East Carolina University
FACULTY SENATE
FULL MINUTES OF MARCH 29, 2011

The seventh regular meeting of the 2010-2011 Faculty Senate was held on Tuesday, March 29, 2011, in the Mendenhall Student Center Great Room.

Agenda Item I. Call to Order
Marianna Walker, Chair of the Faculty called the meeting to order at 2:10 p.m.

Agenda Item II. Approval of Minutes
The minutes of February 22, 2011 were approved as presented.

Agenda Item III. Special Order of the Day
A. Roll Call
Senators absent were: Professors Romack (Chemistry), Heidal (Nutrition Science), Wilson (Sociology/Faculty Assembly Delegate), and Chancellor Ballard.

Alternates present were: Professors Eble for Henze (English), Walsh for Miller (Geological Sciences), Russell for Jenks (History), Benson for Carolan (Mathematics), Roper for MacGilvray (Medicine), and Sanders (Technology and Computer Science).

B. Announcements
The Chancellor has approved the following resolutions from the February 22, 2011 Faculty Senate meeting:

11-08 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection C. Employee Involvement in Political Candidacy and Office Holding.

11-09 Faculty advice on Administrator Evaluation of Chancellor.

11-10 Curriculum matters contained in the January 13, 2011 University Curriculum Committee minutes.

11-11 Resolution on Budget Matters.

11-12 Revisions to the ECU Undergraduate Catalog, Academic Regulations, Subsection During Schedule Change Period.

11-13 Approval of Foundation Curriculum Course for Arts, THEA 2015.

11-15 New Section to the ECU Faculty Manual, Part V. Academic Information, entitled Policy to Remove Foundation Curriculum Credit.

11-17 Revisions to the ECU Faculty Manual, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection B. Application for Graduation.

11-19 Revisions to the ECU Faculty Manual, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection L. Travel and Expense Allowances (with editorial revision deleting phrase "out of state and out of country".

11-20 Revisions to the ECU Faculty Manual, Part VI. General Personnel Policies, Section VII. Other Policies, Subsection B. Weapons Policy.

11-21 Request to rename the Department of Counselor and Adult Education to Department of Higher, Adult, and Counselor Education, within the College of Education.

11-22 Request to rename the Lean Six-Sigma Certificate to Lean Six-Sigma Black Belt Certificate, within the Department of Technology Systems, College of Technology and Computer Science.

11-23 Request to establish an Interdisciplinary Minor in Linguistics, within the Department of English, College of Arts and Sciences.

11-24 Request to rename SPED-MAEd Licensure Certification in Mental Retardation Program to SPED-MAEd Licensure Certification in Intellectual Disabilities Program, within the Department of Curriculum and Instruction, College of Education.

11-25 Request for a new Health Information Technologies Concentration in the Bachelor of Industrial Technology Degree, within the Department of Technology Systems, College of Technology and Computer Science.

11-26 Request for Discontinuation of the Pathology Assistant Certificate Program, within the Department of Pathology and Laboratory Medicine, School of Medicine.

11-27 Request for Discontinuation of the Bachelor of Arts degree in Studio Art, within the School of Art and Design, College of Fine Arts and Communication.

Thanks to Faculty Senate Alternates Professor Carolyn Willis (Academic Library Services) and Professor Puri Martinez (Foreign Languages and Literatures) for agreeing to serve as Tellers today.

Academic Committee Chairs are reminded that Committee Annual Reports are due in the Faculty Senate office by May 1, 2011.

Faculty interested in periodically receiving issues of *The Chronicle of Higher Education* are asked to call the Faculty Senate office at 328-6537 and place their name on a list for distribution.

Following the Scholarship Workshop last month, the Student Scholarships, Fellowships, and Financial Aid Committee has worked with the Financial Aid office to provide an online list of University Scholarships available to students at:
http://www.ecu.edu/cs-acad/financial/scholarbycollege.cfm#a4.

Link to University Budget Committee report that was distributed electronically prior to the meeting: http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa311ubcreport.pdf. The below memo was also distributed via email to all faculty.

ECU Faculty
The state of North Carolina like most other states is facing a significant budget deficit and struggling to balance its budget. As a result of these economic realities East Carolina University will likely face another significant budget cut this coming year, and again for several more years going forward. Given the magnitude of base budget cuts we have endured over the last several years, it may no longer be possible to completely spare the academic core of the University from cuts as in the past. The University Budget Committee of the Faculty Senate and members of the Administration have been reviewing the budget situation throughout the year. The University Budget Committee has provided updates to the Faculty Senate, and advice to the Chancellor and senior administration regarding this situation. Two years ago a University Budget task force was convened. The Task Force solicited and received suggestions on how the University might reduce expenses and improve efficiencies. All of the comments were carefully considered, and those that could be put in place were acted on. In keeping with our charge to provide faculty advice to the Chancellor and Administration, we are seeking input from the faculty at large regarding suggestions that might help the University manage further budget cuts in the coming fiscal year and beyond. Any member of the faculty with suggestions related to the budget issues facing ECU is encouraged to forward them to any member of the University Budget Committee.

The members of the committee are listed below:

REGULAR MEMBERS:	EX-OFFICIO MEMBERS:
Scott MacGilvray, Chair	Joe Gaddis, Rep. of Chancellor
Todd Fraley, Vice Chair	Gary Vanderpool, Rep. of VC for Health Sciences
Maureen Ellis, Secretary	Wanda Wynne, Rep. of VC for Research and Graduate Studies
Donald Palumbo	Rick Niswander, Interim VC for Administration and Finance
John Given	Patricia Anderson, Rep. of Chair of the Faculty
Alexandra Shlapentokh	Jinling Huang, Rep. of Faculty Senate
	Dillon Godley, Rep. of Student Body

C. Steve Ballard, Chancellor
Chair Walker stated that Chancellor Ballard sent his regret for missing the meeting due to lobbying and legislative meetings. She noted that the Chancellor and Philip Rogers had an appointment with the Speaker of the House, Representative Tillis, to discuss protecting the integrity of our academic programs, our centers and institutes, and the new School of Dental Medicine. Chair Walker noted that ECU was lucky to have such administrative advocacy.

D. Marilyn Sheerer, Senior Vice Chancellor for Academic and Student Affairs
The Provost began her comments by reporting on the Honors College. She stated that as of March 23, 209 students were offered admission into the Honors College from a pool of 437

applicants. The deadline for applications was December 9, 2010. The students that were accepted have an unweighted grade point average of 3.79 and a SAT score of 1283. Thirty three per cent of these students are male and 12.4% are minority students. These students receive an amount of money equivalent to the amount of money required to pay for in state tuition for four years. The funding for the Honors College comes from campus based tuition and financial aid. The desire is to enroll 100 students in the fall 2011, this would be the second entering class for the Honor's College. Applications for the Honors College have nearly tripled. Retention appears to be quite high for that reason the third entering class size may be somewhat lower based on available funding.

There are also EC Scholars awards which provide the students $10,000 per year for four years as well as a $5,000 stipend for study abroad. Funding for EC Scholars is from private sources. The initial group of 16 students that were selected has an unweighted grade point average of 3.87. The average SAT score for these students was 1344. Forty percent of this group are male and 40% self identified as minority students.

Former Chancellor Eaken has founded an Honors Advisory Committee that is chaired by Professor Marsha Ironsmith. A Faculty Senate representative will be added to that committee. Provost Sheerer mentioned that she had worked closely with Chair Walker on the Faculty Manual Steering Committee and she stated that she is very aware of the work that is done in the Faculty Senate committees. She stated that much of that work is very well done and she thanked the committee for the time that is spent on the work undertaken in these committees.

Provost Sheerer has asked the Committee on Committees to consider establishing a Writing Across the Curriculum committee and a Service Learning committee since these topics involve curriculum issues. The EPPC and Budget Committee have been doing a lot of work based on the Chancellor's request to develop criteria for program curtailment or program discontinuation. There is program alignment currently underway at UNC CH and at NC State. EPPC has asked the Chancellor if they could have two more weeks to complete their assignment on establishing criteria for curtailment or realignment. There will be another committee that will be announced in Early May and much of the work of this committee will be in the fall. The work of this committee should be to establish long-term strategies for which no immediate cost savings are expected.

