

PLEASE POST FOR ALL FACULTY TO READ!

EAST CAROLINA UNIVERSITY  
2000-2001 FACULTY SENATE

The sixth regular meeting of the 2000/2001 Faculty Senate will be held on **Tuesday, 27 February 2001**, at 2:10 in the Mendenhall Student Center, Great Room.

FULL AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**  
30 January 2001
- III. **Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Richard Eakin, Chancellor
  - D. Vice Chancellor's Report
  - E. Brenda Killingsworth, Faculty Assembly Delegate  
Report on Faculty Assembly meeting of 16 February 2001.  
  
A written report on the Faculty Assembly meeting of 17 November 2000, will be provided to Senators at the meeting.
  - F. Brenda Killingsworth, SACS Self Study Director
  - G. Election of Faculty Officers Nominating Committee  
According to *ECU Faculty Manual*, Appendix A, Section VII.
- IV. **Unfinished Business**
  - A. Committee on Committees, Henry Ferrell  
Final Approval of Revised Academic Committee Charges.
    - 1. Calendar (attachment 1).
    - 2. Continuing and Career Education (attachment 2).
    - 3. University Budget (attachment 3).
    - 4. University Curriculum (attachment 4).
    - 5. Educational Policies and Planning (attachment 5).
    - 6. Faculty Governance (attachment 6).
    - 7. Faculty Information Technology (attachment 7).
    - 8. Faculty Welfare (attachment 8).
    - 9. Unit Code Screening (attachment 9).
    - 10. Libraries (attachment 10).
    - 11. Research/Creative Activity Grants (attachment 11).
    - 12. Student Scholarships, Fellowships, and Financial Aid (attachment 12).
    - 13. Teaching Grants (attachment 13).
    - 14. Academic Awards (attachment 14).
    - 15. Academic Standards (attachment 15).
    - 16. Admission and Retention Policies (attachment 16).
    - 17. Student Academic Appellate (attachment 17).

· V. · **Report of Committees**

- A. Calendar Committee, Mary Farwell  
Proposed Summer 2002, Fall 2002, and Spring 2003 University Calendars  
(attachment 18).
- B. Faculty Governance Committee, Henry Ferrell
  - 1. Interpretation to the *ECU Faculty Manual*, Appendix D (attachment 19).
  - 2. Interpretation to the *ECU Faculty Manual*, Appendix L (attachment 20).
- C. General Education Committee, Michele Sharp  
Report on General Education - Humanities Credit for three English courses.
- D. University Curriculum Committee, James Smith  
Curriculum matters contained in the minutes of the 8 February 2001, Committee Meeting.
- E. Unit Code Screening Committee, Ralph Scott  
Revised School of Education Unit Code of Operation

VI. **New Business**

**East Carolina University Faculty Senate  
CALENDAR COMMITTEE CHARGE**

*Faculty Senate Resolution pending*

1. Name: Calendar Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee considers calendar matters for university units, except the School of Medicine.

B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.

C. The committee schedules examination, holiday, and vacation periods.

D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at the March meeting and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

None

8. Standard Meeting Time:

The committee does not have a standard meeting time.

East Carolina University Faculty Senate  
**CONTINUING AND CAREER EDUCATION  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Continuing and Career Education Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee reviews program quality, faculty, student services, support services, and policies and future directions relating to continuing education, distance education, summer school, weekend university, and lifelong learning.
- B. The committee examines and recommends policies relating to continuing education, distance education, and summer school teaching, including qualifications, number of hours, and compensation.
- C. The committee reviews career and cooperative education programs of the University.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

None

8. Standard Meeting Time:

The committee meeting time is scheduled for the fourth Wednesday of each month.

**This new committee replaces the Continuing Education  
and Career Education Committees.**

East Carolina University Faculty Senate  
**UNIVERSITY BUDGET  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: University Budget Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
- B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions including the lapsed salary budget, the carryover budget, and the biennium budget requests.
- C. The committee advises the Chancellor on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.

5. To Whom The Committee Reports:

The committee advises the Chancellor. The committee reports to the Faculty Senate concerning its recommendations to the Chancellor.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to advise the Chancellor as described in section 4.A.1 above.

8. Standard Meeting Time:

The committee meeting time is scheduled for the third Thursday of each month.

