

**East Carolina University  
FACULTY SENATE  
FULL MINUTES OF OCTOBER 11, 2005**

The second regular meeting of the 2005-2006 Faculty Senate was held on Tuesday, October 11, 2005, in the Mendenhall Student Center, Great Room.

**Agenda Item I. Call to Order**

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

**Agenda Item II. Approval of Minutes**

The minutes of September 13, 2005, meeting were approved as presented.

**Agenda Item III. Special Order of the Day**

**A. Roll Call**

Senators absent were: Professors Zoller (Art and Design), Fletcher and Willson (Medicine), Wilson (Sociology), Parliamentarian Anderson, Chancellor Ballard, and Vice Chancellor Lewis.

Alternates present were: Professors Walker for Painter (Allied Health Sciences), Dosser for Lamson (Child Development and Family Relations), Holloman for Warren (Education), Boklage for Gilliland (Medicine), Moll for Taggart (Music), Abrahamson for Ciesielski (Technology and Computer Science), Parker for Funaro (Theatre and Dance), and Cope for Allred (Psychology).

**B. Announcements**

Chancellor Steve Ballard was unable to attend the meeting due to his attendance at the opening of the NC Biotechnology Center and later alumni event in Virginia Beach. Vice Chancellor Michael Lewis was unable to attend due to his attendance at the NCIOM Board meeting in Durham.

Bob Morrison (Chemistry) graciously agreed to serve as Parliamentarian during the meeting.

The Chancellor has approved the following resolutions from the September 13, 2005, Faculty Senate meeting:

05-38 Cycle for Five-Year Unit Evaluations

05-39 Classroom discussion on alcohol

05-40 Interpretation to the *ECU Faculty Manual*, Appendix L

Said Said (Mathematics) and Paul Fallon (Foreign Language and Literatures) served as tellers during the elections.

Candidate's portfolio of evaluative materials (teaching philosophy, nominating letter, list of courses taught, student and peer evaluations, and 3 letters of support from former students) for the University Award for Outstanding Teaching and Robert L. Jones Award for Outstanding Teaching should be submitted to the Ad Hoc Teaching Awards Committee via the Faculty Senate office, 140 Rawl Annex by Thursday, December 1, 2005.

Candidate's portfolio of evaluative materials for the Board of Governors Distinguished Professor for Teaching Awards and the Board of Governors Award for Excellence in Teaching should be submitted to the Faculty Development Center, 122 Ragsdale by Thursday, December 1, 2005.

Nominee's materials (departmental and unit review committee nominating letters, complete CV, and 3 letters from outside referees) for the ECU Awards for Excellence in Research or Creative Activity should be submitted to the Academic Awards Committee via the Faculty Senate office, 140 Rawl Annex by Thursday, December 1, 2005.

The Committee on Committees is charged with filling two upcoming delegate and alternate vacancies on the UNC Faculty Assembly. Information has been distributed to all faculty and nomination forms are due in the Faculty Senate office by Tuesday, November 8, 2005.

Prior to the meeting, Jim Smith, Provost and Vice Chancellor for Academic Affairs, thanked the Senators for serving in the Faculty Senate and for all they did for ECU. He provided the Senators with the noted below overview of Academic Affairs activities this month.

1. Budget Matters: The Chancellor's Executive Council continues to evaluate divisional requests on the \$6.5million General Institutional Support budget. This is the first time in many years that such collaborative discussions have occurred, if ever. Each division has the opportunity to request monies from this fund, now that the \$2.5million mandated cut has been taken (proportionately from the 4 areas of enrollment increase monies: faculty positions, academic support, library support, and general institutional support). These discussions should be completed in the next 2-3 weeks.

2. Faculty Position Allocations: There were approximately 129 new faculty positions earned by OP-agreed upon enrollment projections for 2005-06. After the 15 positions given back as the prorated percentage of the cut from the enrollment increase monies, that leaves 114. Given the 83% vs. 17% balance of student credit hour increases between Academic Affairs and Health Sciences, after agreements are reached on priorities to be considered first, the balance of the faculty positions will be divided between the divisions on the 83/17 percentage basis. Position allocations should be determined by the November Senate meeting. I will share the relevant memorandum.

