. Each School's and the College's written procedures are to be filed with the Faculty Senate Office, the appropriate Vice Chancellor, Academic Affairs or Health Sciences, and the Faculty Development Center (the Coordinator for Faculty Development Programs until the center is established). These procedures are to be filed by February 1, 1994.

1. Nominations will be accompanied by a letter from the Dean forwarding the nominations and stating the teaching category for which each faculty member is being nominated.
2. A faculty member can be nominated for consideration in only one category during an application period.

3. The procedures and criteria established by the College and the Schools must be consistent with the following guidelines:

1. The names of all award nominees must be submitted by the deans of the College and of the Schools to the appropriate Vice Chancellor by March 1, 1994. The Vice Chancellors of Academic Affairs and Health Sciences will forward the names to the Selection Committee for the Five "Distinguished Professor for Teaching" awards.
2. The funds shall be in addition to, and not in lieu of, those resources already used for teaching awards in the College or Schools. (Board of Governors' General Guidelines)
3. The first awards using these new allocations are to be made in the 1994-1995 academic year. (Board of Governors's General Guidelines)

4. Nominated faculty who wish to pursue the award must have their portfolio materials in the Faculty Senate Office no later than March 15 of the year of consideration.

5. The portfolio of materials, not to exceed 50 pages, should include:
 - an itemized list of all materials in the portfolio;
 - a brief written statement (not to exceed three pages, double-spaced) which articulates the nominee's teaching philosophy and methods to achieve his or her educational goals;
 - copies of syllabi and other relevant course materials for the course or courses in the category for which the faculty member is a nominee;
 - a summary of Student Opinion of Instruction Survey (SOIS) student ratings for courses in the category for which the faculty member is nominated; unit teaching evaluations may be substituted for courses where the SOIS is not administered;
 - a letter of support from the departmental chair or the dean of the college or school;
 - 3-5 letters of support from current or former students (not to exceed two pages, double-spaced, each);
 - peer evaluations, if available, or other approved evaluation methods as listed in Faculty Senate Resolution #91-28, "Methods for Assessing Teaching Effectiveness" (attachment #1).

6. The selection of finalists, for each category, will be made by the Selection Committee. After the 1994-1995 academic year, these finalists will be required to present a 20 minute video for the category in which they have been nominated. The Selection Committee will evaluate each finalist's materials, including the video tape, to determine the recipients of the awards for each category.

Procedures

A. Selection Procedure

1. The Selection Committee for the five "Distinguished Professor for Teaching" awards will be convened by the coordinator for Faculty Development at East Carolina University. The committee composition will be:
 - two members of the Teaching Effectiveness Committee, elected by the TEC membership;
 - one faculty member appointed by the VCAA;
 - one faculty member appointed by the VCHS;
 - one faculty member appointed by the Chair of the Faculty; and
 - one student member appointed by the President of the Student Government Association.

2. The Selection Committee will send forward to the Chancellor names of recipients for the five "Distinguished Professor for Teaching" awards and the supporting documentation for each by April 15, 1994.

B. Announcement and Reporting Procedures

1. The Faculty Development Center (the Coordinator for Faculty Development Programs until the center is established) will prepare an annual report on the distribution and use of the funds allocated for additional institutional teaching awards. This report will be presented to the Chancellor by June 1 so that he may submit his report to the President and the Board of Governors by June 15. (Board of Governors' General Guidelines)

2. By the end of September the Teaching Effectiveness Committee will forward to the deans of the College and of the Schools a call to begin the selection process for the 2 "Distinguished Graduate Teaching Assistant" recipients and the five "Distinguished Professor for Teaching" recipients. (For the first year of implementation, 1994-1995, the call for the beginning of the awards process will be set by the announcement of the additional institutional teaching awards program.)

3. The procedures and the allocations made under the teaching awards program are to be reviewed and reassessed biennially by the Teaching Effectiveness Committee and the committee or group created by the College and the Schools to conduct the selection process for their nominee or nominees. (Board of Governors' General Guidelines)

4. For the first year of implementation 1994-1995, the deans of the College and of the Schools will convene a meeting of faculty, or representatives of faculty, to establish the written procedures for soliciting nominations and for establishing a selection process for choosing their nominee or nominees for these additional institutional teaching excellence awards.

METHODS FOR ASSESSING TEACHING EFFECTIVENESS

Faculty Senate Resolution #91-28

Academic Unit Implementation Plans endorse The University's Strategic Plan Goal that Academic Units employ more than one approach when assessing the teaching effectiveness of faculty members. Appendix C of the *Faculty Manual* requires that a survey of student opinion of instruction be used in evaluating teaching effectiveness. Appendix C permits the use of other methods and procedures when initiated by the Unit and recommended by the Faculty Senate and approved by the Chancellor. The methods outlined below are examples of additional approaches for assessing teaching effectiveness which units may adopt. These assessment methods are adapted from the manual, *A Guide to Evaluation of Teaching for Promotion and Tenure* published by Syracuse University's Center for Instructional Development.

