

"The committees' annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees' annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office."

ECU Faculty Manual, Part II, Section II. <http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part2section2.pdf>

EAST CAROLINA UNIVERSITY FACULTY SENATE ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2013-2014 Academic Year

COMMITTEE: Admission and Retention Policies Committee

1. Membership (include ex-officio members).

Regular Members: Scott Curtis, Allison Danell, Michael Duffy, David Durant, Katie Flanagan, Jonathan Morris, Mary Nyangweso

Ex-Officio Members: John Fletcher, Amy Frank, Jayne Geissler, John Given

2. Meeting Dates

(include members present and those who contributed to committee action, but were not at the meeting)

August 26, 2013: Scott Curtis, Allison Danell, Michael Duffy, David Durant, Jonathan Morris, Jayne Geissler, John Given, Amy Frank, Mark Sprague, Lori Lee

September 30, 2013: Allison Danell, Michael Duffy, David Durant, Katie Flanagan, John Fletcher, Amy Frank, Jayne Geissler, John Given

November 4, 2013: Scott Curtis, Allison Danell, Michael Duffy, David Durant, Katie Flanagan, John Fletcher, Amy Frank, Jayne Geissler, John Given

December 2, 2013: Scott Curtis, Allison Danell, Michael Duffy, David Durant, Jonathan Morris, Katie Flanagan, John Fletcher, Amy Frank, Jayne Geissler, John Given, Amanda Fleming

January 13, 2014: Scott Curtis, Allison Danell, Michael Duffy, David Durant, Katie Flanagan, Jonathan Morris, Mary Nyangweso, John Fletcher, Amy Frank, Jayne Geissler, John Given

February 3, 2014: Allison Danell, Michael Duffy, David Durant, Jonathan Morris, Mary Nyangweso, John Fletcher, Amy Frank, Jayne Geissler, John Given, Angela Anderson

March 3, 2014: Scott Curtis, Allison Danell, Michael Duffy, David Durant, Katie Flanagan, Jonathan Morris, Mary Nyangweso, John Fletcher, Amy Frank, Jayne Geissler, John Given

April 7, 2014: Scott Curtis, Allison Danell, Michael Duffy, David Durant, Jonathan Morris, Katie Flanagan, John Fletcher, Jayne Geissler, John Given, Amy Frank

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

- a. Sub-committee was established on 9-30-2013 to further investigate the need for unifying and strengthening syllabus requirements in the *ECU Faculty Manual* or *ECU Undergraduate Catalog*. The members are Flanagan and Duffy. The committee approved a stronger and more detailed statement on syllabus requirements near the end of Number V in Part VI, Section 1 of the *ECU*