East Carolina University Faculty Senate  
**UNIVERSITY CURRICULUM COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: University Curriculum Committee

2. Membership:  
7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings.
- B. The committee recommends policies and procedures governing the acceptability of programs and courses.
- C. The committee reviews requests for permission to establish new degree programs and requests to establish new minors.
- D. The committee reviews and acts on proposals for new courses and programs and modifications of existing programs, the banking and deletion of courses (and programs), and standards and requirements for admission to, and retention in, degree programs.
- E. The committee considers other items that affect the curriculum of undergraduate programs.
- F. The committee acts on recommendations from the Council of Teacher Education regarding proposed changes in teacher education requirements.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

8. Standard Meeting Time:

The committee meeting time is scheduled for the second and fourth Thursday of each month.

East Carolina University Faculty Senate  
**EDUCATIONAL POLICIES AND PLANNING**  
**COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Educational Policies and Planning Committee
2. Membership:  
7 faculty members  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers the adequacy, balance, and excellence of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
  - B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.
  - C. The committee reviews information concerning proposals for new curricula, programs, and academic policies, or for revisions in existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses the University Academic and Resource Allocation Standards as the basis for its reviews.
  - D. The committee acts upon requests for permission to plan and establish new degree programs and requests for permission to establish new minors. The committee shall use the University Academic and Resource Allocation Standards as the basis for its review.
  - E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures).
5. To Whom The Committee Reports:  
The committee advises the Chancellor as described in 4.B. above. The committee reports to the Faculty Senate concerning its recommendations to the Chancellor and/or requests it has received from the Chancellor.  
  
The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors. This report may be made by electronic means through the Faculty Senate office.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.

**Full Faculty Senate Agenda  
Attachment 5. (continued)**

Educational Policies and Planning Committee Charge

7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to advise the Chancellor as described in 4.A.2. above.
8. Standard Meeting Time:  
The committee meeting time is scheduled for the second Friday of each month.

East Carolina University Faculty Senate  
**FACULTY GOVERNANCE COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Faculty Governance Committee
2. Membership:  
7 faculty members  
  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, and one faculty senator selected by the Chair of the Faculty.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers matters relating to Appendix A. Faculty Constitution and By-Laws, where there is no conflict with the functions of the Committee on Committees.
  - B. The committee considers matters relating to Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University, Appendix L. East Carolina University Code, and other governance documents not specified in other committee charges.
  - C. The committee considers policies and procedures related to initial faculty appointment, tenure, promotion in rank, merit, (see Appendix D. Tenure Policies and Regulations of East Carolina University), and other such matters as may pertain to the general well-being of the faculty, e.g. sexual harassment policy.
  - D. The committee advises the Chair of the Faculty regarding the contents of the Faculty Manual.
  - E. The committee considers matters relating to unit re-evaluations.
5. To Whom The Committee Reports:  
The committee recommends to the Faculty Senate revisions to Appendix A, Faculty Constitution and By-Laws, Appendix C. Personnel Policies and Procedures for the Faculty of East Carolina University, Appendix D. Tenure Policies and Regulations of East Carolina University, and Appendix L. East Carolina University Code. The committee makes recommendations concerning unit re-evaluations to the Faculty Senate. The committee makes its recommendations on policies concerning initial faculty appointment, tenure, promotion, and merit to the Faculty Senate.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to advise the Chair of the Faculty regarding the contents of the *Faculty Manual*.
8. Standard Meeting Time:  
The committee meeting time is scheduled for the 2nd Wednesday of each month.

East Carolina University Faculty Senate  
**FACULTY INFORMATION TECHNOLOGY  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Faculty Information Technology Committee
2. Membership:  
  
7 faculty members  
  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee recommends policy related to the academic use of information technology.
  - B. The committee participates in the strategic planning for the academic usage of information resources.
  - C. The committee reviews Information Resources Coordinating Council policy recommendations that affect academic usage of information technology.
  - D. The committee represents faculty opinion on information technologies and related policies.
  - E. The committee pursues new University technology initiatives, reviews funding priorities, and makes recommendations as appropriate.
  - F. The committee reviews issues related to the academic use of information technology brought to it by faculty members.
5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
8. Standard Meeting Time:  
The committee meeting time is scheduled for the second Monday of each month.