ADDITIONAL METHODS OF EVALUATING TEACHING EFFECTIVENESS

Annual Goals Assessment: An annual agreement with the unit administrator where specific goals are set that contribute to effective classroom teaching. Such goals might include, but are not limited to, updating syllabus and reading lists, developing study guides, implementing new instructional procedures, and incorporating components of writing/critical thinking into course. The unit administrator will evaluate progress related to the agreed-upon goals at the end of the academic year.

Faculty Report: A description of teaching activities including, but not limited to, the names and numbers of courses taught, number of students taught and advised, services on thesis/dissertation committees, involvement with instructional development activities, descriptions of teaching methods, and other activities that bear on the effectiveness of the unit's educational program. (Much of this information is currently part of the annual report.)

Analysis of Instructional and Other Materials: Review by the unit administrator and/or peers of course materials including syllabi, reading lists, outlines, examinations, audiovisual materials, student manuals, samples of student's work on assignments, projects, and papers. Other materials prepared for or relevant to instruction.

Instructor-Generated Evaluations: Instructor-generated evaluation procedures, such as checklists, survey-type instruments, videotapes of class sessions, and written entries reflecting on teaching techniques and philosophy.

Classroom Observations: Direct observation of classroom teaching or observation of videotaped class sessions by peers or experts. Several techniques help to make observations objective: use of an observation guide or structured process determined by the unit for observations; a number of observations before final report is prepared; observations and reports by at least two observers; observation by those outside the faculty member's immediate unit.

Structured Interviews with Former Students: Face-to-face, telephone, group interviews, or surveys asking for comments on current or former professors. Broad questions, such as the following, are asked to solicit overall evaluation statements: Describe why you would recommend (or not recommend) Professor X's class to a friend? How did Professor X's class prepare you for advanced work in the subject? What is your overall assessment for Professor X?

Measures of Student Achievement: In the case of multi-section courses with a diagnostic pretest and a final examination that both measure abilities in a similar way, student improvement may be used as a measure of teaching effectiveness. In addition, multi-section courses that use an identical final examination for all sections make possible a comparison of relative teaching effectiveness of individual faculty where observed patterns hold over five or more semesters.

PLEASE POST FOR ALL FACULTY TO READ!

EAST CAROLINA UNIVERSITY FACULTY SENATE

FULL MINUTES OF 13 DECEMBER 1994

The fourth regular meeting of the 1994-95 Faculty Senate was held on Tuesday, 13 December, 1994, in the Mendenhall Student Center Great Room.

Agenda Item I. Call to Order

Chair Patricia Anderson called the meeting to order at 2:10 p.m.

Agenda Item II. Approval of Minutes

The minutes of 15 November 1994, were approved as written.

Agenda Item III. Special Order of the Day

A. Roll Call

Senators absent were: Chancellor Eakin, Eribo (Communication), and Bohannon (Human Environmental Sciences).

Alternates present were: McIntyre and Schadler for Doty and Killingsworth (Business), Knott for Brent (Education), Johnson for Glascoff (Health and Human Performance), Swanson for Fletcher (Medicine), Hough for Simon (Political Science), and Mooney for Schultz (Sociology).

B. Announcements

1. Chancellor Eakin was in San Antonio, Texas attending a SACS meeting.
2. The Chancellor has approved the following resolutions:
 - #94-34 Fall 1994 Graduation Roster
 - #94-35 Revision to University Common Exam Schedule
 - #94-36 Revision to *ECU Faculty Manual*, Appendix L
 - #94-38 Curriculum matters of 13 October 1994
3. A sincere thanks was extended to Chancellor Eakin for providing the Faculty Senate with additional refreshments to add to the Christmas season.
4. 1994-1995 applications for the Research/Creative Activity Project Expanse Grants are available in the Faculty Senate office (140 Rawl Annex). The deadline for these grants is 15 January 1995.
5. The deadline for submission of materials to be considered by the University Curriculum Committee for inclusion in the 1995 Curriculum Catalog Supplement is 15 March 1995.

C. Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs

Interim Vice Chancellor Yarbrough announced that at the December Board of Trustees meeting he and Patricia Anderson gave a report regarding quadrennial Unit Administrator evaluations. He commented that when one of the Trustees asked Chancellor Eakin what weight he gave these advisory recommendations, the Chancellor replied that he gave them very serious consideration. Interim Vice Chancellor Yarbrough stated that he had met with the Unit Code Screening Committee and expressed concern about the fact that some units were embellishing the wording of Appendix D. He asked Senators to remind their units to use the same wording in their code as in Appendix D so that the unit code does not conflict with Appendix D. It was announced that Myra Cain will be taking a leave of absence from ECU to go to General Administration while a member of the General Administration served as the Interim Chancellor at Fayetteville State University. A replacement for Myra Cain will be named soon. There were no questions posed to Interim Vice Chancellor Yarbrough.