The Provost concluded her remarks by discussing the impact of the budget on Academic Affairs. She stated that all Deans have documented how their colleges would meet the requirement of a 10% cut. These cuts were made by reducing operating funding, not filling open positions and reducing fixed-term positions. The designated cuts did not have to be consistent within all units across the college. A number of fixed-term contracts are being held while others are being filled. There will be no multiyear contracts offered; all fixed-term contracts will be for the term of one year. Class sizes have increased. Some SPA and communications positions are not being filled. Faculty travel will be restricted after July 1.

Professor Bauer (English) asked if there was a policy being developed for students already at ECU as Juniors, Seniors, etc. Provost Sheerer stated that the current thinking is that students can "earn the right" to come into the Honor's College and that this has been deferred until later. Provosts Sheerer also noted that Professor Marsh Ironsmith had agreed to work in the Honors

College on curriculum and that she would be asked to see how we can address those students you referenced. This topic was under discussion but that no decision had been reached yet.

Professor Fitzgerald (Medicine) asked about travel restrictions and how they inhibit academic pursuits that faculty are here to do. He asked how we could balance the academic mission with travel restrictions? Provost Sheerer stated that only State funding for travel was restricted and that grant funding was another source that could be used. However, she stated that if the budget got too bad there might be a restriction from General Administration throughout the system. The scenario was no picnic but that is just the way it may be with the severe budget times ahead.

Professor Preston (Education) asked in reference to travel that severe restrictions were already in place and some were not allowed to travel even with overhead money. It seems unfair when you hear that some faculty travel. He then asked if a faculty member has grant funds, could he or she still plan to travel right now? Provost Sheerer replied "yes".

Professor Schenarts (Medicine) asked, as we approach the time that we come out of the budget problem, how limber will ECU be to hold onto good faculty? How best can we continue to recruit new faculty with all of the restrictions? We find ourselves in a unique location that is hard to attract faculty. He stated that he would like to see ECU ready to respond once the State comes out of the budget crisis. Provost Sheerer stated that Chancellor Ballard wants a Program Realignment Committee to be formed after Educational Policies and Planning Committee (EPPC) reports to him on the criteria to create a strategic plan. This will be done so that we will know where to go once the budget crisis is over.

Professor Walker thanked Provost Sheerer for her support of shared governance and for having a good working relationship with the Faculty Senate. She stated that the faculty appreciated her advocacy.

E. Marianna Walker, Chair of the Faculty
Professor Walker (Allied Health Sciences) provided the following remarks to the Faculty Senate.

"Communication. It's a word that we often take for granted. This word actually defines my discipline, both in the science and in the clinical practice associated in managing its disorders affecting both speech and language. I am finding, in this second year of leading the faculty that this word and concept is often taken for granted. Even with the increased technological applications that are available to us (including social media), we often find gaps in our messages or communication especially with constituent groups external to the university. Working to increase our communication, from both internal and external parameters, would serve the university well in the year ahead.

As we all know, the budget situation in North Carolina has resulted in the university and its faculty to be under scrutiny relating to our responsibilities and relationship to the education of students. We have heard that legislators have inquired about our teaching loads and research productivity. We have been compared to K-12 educators and many are questioning what faculty members do on a daily basis. Does the general public and legislators understand that our scholarship and teaching are linked? And do they understand that in addition to teaching our courses, we mentor and develop future researchers and scholars? Do they understand that

many of our students go on to graduate school based on the undergraduate education they received from us? Do they understand the complexity of our undergraduate, graduate, and doctoral programs and the excellent reputation they have both at regionally, state-wide, nationally, and internationally? Does the public understand that many programs at ECU provide mentoring for both students and faculty to be engaged with their community, while at the same time using these opportunities for both teaching and scholarship?

How many of you saw the story on "stuttering" in the Daily Reflector this past Sunday? While there was mention the "Speech Easy" was developed by researchers at ECU, their names were not provided, nor were they even profiled. Also the ECU Speech Language and Hearing Clinic, which is a university clinic linked to a training program, was not mentioned even though the article discussed "speech therapy". When was the last time you saw any media that truly showcases a faculty member that is widely disseminated to the general public or to newspapers in other parts of our state? While the EAST Magazine has done a nice job of showcasing many deserving faculty members; future students, inquisitive parents, our house and senate representatives, and the general public may not see this magazine. Why not include faculty in the *Pirate Profiles* online?

Who decides on the impact of faculty?? Our mission statement is certainly one of those messages that many see, especially those at GA and hopefully in the legislature. But, what are we doing to link people to the strategic mission of the university? Many ads showcase Distance Education, and while this does bring in enrollment growth funding, this is a tool to deliver our knowledge, to allow students to obtain a degree and for many, a profession. Distance Education is only possible because of the faculty who teach through the medium, and at ECU faculty teach face-to-face and via distance education, often for the same course in the same semester. We should let the public know this, and that the quality of our distance education or online course are the same as the face-to-face courses.

So, I am beginning a campaign today to obtain as many "stories" and "profiles" on faculty and their work. I'd like to encourage the Faculty Senate and its members to solicit stories from your faculty and students about the excellence of our academic programs. WE NEED TO TELL OUR STORY. If others do not want to tell our story, or tell it in the way that we intend for our message to be told, then we must help and do it ourselves. We must be innovative in how we do this and creative in the media that we use to tell our story. Our story needs to be told to the public, not only at the regional level, but statewide and perhaps beyond. I call on the knowledge of the faculty to help in this endeavor. I have already talked with some faculty in School of Communication about how they might assist us, and to possibly involve their students in Journalism. Wouldn't it be great if the Chancellor had a volume of stories to share with our legislators and UNC President Tom Ross this year about our faculty and academic programs? You will see a more formal request for such profiles in the next few weeks. Please solicit names and possibly stories and forward them to me. We will explore opportunities for formal journalist and public assistance.

We need to communicate that we are proud to be faculty at East Carolina University and that ECU is fortunate to have such an outstanding faculty."

Professor Rigsby (Geological Sciences) stated that the UNC Greensboro student newspaper was including students' stories about how the budget will affect them. She suggested that Chair Walker also talk with the SGA leadership and encourage them to publish their views in the ECU newspaper.

F. Approval of Spring 2011 Graduation Roster

Professor Van Willigen (Sociology) moved approval of the Spring 2011 Graduation Roster, including honors program graduates, subject to the complete of degree requirements. There was no objection and the graduation roster was approved as presented. **RESOLUTION #11-28**

G. Hunt McKinnon, Faculty Assembly Delegate

Professor McKinnon provided an overview of the written report on the March 25, 2011, Faculty Assembly Meeting.

Professor Sprague (Physics) stated that there was a new federal regulation coming forward in July 2011 relating to online programs. It states that online programs have to be licensed by the State agency in any State in which has online students. The House proposed budget might reflect a huge 20-30% budget cuts to the University. It is the hope of the Faculty Assembly that the Senate will try to pull the budget discussion back to normal. Professor Sprague also stated that that State health plan might require all employees to pay a $15-20 monthly premium. This was waiting passage by the legislature.

Professor Novick (Medicine) asked the basis for the new federal regulation? Professor McKinnon responded that the US Department of Education had recently reiterated that distance education courses had to meet the educational standards of the states in which the students taking the courses reside. If a University in one state has a student who is seeking certification and resides in another state then all the regulations of the state of the resident must be met; what is unclear is whether a proctoring center used for examination in the DE course is an indication of residency. Provost Sheerer stated that Elmer Poe had been asked to oversee this issue and that ECU was being proactive.

Professor Boklage (Medicine) asked about F&A funds and Professor McKinnon replied the advice from the representatives of General Administration was that no decision had been made by the legislature on this topic yet.

Professor Preston (Education) asked if the new regulation would apply to military programs? Professor Sprague replied that military programs were except.

Professor Popke (Geography) asked if the Faculty Assembly supported the 15% budget cut? Professor McKinnon responded "no"; they want a lower cut.