East Carolina University Faculty Senate  
**FACULTY WELFARE  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Faculty Welfare Committee
2. Membership:  
  
7 faculty members  
  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers programs and policies relating to insurance, annuities, leaves of absence, and all other programs and policies which affect the general welfare of the faculty or of specific faculty members.
  - B. The committee reviews policies related to faculty salaries and fringe benefits and reports annually to the Faculty Senate on these topics.
  - C. The committee recommends new programs and policies related to faculty welfare and revisions to existing ones.
5. To Whom The Committee Reports:  
  
The committee recommends new programs and policies related to faculty welfare, or revisions to existing ones, to the Faculty Senate.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
8. Standard Meeting Time:  
The committee meeting time is scheduled for the second Thursday of each month.

East Carolina University Faculty Senate  
**UNIT CODE SCREENING  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Unit Code Screening Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty Senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee reviews academic unit codes and changes to existing academic unit codes to insure compliance with the *ECU Faculty Manual* and policies, "General Guidelines for Writing and Revising Unit Codes" (adopted by the Faculty Senate), the Code of the University of North Carolina, and other appropriate documents.

B. The committee revises the "General Guidelines for Writing and Revising Unit Codes" when necessary.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

None

8. Standard Meeting Time:

The committee does not have a standard meeting time.

East Carolina University Faculty Senate  
**STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Student Scholarships, Fellowships, and Financial Aid Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee recommends policy guidelines for granting scholarships, fellowships, and other financial aid programs.
- B. The committee recommends recipients of specified student financial aid scholarships.
- C. The committee keeps up-to-date information on scholarships and fellowships available to students.
- D. The committee reviews periodically the overall operation of the Student Financial Aid Office.

5. To Whom The Committee Reports:

The committee makes its recommendations concerning policies and procedures to the Faculty Senate. The committee recommends recipients of specified student financial aid scholarships to the Director of Financial Aid.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to make recommendations regarding the granting of specified student financial aid scholarships.

8. Standard Meeting Time:

The committee meeting time is scheduled for the fourth Monday of each month.

East Carolina University Faculty Senate  
**TEACHING GRANTS COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Teaching Grants Committee

2. Membership:

12 elected faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include six members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and six members from the Professional Schools and other academic units, with no more than one from each professional school.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 7 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients.
- B. The committee recommends teaching grant proposals to be funded, based on the merit of the proposals. Members of the committee are permitted to submit proposals for the committee's consideration. No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. That member of the committee shall not be present when his or her proposal is being considered by the committee.

5. To Whom The Committee Reports:

The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing teaching grant proposals to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to make recommendations regarding the funding of research proposals.

8. Standard Meeting Time:

The committee does not have a standard meeting time.

East Carolina University Faculty Senate  
**ACADEMIC AWARDS COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Academic Awards Committee

2. Membership:

7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee recommends, when required, policies and procedures governing the granting of awards for meritorious teaching and advising, research, and service.

B. The committee recommends candidates for receipt of awards in the various categories to include, but not limited to, the Alumni Distinguished Professor for Teaching Awards and Research Awards.

5. To Whom The Committee Reports:

The committee recommends to the Faculty Senate policies and procedures governing awards in the various categories. The committee recommends candidates for awards to the appropriate issuing body.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to recommend candidates for awards.

8. Standard Meeting Time:

The committee meeting time is scheduled for the first Thursday of each month.

**This new committee would replace the award functions of the Research/Creative Activity Policies Committee and the Teaching Effectiveness Committee.**

East Carolina University Faculty Senate  
**ACADEMIC STANDARDS  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Academic Standards Committee

2. Membership:  
7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee recommends policies to improve and advance faculty teaching and student learning.
- B. The committee promotes teaching excellence and recommends means to identify faculty teaching success. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The Committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.
- C. The committee makes recommendations regarding proposed changes, including individual courses, in the general education requirements. The committee makes recommendations to the University Curriculum Committee regarding proposed changes in the general education requirements.
- D. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Director of the Honors Program.