Dan Bishop, University Comptroller, was introduced to discuss the anticipated change in the pay schedule from monthly to bi-monthly paychecks. Mr. Bishop stated that under current Federal tax law, overtime, stipends for Summer School Stipend, etc. are subject to a 28% tax rate. Using a more frequent pay schedule, however, would be more advantageous for faculty and staff receiving

these funds. The new payroll system would not create an increased work load since the University would go from having seven payrolls to two. Another benefit would be that new faculty would receive their first paycheck on September 15th. Chair Anderson (Education) asked how this would effect the checks of those who receive summer school stipends. Mr. Bishop replied that under the present system the recipient would only receive slightly more than half of the amount, under the proposed payroll system recipients should receive more take home pay since the tax would be based on the overall tax rate. Jarvis (Music) asked when a final decision would be made. Mr. Bishop replied that a final decision should be made in January. This item was brought to the Faculty Senate as a matter of information. Joyce (Physics) stated that if this a more efficient, modern method of handling payroll and would benefit the University then he would support the change. Dock (Foreign Language) stated that a system that allowed new faculty to receive checks earlier would be a benefit. Schadler (Business) asked what prevents ECU from paying new faculty earlier, as is the custom on other campuses. Bishop replied that that was a personnel issue not a payroll issue, but that he would work with the Vice Chancellor for Business Affairs to address this problem.

D. James Hallock, Vice Chancellor for Health Sciences

Vice Chancellor Hallock announced that PCMH and the Medical School had negotiated a new agreement for the next twenty years. The School of Medicine received three grants in telemedicine, totaling approximately two million dollars. These grants will help the School of Medicine in the area of rural telemedicine, including investigating and evaluating a rural network for telemedicine, funding such a network, and the use of pc-based two way interactive audiovisual network for Eastern North Carolina. Dr. Hallock suggested that sometime in the future the Faculty Senate visit the Telemedicine Suite in the School of Medicine for a demonstration. In regards to health care reform and the recent change of elected officials, he felt that there would probably not be statewide healthcare reform. The School of Medicine has already felt some effect of the increase of managed care when two patients with Sigma insurance were turned away by the insurance company because Sigma does not have a contract with PCMH. The patients had to go to the Raleigh area for medical treatment. He stated that this is only the beginning of these types of actions.

E. Bob Thompson, Director of Planning and Institutional Research

Thompson presented and explained the report on employment categories including the following categories: Tenured, On-Track, and Fixed-Term. The Fixed-Term category included everyone on part time or temporary position, whether permanent or not. Between 1985 and this year, several changes have been made in how people are ranked, for example in 1985, librarians were not counted as faculty and now they are. There were also changes in how chairs were counted, whether coded as administrator or faculty. The trend is fairly clear that there is a decrease in full time tenure and an increase in tenure-track and fixed-term. Ferrell (History) asked if administrators who are tenured should be counted as faculty rather than administrators. Since in the first report, 25% of faculty are fixed-term, Ferrell asked if the 10% rule was still valid. The rule was to have 10% of the faculty in a fixed-term position in case of enrollment declines and a department was required to give money back. Thompson replied that that was not in his area. Ferrell asked who he should ask about the 10% rule. Thompson recommended Interim Vice Chancellor Yarbrough. Yarbrough commented that he did not recall any situation where a tenured person's position was replaced with a fixed-term position in order to have a position to revert if necessary. Ferrell pointed out that the practice may have occurred in some units. Muzzarelli (Allied Health Sciences) asked if fixed-term included a person on "soft" money. Thompson replied yes if the person had faculty rank. Miller (Philosophy) asked about the two reports, one which included School of Medicine faculty and the other which did not. He pointed out that the number of students are the same on both reports. Thompson stated that he did not change the number of students on the reports because the purpose was to give an idea on the number of faculty.

F. Tom Powell, Director of Admissions

Powell reported on the statistics for Fall 1994 admission. There were 2,409 new freshman, 1,419 transfer students and 731 re-entry students enrolled in the Fall Semester. The Freshman class did show a decline in the average SAT. The average high school GPA this year was 2.93 for the freshman class, and the average SAT declined from 920 last year to 913. Last year, ECU enrolled 19% of its freshman class from outside the state. The limit imposed by the system is 18%. As a

result, ECU had to decrease the number of out-of-state students to 17% this year. Over the past year the number of high school students have decreased dramatically and transfer persons are also decreasing. Despite this ECU has exceeded the enrollment projection by 59 students. Powell stated that they are having to face issues of retention and all faculty need to help look at this issue. It is predicted that approximately 40% of the freshman class will not continue through graduation. Karns (Business) asked if the 40% figure on retention is in line with the national average. Powell stated that he did not know but he felt the University should try to be better than average. Miller (Philosophy) a former chair of the Student Advising and Retention Committee, replied that 40% is the national average, but some schools with the same tuition, etc. have a much higher retention rate and that ECU does need to strive to do better.

G. Larry Hough, Faculty Assembly Delegate

Professor Hough (Political Science) presented a report on the Faculty Assembly meeting of 18 November 1994. The complete report is available for review in the Faculty Senate office, 140 Rawl Annex. Bailey (Philosophy) expressed his concern regarding additional pay raises for UNC-CH and NCSU. He felt that all faculty should be concerned about this and the future ramifications.