H. Ranking of University Quality Enhancement Plan (QEP) Topics

Professor Mark Sprague (Physics), QEP Council Member, lead the discussion and vote on the Ranking of University Quality Enhancement Plan (QEP) Topics. Chair Walker noted that a University QEP Meeting was held on March 17 where four proposals were presented. Professor Sprague has been asked to describe the process and answer questions relative to the choice of the QEP Topic for East Carolina University. She noted that the Faculty Senate would be asked

to vote on the rank for these proposals, which would be sent to the Chancellor as formal faculty advice. The Chancellor chooses the topic for our university as part of the reaffirmation of SACS accreditation.

Faculty Senators were asked to decide on the method to use when ranking the topics and agreed to use process 2 detailed below:

Process 1: Roberts Rules – 1 vote/1 person would require that we vote as a body on #1 rank (tally the votes, announce the winner), and vote for 2nd place (tally the votes, announce the winner), etc.

Process 2: Ranked voting – Since there are 4 topics, each person would rank the topics from *1* to *4*. Then tally the number of 1 votes cast for a topic and multiply it by 4; tally the number of 2nd place votes and multiply it by 3 points; tally the number of 3rd plates votes and multiply it by 2 points; tally the number of 4th place votes and multiply it by 1 point; unranked proposals receive zero points. The topics would then be ranked according to the most points.

Professor Given (Foreign Languages and Literatures) asked if the Chancellor had given the Faculty Officers any idea on how he will use the Faculty Senate's ranking. Chair Walker responded that yes the Chancellor had stated that he would look at the individual group votes (student, staff, faculty) and the ranking from the Faculty Senate before he made his choice.

Professor Russell (History) asked when the final choice would be made public. Provost Sheerer replied before June 2011.

Following discussion, the votes were cast as follows:

1st place votes	***2nd place votes***	***3rd place votes***	***4th place votes***
108 Writing	48 Writing	24 Globalization	13 Leadership
52 Math	48 Math	22 Leadership	13 Math
44 Globalization	45 Globalization	22 Math	5 English
40 Leadership	18 Leadership	16 English	4 Globalization

Topic Ranked 1st with 167 votes	***Topic Ranked 2nd with 135 votes***	***Topic Ranked 3rd with 117 votes***	***Topic Ranked 4th with 93 votes***
"The Vertical Writing Curriculum: Integrating and Aligning Writing Instruction at ECU" (Writing)	Support for Students in High Enrollment Courses (Math)	Unity in Diversity: Building Connections Between Students, the University Experience, and Global Citizenship (Globalization)	Discovering Leadership: The ECU Leadership Portfolio Framework of Action (Leadership)

The Faculty Senate voted to rank the University Quality Enhancement Plan (QEP) Topics in the above order and moved to have this ranking forwarded to the Chancellor.
RESOLUTION #11-29

I . Question Period
Professor Given (Foreign Languages and Literatures) asked Provost Sheerer about the realignment 8 years ago with then Provost Swart and asked if there had been any studies done on the savings gained from that realignment? Provost Sheerer replied that that realignment was not done with a lot of input from all constituencies across campus. She did not think that there was much data collected from that exercise 8 years ago and noted that faculty were not involved much in that process either.

Professor Sprague (Physics) asked VC Mageean about the Reach NC initiatives. VC Mageean replied that the proposal related to expanding the REACH NC to Rural NC Campuses and provided the following link to the information:
http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsm311reachnc.pdf

Professor McKinnon (Interior Design and Merchandising) asked that fixed term faculty members be included in the index of ongoing research since fixed term faculty conduct research. VC Mageean replied that this was not her decision. She stated that a database of expertise from all disciplines and academic ranks would help campuses to collaborate more effectively and hoped that ECU would take a lead in this endeavor.

Agenda Item IV. Unfinished Business
There was no unfinished business to come before the body at this time.

Agenda Item V. Report of Committees

A. University Curriculum Committee
Professor Jonathan Reid (History), Chair of the Committee, presented the curriculum matters contained in the minutes of the February 10, 2011 and February 24, 2011, meetings. There was no discussion and the curriculum matters were approved as presented. **RESOLUTION #11-30**

B. Academic Standards Committee
Professor Linda Wolfe (Anthropology), Chair of the Committee, presented first a brief report on Activities of Online Quality Council stating that the Academic Standards Committee now has a representative on the Honors College Advisory Committee. This is appropriate since there are a number of courses that receive honors credit and therefore are curricula matters.

Professor Wolfe noted that in relation to Sedona, a faculty member needs to document online training each year if online courses are taught. In Sedona, middle entitled *Faculty Development*, faculty can list their activities and it will point to your vitae and faculty report. This sentence doesn't make sense here.

Professor Wolfe also stated that there was now an Academic Standards Committee member on the Administrative Honors College Advisory Committee. It was noted that the Faculty Senate

would appoint three faculty members to the new Administrative Committee during their organizational meeting on April 26, 2011.

Professor Wolfe then presented the revised Distance Education Professional Development Requirement. She noted the additional revisions made by the Committee.

Revised text is highlighted.

Professional Development Activities for Online Instructors - 2010 – 2011 Academic Year

- ✓ Any of the following activities if it is related to online learning /teaching
  - Attending an external conference session **or webinar** *(e.g. teaching of accounting online at a national accounting conference)*
  - Publishing a paper or proceeding **or other relevant professional publications**
  - Attending a seminar presented by the Office for Faculty Excellence (OFE) or ITCS (see examples in attachment) **or individual units**. To register for OFE programs, go to http://www.ecu.edu/ofe/ or http://www.ecu.edu/cs-acad/ofe/Spring11.cfm. To register for ITCS programs, go to http://www.ecu.edu/cs-itcs/faculty.cfm.
- ✓ Occasionally, individual ~~colleges~~ **units** will offer seminars and other programs related to online learning / teaching. As these are announced, they will be posted on both the ITCS website and the OFE website. *Documentation will be provided by the presenter(s). Please add it to your records.*

Professor Sharer (English) asked if the unit has to develop the recordings of DE-related programs? Professor Wolfe stated no, it is on the honor system. She also noted that the complete form would be returned to an email address other than Professor Maggie O'Hara's. That had not been determined at the time of this meeting. Dean White (Technology and Computer Science) stated that he did not recall any decision on the email. Professor Wolfe felt the required new completed DE forms should go to the Provost.

Following discussion, the Distance Education Professional Development Requirement was approved as presented. **RESOLUTION #11-31**

Professor Wolfe then presented the revised proposed Peer Review of Online Distance Education Courses and DE Peer Review Instrument and stated she is aware that many units have been using the face to face form for review of distance education classes. If a unit wanted to develop their own distance education review form they could do this by incorporating the generic information on the proposed distance education review form. The goal is for 1/3 of all distance education classes to be reviewed in the next academic year and thus every three years all tenured or tenured track faculty would be reviewed.

Professor Sprague (Physics) first offered an editorial change to make sure that N/O was at the top as part of the heading. The top of the last column should have N/O added. This was accepted as an editorial revision.

Professor Rigsby (Geological Sciences) stated that online education was discussed at the last Faculty Assembly meeting. There were broad discussions on many issues that will be brought forward to General Administration. Online teaching is just a different mechanism for delivering content, i.e. using Blackboard, etc. This is a mechanism for sharing content. Technology should not force faculty into two different groups; those who teach face-to-face and those who teach online. There needs to be some distinction because some choose to use technology; however, faculty members teaching online should not be subjected to different standards or a whole new level of review that is not required of faculty teaching face-to-face.

Professor Glascoff (Health and Human Performance) stated her support for Professor Rigsby's comments and stated that she thought all faculty should be reviewed every 3 years. However, if you teach face-to-face and are tenured, then you do not have to go through the same peer review process. There should be no distinction between who is reviewed by rank or method of instruction.

Professor Christian (Business) stated that one of the challenges of online classes was that you don't have a way to evaluate the faculty members. We have seen from online education studies that within business all face-to-face classes want to be evaluated the same way as online. He agreed that faculty need to be evaluated on content of face-to-face courses and that the faculty have to start somewhere and starting with evaluating online courses is good.