5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee also recommends semester course offerings in the Writing Across the Curriculum Program to the Director of the Writing Across the Curriculum Program and semester course offerings in the Honors Program to the Director of the Honors Program. The committee recommends curricular changes in the Writing Across the Curriculum Program, Honors Program, and General Education to the University Curriculum Committee.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to make reports to the program directors as indicated above and to the University Curriculum Committee as appropriate.

8. Standard Meeting Time:

The committee meeting time is scheduled for the third Monday of each month.

**This new committee replaces the General Education, Teaching Effectiveness, Honors Program, and Writing Across the Curriculum Committees.**

East Carolina University Faculty Senate  
**ADMISSION AND RETENTION POLICIES**  
**COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Admission and Retention Policies Committee

2. Membership:  
7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee considers matters related to undergraduate recruitment, admission, advising, and retention of students.
- B. The committee recommends to the Faculty Senate policies and procedures governing undergraduate recruitment, admissions, advising, retention, and readmission.
- C. The committee considers and proposes to the Faculty Senate policies and procedures pertaining to academic credits and standards. This includes, but is not limited to, auditing and repetition of courses, advanced placement credit, grading, course attendance, scholastic eligibility requirements, academic probation and suspension, degrees with distinction, honors listings (Honor Roll, Dean's List, Chancellor's List), schedule changes, withdrawal from the University, course-load limitation, residence requirements for graduation and other similar items.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

None

8. Standard Meeting Time:

The committee meeting time is scheduled for the first Monday of each month.

**This new committee replaces the non-appellate functions of the Admissions and Recruitment, Credits, Readmission Appeals, and Student Advising and Retention Committees.**

East Carolina University Faculty Senate  
**STUDENT ACADEMIC APPELLATE  
COMMITTEE CHARGE**  
*Faculty Senate Resolution pending*

1. Name: Student Academic Appellate Committee

2. Membership:  
7 faculty members

Ex-officio members (with vote): The Chancellor or an appointed representative, the Vice Chancellor for Academic Affairs or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee serves as an appeals board for entering students who do not meet admission requirements.
- B. The committee serves as an appeals board for students denied permission to drop a course.
- C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.
- D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.
- E. The committee serves as an appeals board for students appealing financial aid decisions.

5. To Whom The Committee Reports:

The committee reports its appellate decisions to the appropriate administrative office.

6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.

7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.

8. Standard Meeting Time:

The committee meeting time is scheduled for the first Wednesday of each month.

**This new committee replaces the appellate functions of the following committees: Admissions and Recruitment, Course Drop Appeals, Credits, Readmission Appeals, and Student Scholarships, Fellowships, and Financial Aid Committees.**

**Full Faculty Senate Agenda  
27 February 2001  
Attachment 18.**

**CALENDAR COMMITTEE REPORT**

Summer Session 2002

First Term

(Actual days First Term: 4 Mondays, 6 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for registration, 1 day for final examinations.)

March 15, Friday	Last day to apply for admission to Graduate School for first summer term.
May 17, Friday	Schedules canceled for all who have not paid fees by 4:00 PM.
May 20, Monday	New student registration; schedule changes.
May 21, Tuesday	Classes begin; late registration; schedule changes.
May 22, Wednesday	Last day for late registration and schedule changes (drop and add) for first term.
May 23, Thursday	Last day for schedule changes (add only); last day for submission of grade replacement requests.
May 27, Monday	Holiday (no classes).
June 4, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
June 19, Wednesday	Last day for graduate students to drop courses without grades.
June 25, Tuesday	Classes end.
June 26, Wednesday	Final examinations.

Second Term

(Actual days Second Term: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays, 5 Fridays, 1 day for registration, 1 day for final examinations.)

May 1, Wednesday	Last day to apply for admission to Graduate School for second summer term.
June 24, Monday	Schedules canceled for all who have not paid fees by 4:00 PM.
June 26, Wednesday	New student registration; schedule changes.
June 27, Thursday	Classes begin; late registration; schedule changes.
June 28, Friday	Last day for late registration and schedule changes (drop and add) for second term.
July 1, Monday	Last day for schedule changes (add only); last day for submission of grade replacement requests.
July 4, Thursday	State holiday (no classes).
July 11, Thursday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.
July 22, Monday	Last day to submit thesis to Graduate School for completion of degree in the summer session.
July 26, Friday	Last day for graduate students to drop courses without grades.
August 1, Thursday	Classes end.
August 2, Friday	Final examinations; last day to submit appeals for readmission for Fall semester.