Following Professor Hough's report, Professor Chestang (Geography) offered the following farewell resolution to Professor John Conner Atkeson (History): "Whereas, one of our members is approaching the fullness of his maturity and has elected retirement; and whereas, that person has served two terms as Chair of the Faculty, and on more committees than one could name in a single session of the Senate; therefore be it resolved, that the Faculty Senate of East Carolina University express its gratitude and offer good wishes for a happy retirement to our friend and colleague John Conner Atkeson." **Resolution #94-39**

H. Election of One Faculty Senate Agenda Committee Member.

Jeff Jarvis (Music) was elected by acclamation to fill the vacancy on the Agenda Committee.

Agenda Item IV. Unfinished Business

There was no unfinished business to come before the Faculty Senate.

Agenda Item V. Report of Committees

A. Agenda Committee

Worth Worthington (Medicine), Vice Chair of the Committee, presented the second reading of a revision to the *ECU Faculty Manual*, Appendix A. There were no questions and the proposed revision was approved as presented. **Resolution #94-40** (Please refer to the list of resolutions at the end of this document for the full revision.)

Professor Worthington also presented the 1995-1996 Agenda Committee and Faculty Senate meeting dates. Farr (English) made a motion to move the December 12 Faculty Senate meeting date to the previous Tuesday, December 5, which would change the Agenda committee meeting to November 21. Clarke (Theater Arts) noted that November 21 would be during Thanksgiving break, therefore the motion was amended to move the Agenda Committee meeting date to November 14. The motion to amend the report was approved. The 1995-1996 Agenda Committee and Faculty Senate meeting dates were approved as amended. **Resolution #94-41** (Please refer to the list of resolutions at the end of this document for the meeting dates.)

B. Credits Committee

Tope Bello (Business), Vice Chair of the Committee, first presented the proposed addition to the *1994-1996 Undergraduate Catalog*. There were no questions and the proposed revision was approved as presented. **Resolution #94-42** (Please refer to the list of resolutions at the end of this document for the full revision.)

Professor Bello then presented the proposed revision to the *ECU Faculty Manual* and the *1994-1996 Undergraduate Catalog* concerning grade appeals. Hough (Political Science) asked about the length of time allowed for appeals. Ferrell (History) stated that the proposed revision seemed to not allow faculty members an opportunity to voice their concerns about the grade appeal. He then offered an

editorial amendment to read "The chairperson or dean shall review the student's request with the faculty member who made the request." The editorial amendment was not contested.

Felts (Health and Human Performance) suggested a term more appropriate than "relevant" be used in specifying department or school. The term was editorially change to read "instructor's chairperson". Grossnickle (Psychology) asked about an item mentioned earlier "that all stated students' materials are retained for one semester". Professor Bello stated that this was not a University policy but rather a policy within some departments. Grossnickle asked what would happen if a grade appeal was provided in some unit codes of operation. Bello replied that it would then become a university policy. Chair Anderson stated that that situation would require a case by case report on the various unit codes from the Unit Code Screening Committee to the Faculty Senate. Joyce (Physics) moved to recommit the proposed revision concerning grade appeals to the committee for further review. The motion to recommit was approved. **Resolution #94-43**

C. Faculty Welfare Committee

Donald Guy (Business), Vice Chair of the Committee, first presented procedures for selecting Mace Bearers. Hough (Political Science) asked what happens if the person meeting the criteria is unwilling to serve as a Mace Bearer. Guy responded that it was not the intent of the Committee to force a faculty member to do what they were unwilling to do. An editorial change was then made to read "who is available". The procedures for selecting Mace Bearers were approved as amended. **Resolution #94-44** (Please refer to the list of resolutions at the end of this document for the full procedures.)

Professor Guy then presented the proposed revision to the Faculty Marshal charge. Ferrell (History) asked who appointed the Faculty Marshals. Guy responded that the Chair of the Faculty recommends to the Chancellor, who actually appoints the members. The proposed revisions to the Faculty Marshal charge were approved as presented. **Resolution #94-45** (Please refer to the list of resolutions at the end of this document for the full revision.)

D. University Curriculum Committee

Donald Neal (Geology), Chair of the Committee, presented the curriculum matters contained in the minutes of 10 November 1994. There being no discussion, the curriculum matters were approved as presented. **Resolution #94-46**

Agenda Item VI. New Business

Parmalee Hawk (Education), Chair of the Teaching Effectiveness Committee, presented the proposed internal selection procedures for the newly established Board of Governors "Distinguished Professor for Teaching" awards. The procedures which are considered to be pilot guidelines were distributed to all Senators prior to the meeting. Hawk stated that the Committee did not have an extended period of time to prepare the criteria. Professor Duffy (Art) was also available for questions. Evans (Chemistry) offered amendments as distributed which increased the number of awards to six and the amount of the awards to \$1,000. Schadler (Business) asked if the number of awards was based on the distribution of classes, such as number greater than 50, etc. Hawk replied no. Farr (English) expressed concern with the cumbersomeness of applying for the awards and suggested that perhaps the committee could look at this for future awards. Interim Vice Chancellor Yarbrough stated that when classes are below 10, student surveys were not used unless requested. Hawk replied that persons who work with small classes such as School of Music and Medicine, frequently use individual surveys. Grossnickle (Psychology) asked about awards between graduate and undergraduate classes. Interim Vice Chancellor Yarbrough asked if it would be feasible to omit categories for the purposes of the awards this year. Hawk replied that she did not feel she could make that type of change without consulting with the Committee. Walsh (Nursing) asked if it was too late to streamline the process more due to the fact that some professors will not apply for this prestigious award because of the amount of work involved. The motion to amend the procedures as presented by Evans passed.