3. New Operating Monies in Academic Affairs and Health Sciences: The academic support money portion of the enrollment increase money covers faculty benefits and increased operating costs. The new operating money totals \$1,554,342, and the 17/83% HS/AA should apply. Those monies will be allocated over the next month on the basis of deans' priorities in both divisions.

4. Promotion and Tenure Recommendations: As you know, these processes are well underway in the units. These actions are among the most important that we do as a university and I trust that we continue to mentor our younger faculty and work together to produce the best possible guidance in these important matters.

5. Leadership Proposals Sought re the BB&T Gift: The ten deans have received grant application forms for proposals for matching funds for leadership projects. If you have an interest and wish more information, please consult with your dean's office. We have approximately \$150,000 a year from BB&T to foster leadership programs for our students.

6. Service Learning and Leadership Courses and Programs: Please know that any and all matters relating to service learning and leadership curriculum development are, as with all curriculum matters, the province of the faculty to develop and evaluate. We have a long tradition of faculty guidance in curriculum. Accreditation agencies insist on it as well.

C. Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

Vice Chancellor Mageean discussed the opening of the eastern office of the BioTechnology Center. This center was formed through the efforts of not only ECU, but also the city of Greenville, the community colleges, the Committee of 100 and the Eastern Regional Development Authority. Although there is a lot of work to do, the Center will promote the well being of this region in making great strides in research. Dr. Mageean also stressed the importance of investing in our graduate students if we are to be known as a research University. This includes stipends as well as tuition waivers. Dr. Mageean stated that she wants to get to know the faculty and is looking forward to working with them.

Tabrizi (Technology and Computer Science) asked if Dr. Mageean would continue to support the one-time research grant funding of \$40,000 as seed money to encourage more outside funding. VC Mageean noted that yes, she hoped to enhance this program yet will first look at the old process and consider changes according to what is a fair and equitable process for all on campus.

D. Garrie Moore, Vice Chancellor for Student Life

Vice Chancellor Moore stated that this was his first time to address the Senate and that he wished to thank all faculty for their assistance in working with the programs for our students. He stated that his area is looking to build a strong connection between Academic Affairs and Student Life not only in the current programs but also in shaping what Student Life is to be in the year 2015. The help of the faculty is vital as faculty understands what students may need in programs that Student Life may not currently be engaged in. He thanks the faculty in advance for all future collaborative efforts. Student Life will continue to build strong leadership programs and services and invites the faculty to be a part of this development. No questions were expressed to Vice Chancellor Moore.

E. Terry Holland, Director of Athletics

Mr. Holland discussed the class attendance policy and zero tolerance for missed classes unless it is an excused absence. Some sports may not require any classes to be missed but others carry a heavy burden, which can impact class attendance. Coaches expect students to attend all their classes. The same criteria that makes a student a good athlete must be applied to academics. Information from the faculty is vital. Mr. Holland is asking the faculty to cooperate in filling out the grade report. The percentage of faculty supplying this information has gone from 58% to 66% but more is needed. We need to work together to support reasonable policy, and information ahead of time is vital if we are to work effectively and efficiently. Prior knowledge upon entering ECU will allow students to make important decisions about which sports they can participate in. Cooperation within the conferences in setting schedules will help get student to class. He asks the faculty to supply reasonable guidelines so that we can educate our students before they enroll as to what their choices will be and give as much information as possible on the current students.

Wang (Geography) asked if Mr. Holland could discuss the recent firing of the baseball coach. Mr. Holland stated that this was a personnel issue that, by law, could not be discussed.

F. Catherine Rigsby, Chair of the Faculty

Dr. Rigsby stated that there are still vacancies on committees and anyone interested in volunteering for the Citation Appeals Board (2006 term), Research/Creative Activity Grants Committee (2006 term), Student Scholarships, Fellowships, and Financial Aid Committee (2007), or University Budget Committee (2008) should contact her. The Board of Trustees had met the previous week and some of the items discussed included 1) the site of the new Mendenhall Ledonia Wright Cultural Center had been approved and was to be located between this building and the library. 2) Student fees (student

life, etc.), with some members in favor of increasing fees to provide funds for programs while others wanted to keep fees as low as possible. Rigsby stated that the Provost had established a committee to investigate this issue and that Cal Christian and Nancy House, both members of the University Budget Committee, were on this new committee. 3) Final discussion on the mechanism for establishing new initiatives in connection with the Academic Programs Development Team had been delayed until next month.