Professor Seeman (Business) stated that she has served on the Online Quality Council and that members were told that the evaluation of online course content was being required by SACS. She noted that in a positive spirit, this will cause the university to also review all of the coursework on a regular basis and that business faculty members have already been told to prepare for this.

Professor Jones (Allied Health Sciences) asked about the instrument for peer review of face-to-face teaching dating back to 2005 and wondered how long since it had been reviewed? She asked if there was an evaluation planned of the evaluation instrument for face-to-face teaching? Professor Wolfe replied no that the Committee had been involved in additional matters relating to the review of the *ECU Faculty Manual* but that she could include this as an item of business for the next academic year.

Professor Rigsby (Geological Sciences) stated that, although SACS requires that we look at our online courses, it does not dictate the mechanism and timing for such a review. Faculty are asking why don't we tie this review of course content for both face-to-face and online teaching to the 5 year post tenure review process. Then all faculty would be evaluated.

Professor Christian (Business) agreed with that suggestion and noted that the 5-year post tenure review is the way that the Business faculty are thinking about too. They have not finalized it yet but are leaning in that direction. He wanted to draw the Senators attention though to the problem they uncovered. Face-to-face evaluations are on a 5-year cycle but the new

distance education guidelines and instrument has just been set up on a 3-year cycle. So what happens if academic units wish to adjust the new guidelines?

Professor Howard (Communication) stated that adding this course content review to the 5-year post tenure review of faculty did not address how we are going to continue to evaluate tenure track faculty. There was no two-tiered faculty.

Professor Brown (Psychology) noted that the Senate passed the 3 year evaluation currently in the *ECU Faculty Manual* and that it sounds like the peer review instrument for 5 year post tenure reviews is different than what the policy already says.

Professor Paul (Business) reminded Senators that tying the course content review to the post tenure review would exempt some faculty.

Professor Fitzgerald (Medicine) stated this may be required for certification and that we may have to be reviewed whether we want to do it or not; he then moved to return this report to the Committee.

The motion for approval failed on a voice vote.

Professor McKinnon (Interior Design and Merchandising) stated that since this was going to be returned to the Committee for further review, he suggested the Committee review what other universities are doing; he stated that in the last Faculty Assembly meeting a representative of N.C. Central reported that review of on line programs there have five components to their evaluation specifically about delivery of course content. Professor Wolfe stated that the committee had examined what had been done at other Universities.

Chair Walker asked Senators to forward any questions or concerns to the Academic Standards Committee. She hoped that they would address these issues and report again to the Senate in April.

Following discussion, the proposed Peer Review of Online Distance Education Courses and DE Peer Review Instrument were returned to the Committee for additional review. **RESOLUTION #11-32**

Professor Wolfe then presented for approval the Foundation Curriculum Course in Humanities: FORL 1060 Global Understanding through Literature. There was no discussion and FORL 1060 as a Foundation Curriculum Course in Humanities was approved as presented. **RESOLUTION #11-33**

Professor Wolfe then presented for approval the Foundation Curriculum Credit in Basic Social Science: GEOG 2350. There was no discussion and GEOG 2350 as a Foundation Curriculum Course in Basic Social Science was approved as presented. **RESOLUTION #11-34**

Professor Wolfe then presented a revised proposed new section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations.

There was discussion on the proposed language from a recent memorandum from Chancellor Ballard detailing his action on an earlier Faculty Senate resolution. Professor Gibson (Business) Chair of the Calendar Committee, stated that the current text being offered in the upcoming University Calendars followed exactly what the Chancellor requested. She noted that the proposed text in this Committee report altered the meaning in relation to graduate courses.

Discussion then began on graduate courses taking final exams and Professor Gemperline (Graduate School) noting final exams wreak havoc on graduate programs. Professor Sprague (Physics) stated that this report should go forward and moved to delete the second "including graduate level courses".

Professor Rigsby (Geological Sciences) moved to postpone action on this item of business until it was clear what the Chancellor requested and asked that the report be brought back at the April 19 Faculty Senate meeting.

Following discussion, action on the proposed new section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations was postponed until the April 19, 2011 Faculty Senate meeting. **RESOLUTION #11-35**

Chair Walker thanked Professor Wolfe, as always, for her leadership and all the committee work that has occurred this year.

C. Admission and Retention Policies Committee

Professor Wendy Sharer (English), Vice Chair of the Committee, presented revised proposed revisions to the *ECU Faculty Manual*, Part IV. Academic Integrity and to the online Student Handbook .

Rodney Roberts noted several typographical errors. Sharer agreed and apologized for those since there were several people working on this. It was noted that those errors would be corrected before going forward to the Chancellor for his review.

Professor Sharer (English) replied yes we did discuss that and there were several reasons why we left that in there. It relates to freshmen who have to take 1100 and 1200 English with little experience using outside sources and documenting sources. When working with a student who is new to the concept she would rather teach the student and not report the student for a plagiarism violation. The student with a violation could go into the system and get a more severe penalty without an opportunity to teach especially without knowing their intent to be deceitful.

Professor Brown (Psychology) moved to revise the report by moving, under Purposes and Scopes, "The University of North Carolina…" to the end of the paragraph prior to "University-wide responsibility".

The University of North Carolina Policy on Research Conduct defines research misconduct as "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting the results." More specifically…

a. Fabrication is making up data or results and recording or reporting them.

b. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. The research record is the record of data or results that embody the facts resulting from the research inquiry and includes, but is not limited to research proposals, laboratory records, both physical and electronic, progress reports, abstracts, theses, oral presentations, internal reports, books, dissertations, and journal articles.
c. Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Professor Sharer (English) replied that it was there due to discussions with the Graduate School Administrative Board. She wanted to make it clear that beyond this policy, there was another policy. Professor Gemperline agreed that the location being moved was fine and that research misconduct does not include honest error or differences of opinion.

Professor Roberts (Philosophy) stated that the move made sense to put it under definitions, although he understood that there would be duplication.

Professor Given (Foreign Languages and Literatures) asked if what was being moved came directly from a published policy. Professor Sharer replied yes and that the text included quotes.

An additional revision was made to the text, changing "5 calendar days" to "**7** calendar days" under *1. Student responds to notification*.

Professor Glascoff (Health and Human Performance) asked for a clarification, stating a faculty member cannot do anything to the student unless they follow through the full policy, right? Professor Sharer (English) replied yes, they need to complete the form and go through the full process. The faculty member cannot just give a zero on a test for a student who cheated.

Professor Sharer stated that the situation must go through the OCR so that the staff can monitor if this is a perpetual problem. We need to be able to track problems to address the student's needs earlier. Professor Glascoff replied that the policy is penalizing students for a learning opportunity. Professor Sharer stated that if you are not giving the student a grade penalty you do not have to go through this process.

Professor Bauer (English) felt that this policy was putting onerous work on the faculty member. Example being for a quiz and the faculty member clearly tells the students that it was obvious that they had cut and paste the material. In stressing the importance, a faculty member gives a zero as a learning opportunity. If the student disagrees, then it puts the onerous on the student to prove that it was wrong to receive a zero. It seems like a way to avoid addressing the student's problem.

Professor Sharer replied that the AIV form will need to be completed. The student initiates the appeal and the instructor would assign the grade penalty and fill out the AIV form then forward it to the OCR office. The three member panel will hear any student appeals before it goes to an actual appeal board.

Professor Boklage (Medicine) noted that the language states "suspects" throughout. What if I am absolutely certain? Professor Van Willigen (Sociology) replied that this happened in the past with the student doing it in four different classes and the faculty member decided not to punish. By simply filling out the form and alerting someone, the University will recommend what should happen to the student, i.e. investigate the situation, maintain a record. That way, the student will be held accountable and the matter handled.

Following discussion, the proposed revisions to the *ECU Faculty Manual*, Part IV. Academic Integrity and to the online Student Handbook were approved as revised. **RESOLUTION #11-36**

Chair Walker thanked Professor Sharer and the committee for their dedication and amazing work this year.