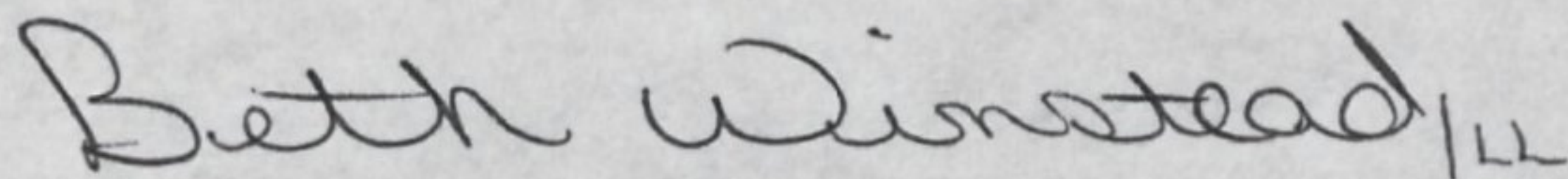
Felts (Health and Human Performance) stated his concerns with the categories and made the motion to delete the categories (class size) for this year. The motion to amend was approved. York (Academic Library Services) requested that for future awards the committee consider Academic

Library faculty since they teach classes as well as one on one teaching. Winstead (Health Sciences Library) commented that the faculty of the Health Sciences Library was also involved in instruction and would like to be included. Joyce (Philosophy) spoke in support of York and Winstead. Following discussion, the internal selection procedures for the newly established Board of Governors Distinguished Professor for Teaching awards were approved as amended. Resolution #94-47 (Please call the Faculty Senate office at ext. 6537 for a copy of the approved procedures.)

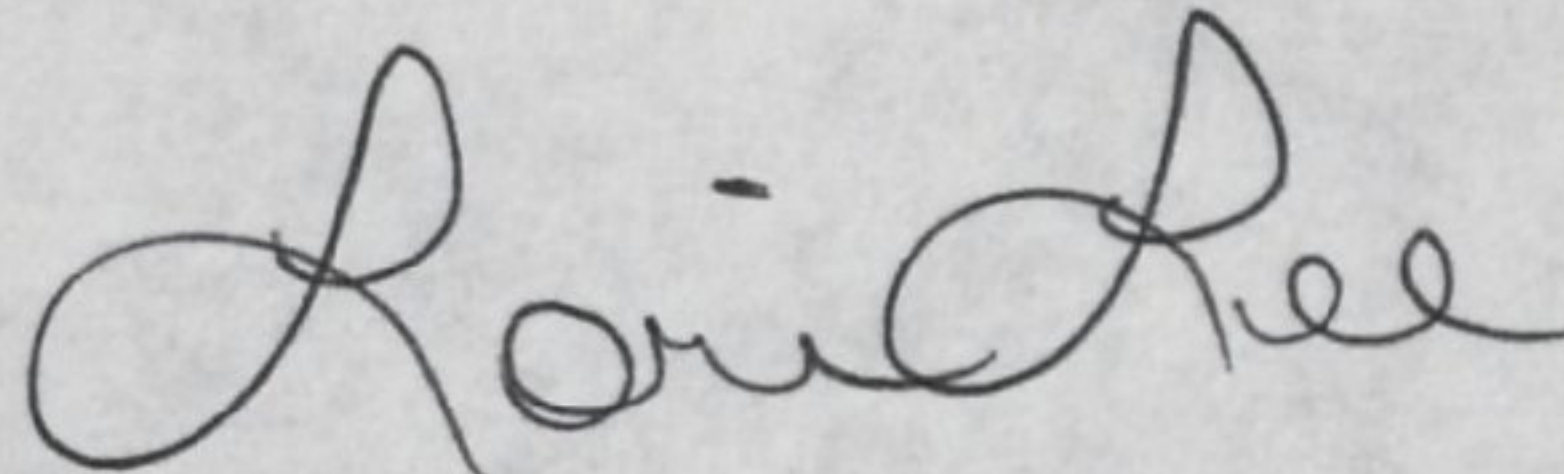
Atkeson (History) asked to be recognized for a final time prior to his upcoming retirement. He described the importance of strong faculty governance, involvement, and commitment to the institution.

There being no further business, the meeting adjourned at 4:25 p.m.

Respectfully submitted,



Beth Winstead
Health Sciences Library
Secretary of the Faculty



Lori Lee
Faculty Senate office

RESOLUTIONS PASSED AT THE 13 DECEMBER 1994, FACULTY SENATE MEETING.

