EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC, APPELLATE, AND SENATE COMMITTEE
ANNUAL REPORT

2011-2012 Academic Year

COMMITTEE: Unit Code Screening Committee

1. Membership (include ex-officio members).

   Regular Members: Salman Abdulali, Yan-Hua Chen, Michael Duffy, Melissa Nasea, Marieke VanWilligen, Patricia Anderson, Deedee Glascoff, Linc Conn

   Ex-Officio Members: Kathy Misulis, Linda Ingalls, Lisa Sutton, John Rummel, Christyn Dolbier, Christine Zoller, Ashley Howell, and Brittney Williamson

2. Meeting Dates (include members present*).
   * and members who contributed to committee action, but were not at the meeting.

   September 7, 2011: Patricia Anderson, Salman Abdulali, Yan-Hua Chen, Michael Duffy, Deedee Glascoff, Melissa Nasea; Ex-Officio Linda Ingalls; Guests Lori Lee and Marianna Walker

   September 21, 2011: Patricia Anderson, Salman Abdulali, Yan-Hua Chen, Linc Conn, Michael Duffy, Ashley Howell, Melissa Nasea, Brittney Williamson; Ex-Officio Linda Ingalls, Kathy Misulis, and Lisa Sutton

   November 3, 2011: Patricia Anderson, Salman Abdulali, Michael Duffy, Melissa Nasea; Ex-Officio Christyn Dolbier, Linda Ingalls, Kathy Misulis, John Rummer, Lisa Sutton

   November 22, 2011: Patricia Anderson, Salman Abdulali, Yan-Hua Chen, Deedee Glascoff, Melissa Nasea, Marieke VanWilligen; Ex-officio Kathy Misulis, Lisa Sutton

   January 25, 2012: Salman Abdulali, Yan-Hua Chen, Linc Conn, Michael Duffy, Melissa Nasea; Ex-officio Kathy Misulis, Lisa Sutton, and Christine Zoller; Guest Cheryl McFadden

   March 21, 2012: Patricia Anderson, Yan-Hua Chen, Deedee Glascoff, Melissa Nasea, Marieke VanWilligen; Ex-officio Linda Ingalls, John Rummel, Lisa Sutton, Christine Zoller; Guests: Bryna Coonin, Jan Lewis

   April 2, 2012: Patricia Anderson, Michael Duffy, Deedee Glascoff, Melissa Nasea; Ex-officio Katherine Misulis; Guests Cheryl McFadden and Marianna Walker

   May 1, 2012: Patricia Anderson, Michael Duffy, Melissa Nasea; Ex-officio Linda Ingalls, Kathy Misulis, Lisa Sutton; Guest Rebecca Powers

3. Subcommittees established during the year (include progress and/or completion of work).

   Because of the nature of the work of reviewing codes, every committee member (elected and ex-officio) is expected to contribute in substantive ways to a thorough review of each code. There were no subcommittees formed to complete this work, and the feedback from members
unable to attend any single meeting was gathered electronically and shared by the chair of the committee when any unit code was discussed.

4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.

- Review of Department of Sociology Code, discussed at three separate meetings. The Code was returned to the department for further revision.

- Review of Department of Psychology Code (November 3, 2011). The code was returned to the department for further revision.

- Review and collaborative work with Faculty Governance Committee to modify information about defining code units and developing unit codes for inclusion in the Faculty Manual. The revised proposed documents were approved by the Faculty Senate on March 27, 2012.

- Review of Academic Library Services (Joyner Library) Code; code was approved by the committee on March 21, 2012 and submitted for review to the Faculty Senate on April 17, 2012.

- Review of College of Education Code; code was reviewed on January 25, 2012 and again on April 2, 2012; it was submitted for review to the Faculty Senate on April 17, 2012.

5. Reports to the Faculty Senate (include dates and resolution numbers).

- April 17, 2012; Resolutions #12-57 and #12-58

6. Business carried over to next year (list in priority order).

- Revision to the document, “General Guidelines for Writing and Revising A Unit Code of Operation” will need to be revised at the beginning of the Fall 2012 semester. Secretary Melissa Nasea has agreed to review the current document and bring suggestions forward to the committee early in the fall of 2012.

- A template with identification of all required sections of a unit code will need to be developed to assist units in preparing a new or revised unit code. Chair Tricia Anderson has agreed to draft a template and bring a proposed document to the committee early in the fall of 2012.

- Recommendations in both of the above guidelines and template should include language consistent with Appendix D’s definition of “research and creative activity” as “scholarship.”

- Consideration of revised code for the Department of Sociology once the department returns a revised document to the committee for review.

- Consideration of a revised code for the College of Technology and Computer Science Code after they resubmit their code as revised to meet Chancellor Ballard’s recommendations for code changes.

- Assist the College of Dental Medicine in developing a unit code.
• Review of Unit Codes as scheduled for review according to guidelines established by the committee.

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).

A. Charge: no change recommended
B. Personnel: excellent participation
C. Attendance: excellent participation during meetings; some members' schedules had conflicts with the majority of times available for committee meetings
D. Responsibilities: appropriate charge
E. Activities: no change recommended

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

The committee may benefit from the establishment of a regularly scheduled meeting on a monthly basis for the purpose of avoiding last minute requests from units trying to request quick considerations of their codes. A published meeting date would eliminate any sort of bias or scheduling rush in those circumstances. If no codes or other business items are submitted to the Faculty Senate office by ten days prior to the meeting, the meeting will be cancelled.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year?

No change recommended.

Signed:
Chairperson - Patricia Anderson

Secretary – Melissa Nasea