Rigsby discussed a request from the Provost for all tenure track faculty to complete the Harvard Graduate School of Education Survey. This survey was being used to gather information on the institutional support and satisfaction of tenure track faculty. Rigsby also discussed the request from the Service Learning Administrative Committee to become a Faculty Senate committee. This request had been forwarded to the Committee on Committees for their consideration. She noted that the request was a positive step in formulating this new aspect of student learning and that service learning is an important part of the University's curriculum.

Tabrizi (Technology and Computer Science) asked if there would be money next year for innovative technology proposals. Provost Smith noted that he would look into this and let Professor Tabrizi and others know.

G. Rob Lange, Associate Director of Admissions

Mr. Lange presented the annual report on the freshman class. 3238 were enrolled of which 544 were out of state. Average SAT score was 1050. Average high school GPA was 3.524 on a 4.0 scale. Out of class rank the average student is the 74% percentile in their senior graduating class. Mr. Lange stated that this is the highest it has ever been. Male to female ratio this fall is 38% male, 62% female. Efforts are continuing to be made to increase diversity on campus. The number of students who have self identified themselves as minorities has increased and will continue to increase. This was the first time a home schooled student has won an ECU Scholar Award for incoming freshman.

Chair Rigsby (Geology) asked about first-generation college students. Mr. Lange noted that he did not come with that information but would be happy to forward it to the body after the meeting. Levine (Medicine) asked about freshmen on athletic scholarships. Mr. Lange offered to also forward that information to the body following the meeting.

H. Jan Tovey, Faculty Assembly Delegate

Dr. Tovey presented a report on the September 16, 2005, Faculty Assembly meeting. She stated that the resolution honoring past chair, Jeff Passe, was approved. Brad Wilson, Chair of the UNC Board of governors, reported on 1) Presidential Search: Wilson outlined the calendar and procedures for the search and thought the committee would name a new president by the end of the year. When questioned, Wilson responded that there was no special process for faculty input. 2) Tuition Task Force: BOG is engaged in examining the campus-based tuition process. They have identified the need to give authority to individual campuses to raise tuition within an established range, and, in turn, place more responsibility at the trustee level. 3) Textbook: board is looking at the issue of increased cost of textbooks in an attempt to find ways to better serve students in terms of quality and cost. The Planning, Programs, and Administration Committee of the Assembly plans to provide faculty input concerning textbooks. Any comments from ECU faculty can be directed to Jan Tovey.

Dr. Tovey noted that in spite of a cut of \$42 million (1.7%), the final state budget saw an increase of 10.9%. We can expect hurricane relief to impact federal monies. She stated that steps have been

taken in the admissions process to ensure the safety of UNC students. About 12 students were not offered admission because of failure to disclose information asked on the admissions form.

Committees reported their priorities for the year. These include review of best practices for tenure and review procedures, adoption of the Academic Freedom Resolution, further exploration of strategic plan directions and their impact on the budget, examine role of faculty benefits as recruitment/retention issue, review of organizational structure of the Assembly, improve faculty input into new program development and reallocation of space, and review of the use and impact of Delaware data on resource allocation. In addition, the Governance Committee will work on helping to bring campuses in compliance with the new Minimal Standards for Shared Governance, passed at the April 2005 meeting.

#### I. Question Period

Robinson (Mathematics) asked about the Strategic Planning process and 5 year unit evaluation. Provost Smith noted that the Faculty Senate approved Resolution #05-38 in September 2005 stated: "In accordance with Faculty Senate Resolution #04-21, the cycle for the Five-Year Unit Evaluations should be modified to fit the schedule of (combined undergraduate and graduate) program review (coordinated with external professional accreditation reports whenever possible). The Unit Evaluation would serve as a faculty comment on the unit's self study, a response to the findings and recommendations of the review team, and would be used in the development of a unit response to the recommendations derived from the program review. For the purpose of this recommendation, a unit is defined in accordance with Appendix D of the East Carolina University Faculty Manual which states "academic units are defined as departments described in the codes of operation of professional schools, the departments in the College of Arts and Sciences, professional schools without departments, Academic Library Services, Health Sciences Library, and any other units in which faculty appointments are made. In the College of Arts and Sciences and in professional schools whose unit codes describe departmental structures, departmental chairs are the unit administrators. In schools that do not have departments described in their unit codes, the dean of the school is the unit administrator."