D. Calendar Committee,
Professor Shanan Gibson (Business), Chair of the Committee, presented the proposed Summer 2012 – Spring 2013 University Calendars. Professor Sprague (Physics) commended Professor Gibson on correctly interpreting the Chancellor's request and that the Academic Standards Committee was incorrect in their report.

There was no discussion on the calendars and the proposed Summer 2012 – Spring 2013 University Calendars were approved as presented. **RESOLUTION #11-37**

E. Educational Policies and Planning Committee
Professor Scott Gordon (Health and Human Performance), Chair of the Committee, presented first an update regarding the Committee's input to the Chancellor on Budget and Academic Program Prioritization. He noted that the fact that a Faculty Senate Committee was asked to start this process bodes well for faculty involvement in the review process. The Committee has reviewed materials from other universities that have gone through a similar process and is still in the process of finalizing the final four criteria. The Committee is charged with presenting one set of recommendations, with the final decisions on how academic programs are prioritized and/or reorganized involving larger groups of constituents outside of the Committee's control. Professor Gordon encouraged Senators to contact him with questions and reminded everyone that Committee meetings are posted online and open to the public.

Professor Gordon then presented proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development. He noted that originally proposed revisions were presented to the Faculty Senate in January 2010 (Resolution #10-03) and later returned to the Committee by the Chancellor for additional review. Following that review, additional changes were approved by the Faculty Senate in December 2010 (Resolution #10-94). Yet, before the Chancellor was asked to review, more revisions relating to Appendix D were brought to the attention of the Committee by the Chair of the Faculty. Therefore, additional revisions noted in **bold** print were now being presented for Faculty Senate consideration.

There was no discussion and the proposed additional revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development were approved as presented. **RESOLUTION #11-38**

Professor Gordon then provided brief reports on the Unit Academic Program Reviews of the Department of English, Department of Math, and Department of Hospitality Management. There were no questions posed to Professor Gordon about these program reviews.

Professor Gordon then presented a request for Authorization to Plan a New Doctor of Nursing Practice Degree within the College of Nursing. There was no discussion and the request for Authorization to Plan a New Doctor of Nursing Practice Degree within the College of Nursing was approved as presented. **RESOLUTION #11-39**

Professor Gordon then presented a request for a New Concentration in Software Testing within Masters Software Engineering Program in the Department of Computer Science within the College of Technology and Computer Science. There was no discussion and the request for a New Concentration in Software Testing within Masters Software Engineering Program in the Department of Computer Science within the College of Technology and Computer Science was approved as presented. **RESOLUTION #11-40**

Professor Gordon then presented a request for a New Certificate Program in Elementary Mathematics Education in the Department of Mathematics, Science and Instructional Technology within the College of Education. There was no discussion and the request for a New Certificate Program in Elementary Mathematics Education in the Department of Mathematics, Science and Instructional Technology within the College of Education was approved as presented. **RESOLUTION #11-41**

Professor Gordon then presented a request to change the name of the Department of Exercise and Sport Science to the Department of Kinesiology within the College of Health and Human Performance. There was no discussion and the request to change the name of the Department of Exercise and Sport Science to the Department of Kinesiology within the College of Health and Human Performance was approved as presented. **RESOLUTION #11-42**

Chair Walker thanked Professor Gordon for his exceptional committee leadership to the committee for working overtime on these charges regarding program priorities. She stated that she was truly proud of the committee's work.

F. Faculty Governance Committee

Professor Puri Martinez (Foreign Languages and Literatures), Co-Chair of the Committee, presented first an interpretation of the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure. She noted that the Faculty Governance Committee will review these regulations and propose to the Faculty Senate revisions to Appendix D in Fall 2011. Until revisions are approved, the Faculty Governance Committee was asking the Faculty Senate to approve this interpretation as formal notification that: "an individual suggested by both the faculty candidate for promotion and/or tenure and the unit's Tenure Committee may be selected to serve as an approved external peer reviewer."

Chair Walker noted that Faculty Senators will be approving this interpretation (with resolution going forward to the Chancellor) showing that they approve of the way that the administration and faculty leadership have clarified the particular issue. It will then be up to administration to

notify the faculty whenever addressing the issue. From here the interpretation goes to the chancellor for consideration and approval; to Faculty Governance Committee to incorporate into Appendix D with expected report back to Senate in November 2011; to be referenced in future references to the topic and linked online to the particular section in Appendix D until it is revised.

Professor Spurr (Mathematics) asked for clarification because they lost a potential reviewer due to this situation. If two names are common to both lists each side can use the name. These two lists truly remain independent.

Professor Martinez reminded Senators that regardless of what happens to that list, at least one person selected as a review must be on the list. There is a 2 to 1 ratio. Just because they appear on both lists does not mean that the name needs to be removed.

Following discussion, the interpretation of the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure was approved as presented. **RESOLUTION #11-43**

Professor Martinez then presented proposed revisions to the *ECU Faculty Manual*, Part III. Academic Freedom. There was no discussion, the proposed revisions to the *ECU Faculty Manual*, Part III. Academic Freedom were approved as presented. **RESOLUTION #11-44**

Professor Martinez then presented proposed revisions to the *ECU Faculty Manual*, Appendix L. East Carolina University Code. She reminded Senators that there were sections in the *ECU Faculty Manual* that once approved by the Faculty Senate, go to different approval bodies, i.e. Chancellor, Board of Trustees, and General Administration. There are various sections and parts that go for approval only to the Chancellor, or up to the Board of Trustees, etc. Items that require final Board of Trustees approval are being discussed today. The items relating to unit codes that go to the Chancellor for approval will be compiled into a different section in the manual and will be presented to you later by the Faculty Governance Committee.

Professor Sheerer offered an editorial revision, changing 5 to 7 now that there is a Seven Year Unit Program review. Following discussion, the proposed revisions to the *ECU Faculty Manual*, Appendix L. East Carolina University Code were approved as editorially revised. **RESOLUTION #11-45**

Chair Walker thanked Professor Martinez for her leadership.

G. Faculty Welfare Committee
Professor Katrina DuBose (Health and Human Performance), Chair of the Committee, first presented proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection G. Faculty Absence and Part VI. General Personnel Policies, Section I. Employment Policies, Subsection D. Leaves of Absence.

Professor Howard (Communication) asked if the reference to faculty taking leave for one or more semesters was a recommendation or actual current policy noting that personal leave can be taken once every 12 months? Professor DuBose replied yes, this was just a recommendation.

Professor Taggart (Music, Past Chair of the Faculty) asked in reference to professional leave, when does pay get stopped and started up again? Where can we send faculty members to find answers to the questions quickly? Professor DuBose recommended the Benefits Section of Human Resources.

Professor Rigsby (Geological Sciences) offered an editorial amendment to "1. Professional leave" by adding "For both permanently tenured and" to the sentence "...probationary-term faculty members, this type of leave allows faculty members to...." There was no objection.

Following discussion, the proposed revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection G. Faculty Absence and Part VI. General Personnel Policies, Section I. Employment Policies, Subsection D. Leaves of Absence were approved as editorially revised. **RESOLUTION #11-46**

Professor DuBose then presented proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money and Part V: Academic Information, Section I.L. Ordering Textbooks and Collateral Material. She noted that in December 2010, the Chancellor rejected the proposed revisions (#10-84) due to them not adequately addressing internal control weaknesses cited in prior internal audits. It was also suggested that applicable policies, regulations, rules, and processes including special course fees offered through the Dowdy Student Store be reviewed. The Chair of the Faculty requested appropriate verbiage from the University's Auditor and the proposed new text was then added and noted in **bold** print for the Senate agenda.

There was no discussion, the proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money and Part V: Academic Information, Section I.L. Ordering Textbooks and Collateral Material were approved as presented. **RESOLUTION #11-47**

Professor DuBose then presented the proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies.

Chair Walker reminded the Senators that all EPA policies relating to faculty would be brought through the Faculty Senate from one of the standing University academic committees and that this included the supplemental pay policy currently still within a subcommittee of the Administrative EPA Personnel Policies Committee.

There was no discussion, the proposed revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies were approved as presented. **RESOLUTION #11-48**

Chair Walker thanked Professor DuBose for all of her leadership and committee work this year.