- Faculty Manual* with a recommendation of items required and those recommended, along with university references for additional information and queries. The work was presented at the April 2014 faculty senate meeting but returned to the committee for further examination.
- b. Sub-committee was established on 9-30-2014 to review effective coding of majors in Banner and the use of declaration deadlines. The members are Geissler, Danell and Frank. The committee approved new language to go in the *ECU Undergraduate Catalog* recommending that students declare their major by the time they earn 60 semester hours of credit. The process of clarifying intended and declared majors' credit hour requirements in individual colleges and their departments is being completed by the Registrar's Office.
 - c. Sub-committee was established on 11-4-2013 to review if student disciplinary policies in the *ECU Faculty Manual* (Part VI, Section IV) are consistent with new UNC General Administration policies on student discipline. The members are David Durant and Jonathan Morris. The subcommittee reported that our policies are consistent with GA, and recommended that nothing be changed since the UNC policy manual is more detailed than our own. Work was completed.
 - d. Sub-committee was established on 12-2-2013 to review the new UNC Policy Manual on new regulations for fostering academic success, approved April 29, 2013. The members are Danell, Geissler, Fletcher, Given, Frank. Members reported on the different areas of university compliance with GA policies and the progress the university will be making in remaining areas. Work was completed.
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.
- a. The committee continued to follow up on the impact of the plus/minus grading system, first implemented for undergraduate courses in December 2012. Discussion followed on the slight improvement in student GPAs under the new grading system. Geissler informed the committee of IPAR's study of student semester and cumulative grade averages by class and gender in spring 2012 and 2013, and shared results with the committee.
 - b. The committee continued to discuss the problems involved in students declaring their major in an appropriate time frame, and reviewed major declaration requirements and penalties at UNC-system universities as well as guidelines and procedures for classifying intended and declared majors at ECU. The committee reviewed the process underway in the Registrar's Office to clarify the classification and timeline of intended and declared majors in the individual colleges and departments of the University. New language was approved by the committee for the *ECU Undergraduate Catalog*, strongly recommending that students declare their major by the 60-credit mark in their education and stating that a number of departments require an earlier declaration.
 - c. At the request of Mark Sprague, Faculty Senate Chair, the committee considered drafting a new section on course policies for the *ECU Faculty Manual* that would include syllabus requirements and links to University resources. After consulting with the University Attorney's Office and the Office for Faculty Excellence, the committee reviewed the existing language in the *Faculty Manual* on courses and syllabi. The subcommittee wrote stronger and more consistent language for course syllabi, noting required and recommended items, and providing a list of University resources for inclusion in Part VI, Number 5 of the *ECU Faculty Manual*.
 - d. At the request of Mark Sprague, the committee reviewed administrative policy #02.07.01 *Definition of a Semester Credit Hour* to determine if a reference to this administrative policy should be included somewhere in the *ECU Faculty Manual* (Part VIII, section 1) to make it easier for faculty to find. The Committee discussed the lack of a clear definition of a credit hour in the *ECU Faculty Manual*, and the fact that SACS and the federal government require that such a definition be known and followed in the university. The committee approved that a direct link to this 2011 administrative policy be placed in the *ECU Faculty Manual* in the section on faculty teaching load (Part VIII, Section 1, II.b.).

- e. The committee continued discussion of a pass/fail grade option in the University and explored possible requirements and circumstances for designating such a course grade and the consequences on student grades. Since requests for this option are small at present and the university would have to study how to implement and regulate such a grading option at ECU, the committee decided not to recommend it at this time.
- f. The committee discussed the new UNC Policy Manual that has put in place new regulations for fostering academic success throughout the university system, and how ECU is proceeding to ensure compliance with the new State guidelines. Committee members have studied and reported on different parts of the academic system in order to better understand the University's areas of emphasis and its timetable for completing the desired changes to its regulations and curricula. From this discussion have come recommended changes on course drop and withdrawal policy (new WE grade, for example), and on removing from transfer student admission required courses like ENGL 1200 and MATH 1065.

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

September 10, 2013:

(Resolution #13-71); Resolution on an academic integrity module for first-year students

February 4, 2014:

(Resolution #14-02); Resolution to remove MATH 1065 and ENGL 1200 from the required courses for admission of transfer students

(Resolution #14-04); Resolution to add link to administrative policy #02.07.01 *Definition of a Semester Credit Hour*, to the *ECU Faculty Manual*, Part VIII, Section I, subsection II.B. Teaching Load.

April 15, 2014:

Report on Revisions to *ECU Faculty Manual*, Part VI, Section 1, subsection V, Course Expectations and Requirements, did not pass.

Report on Creation of a New WE Grade, Withdrawal with Extenuating Circumstances, and Revisions to Related Policies.

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

Discuss unifying thresholds students must meet for ratios of attempted to earned hours (UNC-GA minimum=67%, ECU Financial Aid=80%, Federal Financial Aid=75%).

Continue to monitor and assist the University in implementing FUSS (GA Policy, Fostering Undergraduate Student Success).

Review Grade Appeal Policy in *ECU Faculty Manual*, Part VI, Section I, subsection VIII.F

Review syllabus language in *ECU Faculty Manual*, Part VI.

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

- A. Charge: Sufficient
- B. Personnel: Current personnel is adequate.
- C. Attendance: Attendance was very good.
- D. Responsibilities: Responsibilities are sufficiently defined.

E. Activities: Committee members devoted the time and worked well together to effectively complete a busy agenda for the year.

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

None.

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

No

Signed: Chairperson _____

Secretary _____

Please forward the completed annual report to the Faculty Senate office via email (facultysenate@ecu.edu) no later than May 1, 2014.