- #94-39 Appreciation to John Conner Atkeson.
Disposition: Faculty Senate
- #94-40 Revision to *ECU Faculty Manual*, Appendix A, Replacing Section IX. Meetings of the Faculty Senate, second paragraph (page A-5) to read: "The organizational meeting of the Faculty Senate will be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period."
Disposition: General Faculty (on 21 August 1995), Chancellor
- #94-41 1995-1996 Agenda Committee and Faculty Senate meeting dates as follows:
- | <u>Agenda will meet:</u> | <u>Faculty Senate will meet:</u> |
|--------------------------|--|
| August 29, 1995 | September 12, 1995 |
| September 26, 1995 | October 10, 1995 |
| October 24, 1995 | November 7, 1995 |
| November 14, 1995 | December 5, 1995 |
| January 9, 1996 | January 23, 1996 |
| February 6, 1996 | February 20, 1996 |
| March 12, 1996 | March 26, 1996 |
| April 2, 1996 | April 16, 1996 |
| | April 17, 1996
(Organizational Meeting) |
- Disposition: Faculty Senate
- #94-42 Addition to the *1994-1996 Undergraduate Catalog*, Section 5. Academic Regulations, Policy on Posting Grades (pp. 51-52) that reads: "Questions about final examination grades should be directed to the instructor who determined the grade."
Disposition: Chancellor
- #94-43 Referred to the Credits Committee the proposed addition to the *ECU Faculty Manual*, Part III. Academic Information, concerning grade appeals.
Disposition: Credits Committee

- #94-44 Addition to the *ECU Faculty Manual*, Part IV. Personnel Policies that reads: "A Mace Bearer is the full-time, tenured professor who is available and is of greatest faculty seniority within the university. This person carries the mace at graduations and other University ceremonial occasions as requested by the Chancellor. The faculty with highest seniority in professorial rank will be determined each year by the Assistant Vice Chancellor for Human Resources."
Disposition: Chancellor
- #94-45 Revision to the Faculty Marshal Charge and addition to the *ECU Faculty Manual*, Part IV. Personnel Policies that reads: "Faculty Marshals are ten faculty and two alternates appointed from the full-time, tenured, senior faculty to serve at graduations and other such ceremonial occasions as requested by the Chancellor. Those appointed should be individuals readily recognized as outstanding members of the academic community. The Chief Faculty Marshal shall be the faculty marshal in the second or later year of appointment as a faculty marshal and who is of greatest faculty seniority among the faculty marshals. This seniority determination is made each year by the Assistant Vice Chancellor for Human Resources. The Chief Faculty Marshal shall serve as ex-officio on the Commencement Committee. A Faculty Marshal's appointment is a one-term, four year appointment beginning August 1. The Chair of the Faculty will make recommendations in May of each year to the Chancellor, who will appoint the individuals no later than July 31."
Disposition: Chancellor
- #94-46 Curriculum matters contained in the 10 November 1994, University Curriculum Committee meeting minutes.
Disposition: Chancellor
- #94-47 Procedures for the Board of Governors Distinguished Professor for Teaching Awards. (Please call the Faculty Senate office at ext. 6537 for a copy of the approved procedures.)
Disposition: Chancellor

**FULL FACULTY SENATE MINUTES ARE DISTRIBUTED TO FACULTY SENATORS, ALTERNATES,
ACADEMIC COMMITTEE CHAIRS, ACADEMIC UNIT ADMINISTRATORS, AND AVAILABLE
ELECTRONICALLY ON FSONLINE.**

**EAST CAROLINA UNIVERSITY
FACULTY SENATE**

EXECUTIVE MINUTES OF 13 DECEMBER 1994

The fourth regular meeting of the 1994-95 Faculty Senate was held on Tuesday, 13 December, 1994, in the Mendenhall Student Center Great Room.

The minutes of 15 November 1994, were approved as written.

Senators absent were: Chancellor Eakin, Eribo (Communication), and Bohannon (Human Environmental Sciences).

Alternates present were: McIntyre and Schadler for Doty and Killingsworth (Business), Knott for Brent (Education), Johnson for Glascoff (Health and Human Performance), Swanson for Fletcher (Medicine), Hough for Simon (Political Science), and Mooney for Schultz (Sociology).

1. Chancellor Eakin was in San Antonio, Texas attending a SACS meeting.
2. The Chancellor has approved the following resolutions:
 - #94-34 Fall 1994 Graduation Roster
 - #94-35 Revision to University Common Exam Schedule
 - #94-36 Revision to *ECU Faculty Manual*, Appendix L
 - #94-38 Curriculum matters of 13 October 1994
3. A sincere thanks was extended to Chancellor Eakin for providing the Faculty Senate with additional refreshments to add to the Christmas season.
4. 1994-1995 applications for the Research/Creative Activity Project Expanse Grants are available in the Faculty Senate office (140 Rawl Annex). The deadline for these grants is 15 January 1995.
5. The deadline for submission of materials to be considered by the University Curriculum Committee for inclusion in the 1995 Curriculum Catalog Supplement is 15 March 1995.

Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs, announced that at the December Board of Trustees meeting he and Patricia Anderson gave a report regarding quadrennial Unit Administrator evaluations. He commented that when one of the Trustees asked Chancellor Eakin what weight he gave these advisory recommendations, the Chancellor replied that he gave them very serious consideration. Interim Vice Chancellor Yarbrough stated that he had met with the Unit Code Screening Committee and expressed concern about the fact that some units were embellishing the wording of Appendix D. He asked Senators to remind their units to use the same wording in their code as in Appendix D so that the unit code does not conflict with Appendix D.