Provost Smith noted that the unit evaluation was not tied to the planning process. Chancellor Ballard had been discussing more flexibility with the Strategic Planning process and Vice Provost Henry Peel had been asked to lead this discussion.

Tabrizi (Technology and Computer Science) stated that innovations in technology were being created by faculty but the University was not using or supporting the new creations. He asked why the University was not being supported. Vice Chancellor Mageean responded to Professor Tabrizi by stating that an integral part of our research infrastructure was to be responsive to the needs of faculty. She invited him to meet with her sometime soon after the meeting to discuss this further. Provost Smith also called for any suggestions for supporting innovation to be passed on to him.

#### Agenda Item IV. Unfinished Business

##### Report from the Chancellor's Smoking Task Force

Bill Koch, Director of the Environmental Health and Safety Department, presented a report on the Task Force on Non-Smoking. This task force was established by the Chancellor and has met several times over several months to discuss health issues regarding tobacco smoke. Bill Koch gave a brief history of the formation of NC laws in regards to smoking but also stated that you will not find a written smoking policy on this campus. However, it is understood that there is no smoking in the buildings. Contacts made to Human Resources and the Attorneys office did not provide any

information on a smoking policy. The Task Force is supportive of the concept to create a cultural shift rather than a written policy to discourage smoking. In general, the Task Force concept entails putting signs on building stating that there will be no smoking within 25 feet of the buildings or high traffic areas or areas (which could pull smoke into the buildings) and providing designated smoking areas (which will protect smokers from the elements and will be convenient). Smoking will not be allowed in any shared University vehicles. There will also be access to smoking cessation programs. There will be no formal written policy and we expect everyone on the campus will work together to respect each others rights. The task force will continue to work with the Office of the President on smoking issues.

Morrison (Chemistry) thanked Bill and the Task Force for their work thus far on this important issue.

#### Agenda Item V. Report of Committees

##### A. Committee on Committees

Henry Ferrell (History), Chair of the Committee, first presented the Committee's wish to change Professor Angela Thompson's (History) 2006 alternate term on the Grievance Appellate Board to a 2008 regular term. There was no objection. Then Professor Ferrell presented Professor Christa Reiser (Sociology) as the nominee for the new 2006 alternate term on this appellate committee. Professor Reiser was accepted by acclamation.

Professor Ferrell then presented nominees for Hearing Appellate Committee: Anne Dickerson (Allied Health Sciences), David Long (History), and Jim Kirkland (English). The nominees were accepted by acclamation with Professors Dickerson and Long serving 2006 Alternate member terms and Professor Kirkland serving a 2008 Alternate term.

##### B. Admission and Retention Policies Committee

Larry Seese (Business), Chair of the Committee, presented a proposed revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, relating to Class Attendance and Participation Regulations.

Horst (Music) moved to strike "and may be advised to drop the course." in the third paragraph of the proposed text. Following discussion and a standing vote, the motion to strike was approved.

Moll (Music) moved to change the word "required" in the third paragraph of the proposed text to "advised". The motion to change failed.

Decker (Health and Human Performance) moved to add "Instructors are required to recognize and honor University-excused absences." as the first sentence in the third paragraph of the proposed text. Following discussion, the motion to add failed.

Dobbs (Medicine) moved to add "3. participation in activities directly related to university course work and part of the course requirements." and "To qualify for a university-excused absence, as in 3., above, an activity must: • be directly related to the course work; • be of a nature that prevents it from being accomplished at a time that does not conflict with a class; • be announced on the first day of class with complete information regarding date, time, purpose, and duration; • be limited to one per course per term; and • be submitted by the course instructor, through the appropriate departmental chairperson, director, or dean, to reach the Office of the Provost or his or her designee not later than one month prior to the start of the term." Following discussion, the motion to add failed.