Weekend Program Classes Summer Schedule 2002

(Actual class days: 10 Fridays, 10 Saturdays, 2 days for Final Exams)

May 17, Friday	Weekend Program registration and schedule changes; Weekend Program classes begin.
May 21, Tuesday	Last day for Weekend Program class schedule changes (drop and add); last day for submission of grade replacement requests.
June 11, Tuesday	Last day for Weekend Program students to drop a Weekend Program class or to withdraw from school without grades.
July 5-July 6 Friday-Saturday	6:30 p.m., Weekend Program July 4th holiday begins (no classes).
July 27, Saturday	Weekend Program classes end.
August 2-3 Friday-Saturday	Weekend Program exams.
August 3, Saturday	Summer session ends.

## Full Faculty Senate Agenda Attachment 18. (continued)

### Fall Semester 2002

(Actual class days: 14 Mondays, 16 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 14 Saturdays. Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 14 Saturdays)

June 3, Monday	Last day to apply for admission to Graduate School for the Fall semester.
August 2, Friday	Last day to submit appeals for readmission for Fall semester.
August 9, Friday	Schedules canceled for all who have not paid fees by 4:00 PM.
August 12, Monday	Fall semester fees accepted with late processing fee.
August 16, Friday	6:30 p.m. Weekend Program classes begin.
August 19, Monday	Faculty meetings.
August 20, Tuesday	Classes begin; late registration; schedule changes.
August 21, Wednesday	Last day for Weekend Program schedule changes (drop and add).
August 26, Monday	Last day for late registration and schedule changes (drop and add).
August 27, Tuesday	Last day for schedule changes (add only).
August 30, Friday	6:30 p.m., Weekend Program Labor Day holiday begins (no classes).
September 2, Monday	Labor Day holiday (no classes).
September 3, Tuesday	Last day to apply for graduation in December. State holiday makeup day (classes which would have met on <u>Monday</u> , September 2, will meet on this day so there will effectively be the same number of Mondays and Tuesdays as every other weekday during the semester; Tuesday classes will <u>not</u> meet.) This does not apply to Weekend Program classes.
October 1, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings. Last day for undergraduate students to drop a Weekend Program class or to withdraw from school without grades. Last day for submission of grade replacement requests.
October 11, Friday	6:30 p.m., Weekend Program Fall Break begins (no classes).
October 12-15 Saturday-Tuesday	Fall Break.
October 16, Wednesday	8:00 a.m. Classes resume.
November 4, Monday	Registration for Spring Semester 2003 begins.
November 19, Tuesday	Last day to remove incompletes given during Spring and/or Summer session 2002.
November 27-December 1 Wednesday-Sunday	Thanksgiving break.
December 2, Monday	8:00 a.m. - classes resume. Last day for graduate students to drop courses without grades.
December 3, Tuesday	Last day to submit thesis to the Graduate School for completion of degree in this term.
December 10, Tuesday	Classes end.
December 11, Wednesday	Regular Exams begin.
December 13-14 Friday-Saturday	Weekend Program exams.
December 14, Saturday	Commencement.
December 18, Wednesday	6:00 p.m. Exams for Fall semester close; last day to submit appeals for readmission for Spring semester.

**Full Faculty Senate Agenda  
Attachment 18. (continued)**

**EXAMINATION SCHEDULE  
FALL SEMESTER 2002**

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate classes meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (December 11-December 18). Graduate classes meeting at night will hold their examination during their regular class times the first class night during the examination period. Classes meeting on Saturday morning will have the final examination on Saturday, December 14, at the usual hour at which the class meets. Weekend Program classes will have exams on Friday and Saturday (December 13-December 14) at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTh class will meet the examination schedule of the 9:00 a.m. TTh class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

CHEM 1121, 1131, 1151, 1161 .....	5:00 - 7:00 Wednesday, December 11
CHEM 0150, 1120, 1130, 1150, 1160.....	5:00 - 7:00 Thursday, December 12
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001 .....	5:00 - 7:00 Friday, December 13
MATH 1065 .....	5:00 - 7:00 Monday, December 16
FREN 1002, SPAN 1002, 1003, GERM 1002 .....	5:00 - 7:00 Tuesday, December 17
ECON 2113, 2133 .....	5:00 - 7:00 Wednesday, December 18