Dan Bishop, University Comptroller, was introduced to discuss the anticipated change in the pay schedule from monthly to bi-monthly paychecks.

James Hallock, Vice Chancellor for Health Sciences announced that PCMH and the Medical School had negotiated a new agreement for the next twenty years. The School of Medicine received three grants in telemedicine, totaling approximately two million dollars.

Bob Thompson, Director of Planning and Institutional Research, presented and explained the report on employment categories including the following categories: Tenured, On-Track, and Fixed-Term.

Tom Powell, Director of Admissions, reported on the statistics for Fall 1994 admission .

Larry Hough (Political Science), Faculty Assembly Delegate, presented a report on the Faculty Assembly meeting of 18 November 1994. The complete report is available for review in the Faculty Senate office, 140 Rawl Annex.

Following Professor Hough's report, Professor Chestang (Geography) offered the following farewell resolution to Professor John Conner Atkeson (History): "Whereas, one of our members is approaching the fullness of his maturity and has elected retirement; and whereas, that person has served two terms as Chair of the Faculty, and on more committees than one could name in a single session of the Senate; therefore be it resolved, that the Faculty Senate of East Carolina University express its gratitude and offer good wishes for a happy retirement to our friend and colleague John Conner Atkeson." **Resolution #94-39**

Jeff Jarvis (Music) was elected by acclamation to fill the vacancy on the Agenda Committee.

The second reading of a revision to the *ECU Faculty Manual*, Appendix A, relating to the organizational meeting of the Faculty Senate was approved as presented. **Resolution #94-40** (Please refer to the list of resolutions at the end of this document for the full revision.)

The 1995-1996 Agenda Committee and Faculty Senate meeting dates were approved as amended. **Resolution #94-41** (Please refer to the list of resolutions at the end of this document for the meeting dates.)

The proposed addition to the *1994-1996 Undergraduate Catalog* relating to the policy on posting grades was approved as presented. **Resolution #94-42** (Please refer to the list of resolutions at the end of this document for the full revision.)

The proposed revision to the *ECU Faculty Manual* concerning grade appeals was recommitted to the committee for further review. **Resolution #94-43**

The procedures for selecting Mace Bearers were approved as amended. Resolution #94-44 (Please refer to the list of resolutions at the end of this document for the full procedures.)

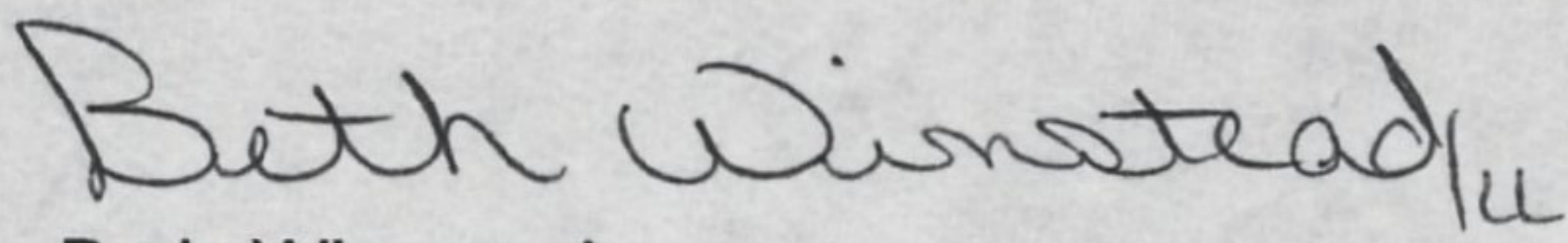
The proposed revisions to the Faculty Marshal charge were approved as presented. Resolution #94-45 (Please refer to the list of resolutions at the end of this document for the full revision.)

The curriculum matters contained in the University Curriculum Committee minutes of 10 November 1994, were approved as presented. Resolution #94-46