H. Libraries Committee

Professor Cheryl McFadden (Education), Chair of the Committee, presented first an overview of both Joyner Library and Laupus Library Operating Budgets, including 2007/12 Library Funds,

2011/15 Projected Buying Power, and 2005/11 Budgets and Expenditures. Professor McFadden was eloquent in her remarks, emphasizing that enrollment has increased 8% since 2007, while the Joyner Library budget has decreased by 18%, the Laupus budget by 15%, and the Virtual Library budget by 20%. She truly appreciated the Senate's support in helping keep the ECU Libraries an outstanding resource for students and faculty.

Professor Hunt McKinnon then presented a Resolution on Library Support that read:

WHEREAS, both the J.Y. Joyner and the William E. Laupus Health Sciences Libraries are an integral part of the academic core of East Carolina University, and

WHEREAS, funding for both libraries has experienced reductions over the past several years and the libraries anticipate substantial additional reductions in FY 2012,

THEREFORE BE IT RESOLVED, THAT funding for library collections and services be secured in order to preserve this aspect of ECU's academic core, and that the libraries be spared from future reductions in funding that might adversely affect the education and research missions of East Carolina University.

There was no discussion, and the Resolution on Library Support was approved as presented.
RESOLUTION #11-49

Chair Walker thanked Professor McFadden for her efforts on behalf of the faculty at ECU.

I. Committee on Committees

Professor Catherine Rigsby (Geological Sciences), Chair of the Committee, presented the second reading of proposed changes to the following Standing University Academic Committee Charges. She noted that the Committee was withdrawing the committee charges that dealt jointly with the graduate school and Vice Chancellor for Research and Graduate Studies. She stated that by a majority committee vote, the Committee had decided that the time was not right to go forward with the Committee charges involving the graduate school. Hence, she withdrew the committee's support for the following charge revisions and asked that they be removed from Senate consideration at this time:

Academic Standards Committee
Admission and Retention Policies
Calendar Committee
Educational Planning and Policies Committee
Faculty Information Technology Review Committee
Student Academic Appellate Committee

She stated that the other charges did not involve the graduate school, although some did include adding the Vice Chancellor for Research, and the Committee would ask to proceed with the proposed revisions to the following:

Academic Awards Committee
Faculty Governance Committee
Faculty Welfare Committee
Teaching Grants Committee

Unit Code Screening Committee
University Budget Committee

Professor Rigsby also noted that additional committee charges were being reviewed including the Continuing and Career Education Committee and University Curriculum Committee and that she hoped to report on more activities in April.

Chair Walker noted that faculty and administrators were encouraged to contact members of the Committee on Committees with comments pertaining to the proposed committee charges and that at present, nothing was received. The Dean of the Graduate School had also been invited to a Committee on Committees meeting.

Professor Vail Smith (Health and Human Performance) asked about Academic Standards and wouldn't the change bypass the University Curriculum Committee? Professor Rigsby responded that no this Committee has always presented their recommendations to the Faculty Senate. Professor Brown (Psychology) agree with Professor Rigsby stating that this is what is happening now. Professor Rigsby reminded the group that this Committee charge was pulled from the agenda.

Professor Roper (Medicine) stated that she would like to see equity language within the awarding guidelines and it seemed that there were several gender biases within the various teaching award guidelines, etc. She would like to see encouragement relating to gender bias and moved to have verbiage relating to historic gender bias added to the Academic Awards Committee charge for use when selecting award recipients.

Professor Glascoff (Health and Human Performance) asked if Professor Roper was asking that the Committee consider gender when awarding or in their reporting of the ratio as they are making their decision? She asked if there would be certain criteria? Professor Roper replied that it should not be a criteria but the Academic Awards Committee should be asked to review the issue periodically and be aware of gender bias.

Professor Boklage (Medicine) agreed very strongly with the principal and has spent a lot of time on the Academic Awards Committee and reminded the body that the Committee worked from nominations out of the academic units and were unable to influence a bias in any direction. The change in verbiage lies in the award procedures.

Professor Christian (Business) stated that he had also served on the Committee within the college and within the past 4 years the ratio would be hard to do anything about. He believes that fewer females put themselves out there to be nominated so by addressing the issue in a committee charge, female nominations may increase.

Professor Vail Smith (Health and Human Performance) asked what about race, gender, etc.? Shouldn't there be equality for all?

Professor Bauer (English) suggested that the Committee be charged to make recommended language to the award procedures and work with Dorothy Muller in the Center for Faculty Excellence. Some teaching awards are statewide awards and may require more groups to

consider the verbiage. She suggested that the Chair of the Faculty remind the Academic Awards Committee to look at the award procedures next Fall.

Professor Rigsby thanked Professor Roper for her suggestion and asked that the Academic Awards Committee charge be pulled from the agenda too so that the Committee could try and Professor Roper's language.

Professor Given (Foreign Languages and Literatures) moved to strike "tenure" in membership. Professor Bauer (English) spoke against the motion stating that, with the threat to tenure and tenure process, forcing tenure track faculty member's to speak out on this particular committee was detrimental to their career.

Professor Given (Foreign Languages and Literatures) stated in practice we agree with the dangers of allowing tenure-track and fixed term faculty to get involved, yet in principal it is up to the individual faculty member if they elect to join the committee and discussion on such important matters.

Professor Bauer (English) replied that she was concerned from a tenured faculty member's point of view. If tenure track and placed on this committee in particular without realizing the seriousness of the matters and then does not speak up when asked for faculty opinion then he or she has not served anyone well. She stated that the protection of tenure is needed on this committee.

Professor Roberts (Philosophy) agreed that a faculty member shouldn't be on the Faculty Governance Committee if tenure-track due to their responsibilities to research, etc. Following discussion, the motion to remove "tenure" failed.

Following discussion, proposed changes to the following Standing University Academic Committee Charges were approved as presented:

- Faculty Governance Committee
- Faculty Welfare Committee
- Teaching Grants Committee
- Unit Code Screening Committee
- University Budget Committee

RESOLUTION #11-50

Agenda Item VI. New Business
There was no new business to come before the body at this time and the meeting adjourned at 5:55 p.m.

Respectfully submitted,

Hunt McKinnon
Secretary of the Faculty
Department of Interior Design and Merchandising

Lori Lee
Faculty Senate

FACULTY SENATE RESOLUTIONS APPROVED AT THE MARCH 29, 2011, MEETING

11-28 Approval of the Spring 2011 Graduation Roster, including honors program graduates, subject to the complete of degree requirements.
Disposition: Chancellor

11-29 Ranked University Quality Enhancement Plan (QEP) Topics as follows:

Topic Ranked 1st with 167 votes	*Topic Ranked 2nd with 135 votes*	*Topic Ranked 3rd with 117 votes*	*Topic Ranked 4th with 93 votes*
"The Vertical Writing Curriculum: Integrating and Aligning Writing Instruction at ECU" (english)	Support for Students in High Enrollment Courses (math)	Unity in Diversity: Building Connections Between Students, the University Experience, and Global Citizenship (globalization)	Discovering Leadership: The ECU Leadership Portfolio Framework of Action (leadership)

Disposition: Chancellor

11-30 Curriculum matters contained in the minutes of the February 10, 2011 and February 24, 2011,
meetings.
Disposition: Chancellor

11-31 Distance Education Professional Development Requirement.
Disposition: Chancellor

11-32 Peer Review of Online Distance Education Courses and DE Peer Review Instrument returned to Academic Standards Committee for additional review.
Disposition: Academic Standards Committee

11-33 Foundation Curriculum Course in Humanities: FORL 1060: Global Understanding through Literature.
Disposition: Chancellor

11-34 Foundation Curriculum Credit in Basic Social Science: GEOG 2350.
Disposition: Chancellor

11-35 Action on the proposed new section to the *ECU Faculty Manual*, Part V. Academic Information, entitled Final Examinations was postponed until the April 19, 2011 Faculty Senate meeting.
Disposition: Faculty Senate

11-36 Revisions to the *ECU Faculty Manual*, Part IV. Academic Integrity and to the online Student Handbook.
Disposition: Chancellor