Times class regularly meets	Time and day of examination
8:00 MWF .....	8:00 - 10:00 Wednesday, December 18
8:00 TTh .....	8:00 - 10:00 Tuesday, December 17
9:00 MWF .....	8:00 - 10:00 Friday, December 13
9:00 TTh (9:30).....	8:00 - 10:00 Thursday, December 12
10:00 MWF .....	8:00 - 10:00 Monday, December 16
10:00 TTh .....	8:00 - 10:00 Wednesday, December 11
11:00 MWF .....	11:00 - 1:00 Wednesday, December 18
11:00 TTh .....	11:00 - 1:00 Tuesday, December 17
12:00 MWF .....	11:00 - 1:00 Friday, December 13
12:00 TTh (12:30).....	11:00 - 1:00 Thursday, December 12
1:00 MWF .....	11:00 - 1:00 Monday, December 16
1:00 TTh .....	11:00 - 1:00 Wednesday, December 11
2:00 MWF .....	2:00 - 4:00 Wednesday, December 18
2:00 TTh .....	2:00 - 4:00 Tuesday, December 17
3:00 MWF (3:30).....	2:00 - 4:00 Friday, December 13
3:00 TTh (3:30).....	2:00 - 4:00 Thursday, December 12
4:00 MWF .....	2:00 - 4:00 Monday, December 16
4:00 TTh .....	2:00 - 4:00 Wednesday, December 11
5:00 MWF .....	5:00 - 7:00 Monday, December 16
5:00 TTh .....	5:00 - 7:00 Thursday, December 12

## Full Faculty Senate Agenda Attachment 18. (continued)

Spring Semester 2003

(Actual class days: 14 Mondays, 16 Tuesdays, 16 Wednesdays, 15 Thursdays, 14 Fridays, 14 Saturdays. Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 14 Saturdays.)

October 15, Tuesday	Last day to apply for admission to Graduate School for the Spring semester.
December 18, Wednesday	Last day to submit appeals for readmission for Spring semester.
December 20, Friday	Spring semester fees accepted with late processing fee.
January 6, Monday	Class schedules canceled for all who have not paid fees by 4:00 PM.
January 7, Tuesday	Classes begin; late registration; schedule changes.
January 10, Friday	6:30 p.m., Weekend Program classes begin.
January 13, Monday	Last day for late registration and schedule changes (drop and add).
January 14, Tuesday	Last day for schedule changes (add only). Last day for Weekend Program schedule changes.
January 20, Monday	State holiday (no classes).
January 21, Tuesday	State holiday makeup day (Classes which normally would have met on <u>Monday</u> , January 20, will meet on this day so that there will effectively be the same number of Mondays and Tuesdays as every other weekday during the semester; Tuesday classes will <u>not</u> meet). This does not apply to Weekend Program classes.
January 21, Tuesday	Last day to apply for graduation in May.
February 18, Tuesday	Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40 percent of their regularly scheduled class meetings. Last day for submission of grade replacement requests.
February 18, Tuesday	Last day for undergraduate students to drop Weekend Program class or withdraw from school without grades.
March 1, Saturday	Weekend Program classes meet.
March 2-9 Sunday - Sunday	Spring Break.
March 10, Monday	8:00 a.m. - Classes resume.
March 24, Monday	Registration for Summer session and Fall semester 2003 begins.
April 8, Tuesday	Last day to remove incompletes given during Fall semester 2002.
April 17, Thursday	Last day for graduate students to drop courses without grades.
April 18-19 Friday-Saturday	State holiday (no classes).
April 21, Monday	Last day to submit thesis to the Graduate School for completion of degree in this term.
April 26, Saturday	Weekend Program classes end.
April 30, Wednesday	State holiday makeup day (Classes which normally would have met on <u>Friday</u> , April 18, will meet on this day so that there will effectively be the same number of Wednesdays and Fridays as every other weekday during the semester; Wednesday classes will <u>not</u> meet). This does not apply to Weekend Program classes.
April 30, Wednesday	Classes end.
May 1, Thursday	Regular exams begin.
May 2-3 Friday-Saturday	Weekend Program exams.
May 8, Thursday	7:00 p.m. Exams for Spring semester close.
May 10, Saturday	Commencement.