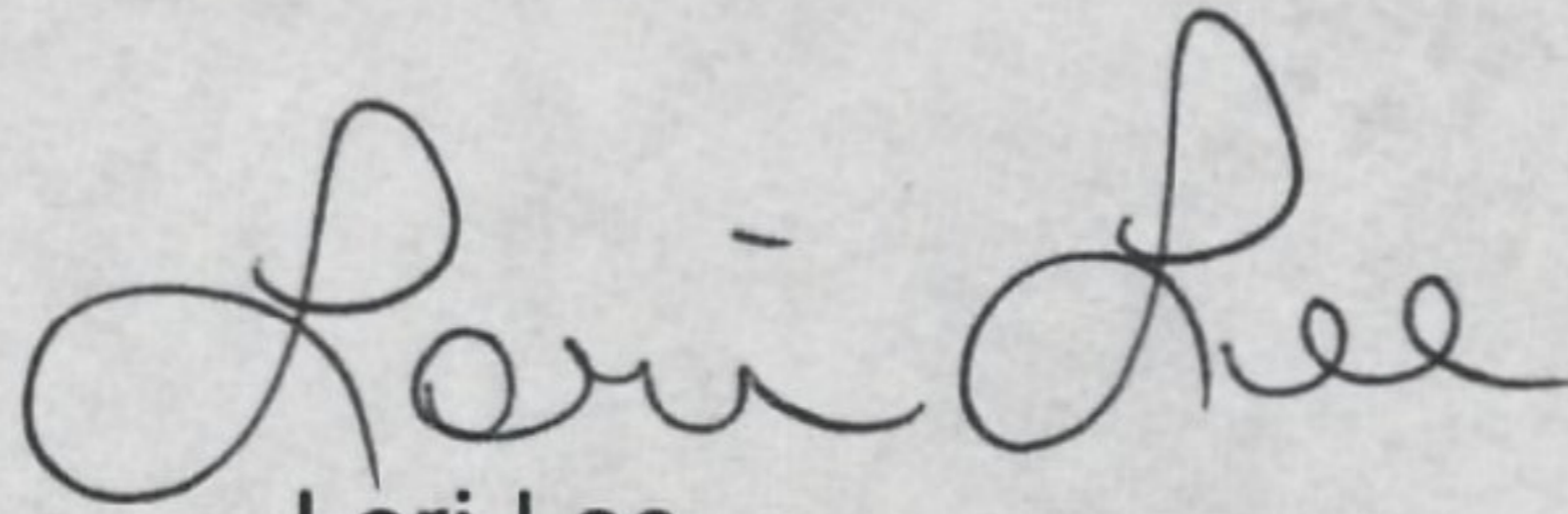
The internal selection procedures for the newly established Board of Governors Distinguished Professor for Teaching awards were approved as amended. Resolution #94-47 (Please call the Faculty Senate office at ext. 6537 for a copy of the approved procedures.)

There being no further business, the meeting adjourned at 4:25 p.m.

Respectfully submitted,



Beth Winstead
Health Sciences Library
Secretary of the Faculty



Lori Lee
Faculty Senate office

RESOLUTIONS PASSED AT THE 13 DECEMBER 1994, FACULTY SENATE MEETING.

- #94-39 Appreciation to John Conner Atkeson. Disposition: Faculty Senate
- #94-40 Revision to *ECU Faculty Manual*, Appendix A, Replacing Section IX. Meetings of the Faculty Senate, second paragraph (page A-5) to read: "The organizational meeting of the Faculty Senate will be held on a Tuesday following the last regular meeting of the spring semester but before the beginning of the examination period." Disposition: General Faculty (on 21 August 1995), Chancellor
- #94-41 1995-1996 Agenda Committee and Faculty Senate meeting dates as follows:
- | <u>Agenda will meet:</u> | <u>Faculty Senate will meet:</u> |
|--------------------------|---|
| August 29, 1995 | September 12, 1995 |
| September 26, 1995 | October 10, 1995 |
| October 24, 1995 | November 7, 1995 |
| November 14, 1995 | December 5, 1995 |
| January 9, 1996 | January 23, 1996 |
| February 6, 1996 | February 20, 1996 |
| March 12, 1996 | March 26, 1996 |
| April 2, 1996 | April 16, 1996 |
| | April 17, 1996 (Organizational Meeting) |
- Disposition: Faculty Senate
- #94-42 Addition to the *1994-1996 Undergraduate Catalog*, Section 5. Academic Regulations, Policy on Posting Grades (pp. 51-52) that reads: "Questions about final examination grades should be directed to the instructor who determined the grade." Disposition: Chancellor
- #94-43 Referred to the Credits Committee the proposed addition to the *ECU Faculty Manual*, Part III. Academic Information, concerning grade appeals. Disposition: Credits Committee
- #94-44 Addition to the *ECU Faculty Manual*, Part IV. Personnel Policies that reads: "A Mace Bearer is the full-time, tenured professor who is available and is of greatest faculty seniority within the university. This person carries the mace at graduations and other University ceremonial occasions as requested by the Chancellor. The faculty with highest seniority in professorial rank will be determined each year by the Assistant Vice Chancellor for Human Resources." Disposition: Chancellor
- #94-45 Revision to the Faculty Marshal Charge and addition to the *ECU Faculty Manual*, Part IV. Personnel Policies that reads: "Faculty Marshals are ten faculty and two alternates appointed from the full-time, tenured, senior faculty to serve at graduations and other such ceremonial occasions as requested by the Chancellor. Those appointed should be individuals readily recognized as outstanding members of the academic community. The Chief Faculty Marshal shall be the faculty marshal in the second or later year of appointment as a faculty marshal and who is of greatest faculty seniority among the faculty marshals. This seniority determination is made each year by the Assistant Vice Chancellor for Human Resources. The Chief Faculty Marshal shall serve as ex-officio on the Commencement Committee. A Faculty Marshal's appointment is a one-term, four year appointment beginning August 1. The Chair of the Faculty will make recommendations in May of each year to the Chancellor, who will appoint the individuals no later than July 31." Disposition: Chancellor
- #94-46 Curriculum matters contained in the 10 November 1994, University Curriculum Committee meeting minutes. Disposition: Chancellor
- #94-47 Procedures for the Board of Governors Distinguished Professor for Teaching Awards. (Please call the Faculty Senate office at ext. 6537 for a copy of the approved procedures.) Disposition: Chancellor