Following further discussion, the proposed revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, relating to Class Attendance and Participation Regulations, was approved as amended. **RESOLUTION #05-41**

C. Faculty Governance Committee

Purificacion Martinez (Foreign Languages and Literatures), Chair of the Committee, presented an interpretation of the *ECU Faculty Manual*, Appendix D, relating to faculty members' eligibility for serving on search committees.

Winstead (Health Sciences Library) spoke against the interpretation, noting that her unit code stated that all faculty and staff are eligible to serve on search committees. Eakes (Nursing) spoke against the interpretation stated that 59% of faculty in the School of Nursing are fixed-term faculty. Given (Foreign Languages and Literatures) spoke against the interpretation stating that the *ECU Faculty Manual*, was unclear on this issue.

Allen (Chemistry) asked about past search committees that had violated this interpretation and had fixed-term faculty on them. Chair Rigsby stated that we can do nothing about past violations to our Faculty Manual policies; we can only encourage people to comply with the Faculty Manual in the future. Long (History) asked what was the alternative to accepting this interpretation. Martinez and Chair Rigsby explained that interpretations do not change the Faculty Manual; they only clarify/explain it, hence (as outlined in the Part 1 of the Faculty Manual) the interpretation would stand regardless of the outcome of the today's vote. Following a lengthy discussion, the Faculty Senate did not accept the interpretation of the *ECU Faculty Manual*, Appendix D, relating to faculty eligibility for serving on search committees.

D. Faculty Grievance Committee

Gene Hughes (Business), Chair of the Committee, presented for information only an overview of the 2004-05 Committee activities. There was no discussion and the annual report of the Faculty Grievance Committee was accepted as presented.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Christine Zoller  
Secretary of the Faculty  
School of Art and Design

Lori Lee  
Administrative Officer  
Faculty Senate

Jan Tovey  
Interim Secretary of the Faculty  
Department of English

**FACULTY SENATE RESOLUTION APPROVED AT THE OCTOBER 11, 2005, MEETING**

05-41 Revision to the *ECU Undergraduate Catalog*, Section 5: Academic Regulations, relating to Class Attendance and Participation Regulations. Replace the current text with the following:

"CLASS ATTENDANCE AND PARTICIPATION REGULATIONS

Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting, and, at the discretion of the instructor, absences because of late registration may not be automatically excused.

Each instructor shall determine the class attendance policy for each of his or her courses, as long as the instructor's policy does not conflict with university policy as described herein. The instructor's attendance policy, along with other course requirements, will be presented to the class, preferably in writing, at the first class meeting. Faculty may include class attendance as criteria in determining a student's final grade in the course. If class attendance is to affect a student's grade, then a written statement to that effect must be part of the course syllabus.

Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course. If a student anticipates that he or she may miss more than 10% of class meeting time as a result of university-excused absences, the student is required to discuss this matter with the instructor at the beginning of the semester.

Instructors may require that students provide reasonable advanced notice of a university-excused absence, when possible. It is the student's responsibility to obtain verification of a university-excused absence by contacting the Office of the Provost or his or her designee. Requests for university-excused absences should be submitted, whenever possible, to the Office of the Provost or his or her designee at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

The death of an immediate family member or student participation in religious holidays may be considered an excused absence under university policy. Should such a circumstance occur, and the faculty member desires verification, the student should contact the Office of the Provost or his or her designee for a university-excused absence and provide documentation of the particulars.

The Student Health Service does not issue official written excuses for illness or injury except in the case of a final examination when a grade of incomplete (I) is requested by the student. Upon student request, however, the Student Health Service will confirm that the student has received medical care.

The Office of the Provost or his or her designee may authorize university excused absences for the following activities:

1. Participation in authorized activities as an official representative of the university (i.e., sporting events, delegate to regional or national meetings or conferences, participation in and necessary travel to and from university-sponsored performances);
2. Participation in other activities deemed by the Office of the Provost or his or her designee to warrant an excused absence.

Any student who feels that he or she has been treated unfairly concerning absences or has been misinformed by the faculty member regarding that instructor's absence policy shall have the right to appeal through the appropriate Dean."

Disposition: Chancellor