**Full Faculty Senate Agenda  
Attachment 18. (continued)**

EXAMINATION SCHEDULE  
SPRING SEMESTER 2003

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate classes meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (May 1 - May 8). Graduate classes meeting at night will hold their examination during their regular class times the first class night during the examination period. Classes meeting on Saturday morning will have the final examination on Saturday, May 3, at the usual hour at which the class meets. Weekend Program classes will have exams on Friday and Saturday (May 2-May 3) at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examination at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTh class will meet the examination schedule of the 9:00 a.m. TTh class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

CHEM 1121, 1131, 1151, 1161 .....	5:00 - 7:00	Thursday, May 1
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001 .....	5:00 - 7:00	Friday, May 2
MATH 1065 .....	5:00 - 7:00	Monday, May 5
FREN 1002, SPAN 1002, 1003, GERM 1002 .....	5:00 - 7:00	Tuesday, May 6
ECON 2113, 2133 .....	5:00 - 7:00	Wednesday, May 7
CHEM 0150, 1120, 1130, 1150, 1160 .....	5:00 - 7:00	Thursday, May 8

Times class regularly meets	Time and day of examination
8:00 MWF .....	8:00 - 10:00 Monday, May 5
8:00 TTh .....	8:00 - 10:00 Tuesday, May 6
9:00 MWF .....	8:00 - 10:00 Wednesday, May 7
9:00 TTh (9:30) .....	8:00 - 10:00 Thursday, May 8
10:00 MWF .....	8:00 - 10:00 Friday, May 2
10:00 TTh .....	8:00 - 10:00 Thursday, May 1
11:00 MWF .....	11:00 - 1:00 Monday, May 5
11:00 TTh .....	11:00 - 1:00 Tuesday, May 6
12:00 MWF .....	11:00 - 1:00 Wednesday, May 7
12:00 TTh (12:30) .....	11:00 - 1:00 Thursday, May 8
1:00 MWF .....	11:00 - 1:00 Friday, May 2
1:00 TTh .....	11:00 - 1:00 Thursday, May 1
2:00 MWF .....	2:00 - 4:00 Monday, May 5
2:00 TTh .....	2:00 - 4:00 Tuesday, May 6
3:00 MWF (3:30) .....	2:00 - 4:00 Wednesday, May 7
3:00 TTh (3:30) .....	2:00 - 4:00 Thursday, May 8
4:00 MWF .....	2:00 - 4:00 Friday, May 2
4:00 TTh .....	2:00 - 4:00 Thursday, May 1
5:00 MWF .....	5:00 - 7:00 Monday, May 5
5:00 TTh .....	5:00 - 7:00 Tuesday, May 6

Full Faculty Senate Agenda  
27 February 2001  
Attachment 19.

FACULTY GOVERNANCE COMMITTEE REPORT

Interpretation to the *ECU Faculty Manual*, Appendix D

**Preamble**

At ECU, we believe in a two track, administrator / faculty, process for consideration of personnel matters, including promotion and tenure. At the same time, sometimes it would seem beneficial to have the unit administrator participate in discussions, but not in the committee's decision process.

**Interpretation**

Unit administrators are ordinarily excluded from unit Personnel Committee discussions concerning candidates for appointment, re-appointment, promotion, or permanent tenure, and *must be* excluded from any meeting where votes are taken. However, at the invitation **by a 2/3 vote of the personnel committee**, a unit administrator may meet with the committee to discuss **appointments**. The unit administrator should never initiate such a meeting.

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Full Faculty Senate Agenda  
27 February 2001  
Attachment 20.

FACULTY GOVERNANCE COMMITTEE REPORT

Interpretation to the *ECU Faculty Manual*, Appendix L

**Interpretation**

A new professional school's proposal to organize into self-governing autonomous units shall be reviewed by the Faculty Governance Committee and the Faculty Senate as outlined in Appendix L section C.2. Vestigial codes are included with the proposal for the new school and are approved by the Educational Policies and Planning Committee, but subsequent unit codes shall be submitted to the Unit Code Screening Committee.