11-37 Summer 2012 – Spring 2013 University Calendars.
Disposition: Chancellor

11-38 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section III. Curriculum Development.
Disposition: Chancellor

11-39 Request for Authorization to Plan a New Doctor of Nursing Practice Degree within the College of Nursing.
Disposition: Chancellor

11-40 Request for a New Concentration in Software Testing within Masters Software Engineering Program in the Department of Computer Science within the College of Technology and Computer Science.
Disposition: Chancellor

11-41 Request for a New Certificate Program in Elementary Mathematics Education in the Department of Mathematics, Science and Instructional Technology within the College of Education.
Disposition: Chancellor

11-42 Request to change the name of the Department of Exercise and Sport Science to the Department of Kinesiology within the College of Health and Human Performance.
Disposition: Chancellor

11-43 Interpretation of the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure to read as follows:
"Faculty candidates for promotion and/or tenure consideration during 2011-2012 and members of their respective unit Tenure Committees are selecting external peer reviewers at this time. The purpose of this interpretation is to provide clarity on the current provisions stated in the *ECU Faculty Manual*, Appendix D. Tenure and Promotion Policies and Procedures, Section IV.C. External Peer Review for Promotion and the Conferral of Permanent Tenure as follows:

'By the last week of March of the Spring term prior to the academic year in which a promotion or tenure decision is scheduled, the unit Tenure Committee shall produce a list of possible external reviewers. The candidate for promotion and/or permanent tenure shall provide a similar list, noting for each name the professional relationship, if any, between the reviewer and the candidate. The candidate shall also provide similar relationship information for each name on the unit Tenure Committee's list. These two lists must be independently compiled and if the two lists contain a common set of prospective external reviewers, the unit Tenure Committee list shall be revisited and new possible external reviewers shall be identified as replacement for those originally on both lists.'

The statement (noted in red) indicates that prospective external reviewers appearing on the two independently compiled lists cannot serve and that new reviewers must be identified to replace those reviewers originally on both the candidate's list and the committee's list. **This provision was NOT intended to prevent a unit Tenure Committee from selecting an external peer reviewer who was also suggested by the faculty candidate."**

The Faculty Governance Committee will review these regulations in their entirety and propose to the Faculty Senate revisions to Appendix D in Fall 2011. Until revisions are approved, the Faculty Governance Committee is asking the Faculty Senate and Chancellor to approve this interpretation as formal notification that an individual suggested by both the faculty candidate for promotion and/or tenure and the unit's Tenure Committee **may be selected** to serve as an approved external peer reviewer.
Disposition: Chancellor

11-44 Revisions to the *ECU Faculty Manual*, Part III. Academic Freedom.
Disposition: Chancellor

11-45 Revisions to the *ECU Faculty Manual*, Appendix L.
East Carolina University Code.
Disposition: Chancellor

11-46 Revisions to the *ECU Faculty Manual*, Part V. Academic Information, Section I. Academic Procedures and Policies, Subsection G. Faculty Absence and Part VI. General Personnel Policies, Section I. Employment Policies, Subsection D. Leaves of Absence to read as follows:

Revise and combine with text located in Part VI. Section I.D. and keep in the Faculty Manual.

~~G. Faculty Absence~~
~~Any faculty member who contemplates being absent from regular campus duties is expected to make arrangements in advance with his or her unit administrator. The unit administrator then makes arrangements for this absence as well as substitute arrangements with the appropriate vice chancellor. A petition to travel form must be completed and submitted to the office of the appropriate vice chancellor at least two weeks in advance for in-state trips, at least three weeks in advance for out-of-state trips, and at least four weeks for out-of-country trips. In the event of an absence caused by an emergency or illness, a faculty member is advised to inform the dean or chairperson at his or her earliest convenience.~~

Revise and keep in the Faculty Manual under Benefits and Leave with other reorganized items.

~~D. Leaves of Absence~~

"Faculty Absence and Leave
Faculty members unable to perform their duties are expected to make arrangements in advance with their unit administrators. The unit administrator then

determines the acceptability of the absence from duty, and if necessary, will coordinate substitute arrangements with the appropriate administrator (dean or vice chancellor). If the absence from duty is associated with travel, faculty must be in compliance with the East Carolina University travel policy (http://www.ecu.edu/cs-admin/financial_serv/accountspayable/travelmanual.cfm) which mandates that all university travel is subject to availability of budgeted funds and must be approved before travel may begin. In the event of an absence from duty caused by an emergency or illness, a faculty member is advised to inform the unit administrator at his or her earliest convenience; normally the notification should be within one business day. Faculty members incurring an illness or emergency for more than three consecutive business days are to be notified by the unit administrator of their potential entitlements under the Family and Medical Leave Act (FMLA). Refer to http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm for additional information on leave and benefits coverage under FMLA.

Faculty members may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years) or appropriate period of time for the faculty in the Brody School of Medicine. The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.

Faculty members requesting a professional leave of absence should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor.

Leaves of absence include, but are not limited to, the following:

1. Professional leave. Leave is granted to give permanently tenured faculty members opportunities for research, advanced study and/or professional growth. For both permanently tenured and probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Fulbright or Fogarty Fellowships, allowing research or advanced study opportunities.

2. Faculty Scholarly Reassignment. Leave is granted for a faculty member to pursue full-time a project involving research or creative (scholarly) activity. Details of the ECU Faculty Scholarly Reassignment policy, including eligibility and terms and conditions, are located at (link to be provided).

3. Personal leave. In accordance with ECU's Faculty Serious Illness and Parental Leave Policy, a faculty member may request personal leave for purposes such as serious illnesses, maternity leave, or parental leave as defined by the Family and Medical Leave Act (FMLA). See http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm for more information.

4. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and request a leave of absence. See "Political Activities of Employees" of the UNC policy manual policy (http://www.northcarolina.edu/policy/index.php?pg=vb&node_id=331) for more information on this type of leave.

5. Community Service Leave. Leave is granted under certain criteria for volunteers to support schools, communities, citizens, and non-profit charitable corporations. See the University Policy Manual (http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm) and the UNC "community service leave" policy (http://www.northcarolina.edu/policy/index.php?pg=dl&id=288&inline=1&return_url=%2Fpolicy%2Findex.php%3Fpg%3Dvb%26tag%3DChapte_r%2B300) for more information on this type of leave.

6. Military Service Leave. Leave is granted to fulfill a military obligation, such as a call to active duty for a reservist. See policy link (http://www.ecu.edu/business_manual/Human_Resources_Policy13.htm) for more information.

Faculty members may retain voting privileges while they are on leave of absence but in attendance at specified committee meetings, such as personnel, promotion, and tenure committees. Please refer to Section IV. of the ECU Tenure and Promotion Policies and Procedures located in the *ECU Faculty Manual*. Leaves of absence for probationary-term faculty members may, under cases of severe personal exigency or other compelling personal circumstances, include extension of the length of the probationary term. The conditions for, and approval process of, extensions of the probationary term can be found in Section II.C.4 of the ECU Tenure and Promotion Policies and Procedures, located in the *ECU Faculty Manual*. Continuation of benefits for faculty members on leave is covered by university and state regulations.

Prior to taking leave, faculty members are encouraged to speak with a university benefits counselor to determine benefit continuation options. Additional information is available at the following website: http://www.ecu.edu/cs-admin/HumanResources/Benefits.cfm."

~~A faculty member may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years.) The leave can be~~

~~with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.~~

~~A faculty member who is requesting a professional leave of absence for one semester (or appropriate period of time for the School of Medicine) or more should forward a written request to the unit administrator. The request should include the reason(s) for the request and the dates the faculty member is requesting leave. The unit administrator will forward the request to the Personnel Committee, which will make a recommendation to the unit administrator. The unit administrator will make a recommendation and will forward both recommendations to the immediate supervisor. This procedure shall be repeated at each administrative level until the recommendation reaches the appropriate vice chancellor. After reviewing the recommendations, the vice chancellor will make a decision and will notify in writing the faculty member, the unit administrator, and the administrator's immediate supervisor. (This does not include request for leave subject to the Family Medical Leave Act. For a copy of that procedure, please contact the Department of Human Resources.) (Faculty Senate Resolution #00-30, November 2000)~~

~~There are generally 3 types of leaves of absence.~~

1. ~~Professional leave. This type of leave is granted to give a permanently tenured faculty member opportunities for research, advanced study and/or professional growth. For probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Board of Governors Doctoral Assignment Fellowship, Fulbright Fellowship, or Fogarty Fellowship programs, allowing research or advanced study opportunities.~~
2. ~~Personal leave. Faculty members may request personal leave for purposes such as illness, childbirth, and/or child care.~~
3. ~~Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and use this type of leave.~~

~~Policies governing this type of leave are explained in the ECU Faculty Manual, Part VI., Section 1., Employee Involvement in Political Candidacy and Officeholding. A leave of absence for the purpose of holding public office may not exceed two years. Any requests for leave of absence must be made in writing, in accordance with unit codes and with ECU Faculty Manual, Appendix D. Tenure and Promotion Policies and Procedures of ECU. Requests must accompany the personnel recommendation form. Leaves of absence are subject to Appendix D., Section II.C.3. Extensions of the Probationary Term. For faculty members who do not have tenure, a period of leave might not count as a part of the probationary period. The tenure decision might be postponed for a period as specified in Appendix D., Section II.C.3. Since leaves are often granted under circumstances that place an ethical obligation on the recipient of such leaves to return, the faculty member on leave should observe the same rules regarding adequate notice of resignation as found in Appendix D, II.A.5., Notice of Resignation. The returning faculty member's pay will begin in the semester in which he or she returns from leave. The contract between the faculty member on leave and the university will be renewed. Raises and promotions awarded during the period of leave will be placed into effect at the time that the faculty member returns from leave. While on leave, the faculty member will have the opportunity to maintain group life, health, and total disability insurance consistent with the policies of the university. It should be noted that if the health insurance is not~~

~~continued while on leave of absence, the employee and dependents will be subject to a preexisting clause for any medical condition, whether diagnosed or not, for one year upon their re-enrollment in the plan. (Faculty Senate Resolution #98-5, February 1998)~~

~~The University also has a Serious Illness and Disability Leave for Faculty policy that is detailed in Section VII.C. of this document.~~

Disposition: Chancellor

11-47 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money and Part V: Academic Information, Section I.L. Ordering Textbooks and Collateral Material to read as follows:

Remove text from the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection B. Collection of Money.

~~B. Collection of Money~~

~~No individual or department of the university may collect any money without being authorized to do so by the business office, and reports of all such collections, when authorized, shall be made on forms provided by the business office. All money collected shall be turned in to the business office promptly for deposit. All disbursements are to be made by check drawn by the business office. The foregoing regulation by the board of trustees applies to university funds and does not apply to civic and charitable fund campaigns. Collections of funds for special instructional materials, such as magazines, should be made by a designated student and not a faculty member.~~

Add text (noted in bold) to the *ECU Faculty Manual*, Part V. Academic Information, Section I.L. Ordering Textbooks and Collateral Material, to read as follows:

"L. Ordering Textbooks and Collateral Material

All items, including textbooks and supplies, that the students are expected to purchase should be requisitioned each semester in a format provided by the Dowdy Student Stores. Book requisitions received on the requested due dates allow the store time to prepare buy-back lists used in purchasing from the students any book that they no longer need. This helps the students to keep the total costs of textbooks down as much as possible.

In a cooperative arrangement the Dowdy Student Stores provides an instructor publishing service for supplemental course materials. The store provides quality academic course materials that are sold alongside the textbooks for the course. The course pack department of the store will obtain copyright permission, process orders, and calculate and collect royalties. This service is provided at no charge to your department. A complimentary desk copy of their course pack is available to the instructors upon request.

Unit administrators or their designees will inform instructors when textbook and course supply orders are due. Instructors submit a requisition for each course providing the Part V-8 information needed to order the necessary books and supplies. If no textbook is required for a course this should be so noted. Unit administrators should retain a copy of the requisitions in each departmental office for future reference. (FS Resolution #10-53, April 2010)

When special instructional materials (*e.g.*, magazines, field-related supplies, etc.) are required for a course, the Institutional Trust Funds Office within the Division of Administration and Finance should be contacted in order to provide guidance regarding the special course fee process and whether these services can be provided by the Dowdy Student Stores. "
Disposition: Chancellor

11-48 Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies to read as follows:

Revise and keep in the Faculty Manual.

"Salary Policies
Faculty annual salaries are paid semimonthly**. New employees receive the first payment on the first available payroll date as stated on the employee contract.** When the 15th or last day of a month falls on a non-work day for the business office, **distribution of payment** ~~paycheck~~ will be made on the last work day prior to that day. Arrangements must be made with the payroll office to have all **payments** ~~paychecks~~ deposited in a local bank to the faculty **member**'s account. Salaries for summer **teaching are paid in accordance with the employee contract.** ~~term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.~~

Federal and state income tax withholdings are based off information furnished to the payroll office on the US Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively.

New Faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law. Criminal background checks will also be conducted on all new faculty.

For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) see the following resources:
ECU Policy Manual: http://www.ecu.edu/prr/, Human Resources: http://www.ecu.edu/hr/, Financial Services (payroll): http://www.ecu.edu/cs-admin/financial_serv/payroll/payrollforms.cfm."

~~Faculty annual salaries are paid semimonthly. New employees receive the first check on the last work day of September. Checks are distributed to each department by special messenger in the morning on the 15th. and last day of each calendar month. When the 15th. or last day of a month falls on a nonwork day for the business office, distribution of checks will be made on the last work~~

~~day prior to that day. Arrangements may also be made with the payroll office to have checks deposited in a local bank to the faculty's account. Salaries for summer term teaching are paid at the close of each term.~~

~~Federal income tax is withheld on the basis of information furnished to the payroll office on US Treasury Department Form W-4. It is the responsibility of the employee to furnish the payroll office with a revised Form W-4 if the number of withholding exemptions is changed due to deaths, births, or other reasons. Since withholding exemptions are applied to the regular salary of the individual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions. In January of each year, each employee will receive from the payroll office receipts, US Treasury Department Form W-2 and NC Department of Revenue Form NC-2 for income taxes withheld for the previous calendar year.~~

~~State income tax is withheld on the basis of information furnished to the payroll office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the payroll office with a revised Form NC-4 if the number of withholding exemptions is changed due to deaths, birth, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.~~

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor.

Total Compensation: An individual's total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.

Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.

Less Than Full-time Employees: Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.
Research/Creative Activity: It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff

member. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

Overloads: Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis. As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

Summer Overloads: No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year's nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.

Work for ECU Outside the Home Unit: Prior approval to teach or perform other duties outside the faculty member's home unit is required from all involved administrative levels.

Salary Conversion Rate for Faculty Holding Twelve-month Appointments: The salary of a faculty member holding a twelve-month appointment will be converted back to a nine-month faculty salary at the rate of 9/11ths of his/her twelve-month base salary. Exceptions to this pattern may occur based on individual based negotiations depending on the level of the position, experience, and other factors. The approval of the Chancellor is required for such conversions to occur.

External Activities for Pay: The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI. of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at www.aa.ecmedu/forms.
(Faculty Senate Resolution #03-14, March 2003)"

Disposition: Chancellor

11-49 Resolution on Library Support, as follows:

WHEREAS, both the J.Y. Joyner and the William E. Laupus Health Sciences Libraries are an integral part of the academic core of East Carolina University, and

WHEREAS, funding for both libraries has experienced reductions over the past several years and the libraries anticipate substantial additional reductions in FY 2012,

THEREFORE BE IT RESOLVED, THAT funding for library collections and services be secured in order to preserve this aspect of ECU's academic core, and that the libraries be spared from future reductions in funding that might adversely affect the education and research missions of East Carolina University.

Disposition: Chancellor

11-50 Revisions to several Standing University Academic Committee Charges.

- Faculty Governance Committee
- Faculty Welfare Committee
- Teaching Grants Committee
- Unit Code Screening Committee
- University Budget Committee

Disposition: Faculty Senate