COMMITTEE: Faculty Governance Committee

1. Membership (include ex-officio members).

Regular Members: Nelson Cooper (Chair), Catherine Rigsby (Vice-Chair), Marianne Montgomery (Secretary), Eleanor Cook, Kylie Dotson-Blake, Derek Maher, Andrew Morehead, John Stiller

Ex-Officio Members: Doriann Dennison, Qin Ding, Mary Gilliland, Phyllis Horns, Ron Mitchelson, Mike Van Scott

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

September 24, 2014

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X __, Eleanor Cook __X__, Kylie Dotson-Blake __ O __, Derek Maher, __ X __, Marianne Montgomery __ X __, Andrew Morehead __ X __, Catherine Rigsby __ O __, John Stiller __ X __

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ X __, Ron Mitchelson, Provost / VCAA __ O __, Phyllis Horns, VCHS __ O __, Mike Van Scott, Assoc VCRGS __ X __, Qin Ding, Rep of the Chair of the Faculty __ X __, Mary Gilliland, Fac Sen Rep __ X __

October 8, 2014

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X __, Eleanor Cook __X__, Kylie Dotson-Blake __ X __, Derek Maher, __X__, Marianne Montgomery __ X __, Andrew Morehead __ X __, Catherine Rigsby __ X __, John Stiller __ O __

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ X __, Ron Mitchelson, Provost / VCAA __ X __, Phyllis Horns, VCHS __ O __, Mike Van Scott, Assoc VCRGS __ X __, Qin Ding, Rep of the Chair of the Faculty __ X __, Mary Gilliland, Fac Sen Rep __ X __

October 22, 2014

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X __, Eleanor Cook __X__, Kylie Dotson-Blake __ X __, Derek Maher, __X__, Marianne Montgomery __ X __, Andrew Morehead __ X __, Catherine Rigsby __ O __, John Stiller __ X __

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ O __, Ron Mitchelson, Provost / VCAA __ X __, Phyllis Horns, VCHS __ O __, Mike Van Scott, Assoc VCRGS __ X __, Qin Ding, Rep of the Chair of the Faculty __ X __, Mary Gilliland, Fac Sen Rep __ X __
November 12, 2014

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __X__, Eleanor Cook __X__, Kylie Dotson-Blake __X__, Derek Maher, __X__, Marianne Montgomery __X__, Andrew Morehead __X__, Catherine Rigsby __O__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __X__, Ron Mitchelson, Provost / VCAA __O__, Phyllis Horns, VCHS __O__, Mike Van Scott, Assoc VCRGS __X__, Qin Ding, Rep of the Chair of the Faculty __X__, Mary Gilliland, Fac Sen Rep __X__

December 10, 2014

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __X__, Eleanor Cook __X__, Kylie Dotson-Blake __X__, Derek Maher, __X__, Marianne Montgomery __X__, Andrew Morehead __X__, Catherine Rigsby __X__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __O__, Ron Mitchelson, Provost / VCAA __X__, Phyllis Horns, VCHS __X__, Mike Van Scott, Assoc VCRGS __O__, Qin Ding, Rep of the Chair of the Faculty __X__, Mary Gilliland, Fac Sen Rep __O__

December 17, 2014

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __X__, Eleanor Cook __X__, Kylie Dotson-Blake __X__, Derek Maher, __X__, Marianne Montgomery __X__, Andrew Morehead __X__, Catherine Rigsby __O__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __X__, Ron Mitchelson, Provost / VCAA __X__, Phyllis Horns, VCHS __X__, Mike Van Scott, Assoc VCRGS __X__, Qin Ding, Rep of the Chair of the Faculty __X__, Mary Gilliland, Fac Sen Rep __X__

January 21, 2015

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __X__, Eleanor Cook __X__, Kylie Dotson-Blake __X__, Derek Maher, __X__, Marianne Montgomery __X__, Andrew Morehead __X__, Catherine Rigsby __O__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __X__, Ron Mitchelson, Provost / VCAA __X__, Phyllis Horns, VCHS __O__, Mike Van Scott, Assoc VCRGS __X__, Qin Ding, Rep of the Chair of the Faculty __X__, Mary Gilliland, Fac Sen Rep __X__

January 28, 2015

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __O__, Eleanor Cook __X__, Kylie Dotson-Blake __X__, Derek Maher, __X__, Marianne Montgomery __X__, Andrew Morehead __X__, Catherine Rigsby __X__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __X__, Ron Mitchelson, Provost / VCAA __O__, Phyllis Horns, VCHS __X__, Mike Van Scott, Assoc VCRGS __X__, Qin Ding, Rep of the Chair of the Faculty __X__, Mary Gilliland, Fac Sen Rep __O__
February 11, 2015

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X__, Eleanor Cook __X__, Kylie Dotson-Blake __ X__, Derek Maher, __O__, Marianne Montgomery __O__, Andrew Morehead __ X__, Catherine Rigsby __X__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ X__, Ron Mitchelson, Provost / VCAA __ X__, Phyllis Horns, VCHS __ X__, Mike Van Scott, Assoc VCRGS __ O__, Qin Ding, Rep of the Chair of the Faculty __ X__, Mary Gilliland, Fac Sen Rep __ X__

February 25, 2015

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X__, Eleanor Cook __X__, Kylie Dotson-Blake __ X__, Derek Maher, __X__, Marianne Montgomery __ X__, Andrew Morehead __ X__, Catherine Rigsby __X__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ O__, Ron Mitchelson, Provost / VCAA __ X__, Phyllis Horns, VCHS __ O__, Mike Van Scott, Assoc VCRGS __ X__, Qin Ding, Rep of the Chair of the Faculty __ X__, Mary Gilliland, Fac Sen Rep __ X__

March 25, 2015

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X__, Eleanor Cook __X__, Kylie Dotson-Blake __ X__, Derek Maher, __X__, Marianne Montgomery __ X__, Andrew Morehead __ X__, Catherine Rigsby __O__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ X__, Ron Mitchelson, Provost / VCAA __ O__, Phyllis Horns, VCHS __ X__, Mike Van Scott, Assoc VCRGS __ O__, Qin Ding, Rep of the Chair of the Faculty __ X__, Mary Gilliland, Fac Sen Rep __ X__

April 1, 2015

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X__, Eleanor Cook __X__, Kylie Dotson-Blake __ X__, Derek Maher, __X__, Marianne Montgomery __ X__, Andrew Morehead __ X__, Catherine Rigsby __X__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ O__, Ron Mitchelson, Provost / VCAA __ O__, Phyllis Horns, VCHS __ X__, Mike Van Scott, Assoc VCRGS __ X__, Qin Ding, Rep of the Chair of the Faculty __ X__, Mary Gilliland, Fac Sen Rep __ X__

April 8, 2015

REGULAR MEMBERS (_X_ IN ATTENDANCE): Nelson Cooper __ X__, Eleanor Cook __X__, Kylie Dotson-Blake __ X__, Derek Maher, __X__, Marianne Montgomery __ X__, Andrew Morehead __ X__, Catherine Rigsby __X__, John Stiller __X__

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE): Doriann Dennison, Chancellor’s Rep __ X__, Ron Mitchelson, Provost / VCAA __ O__, Phyllis Horns, VCHS __ O__, Mike Van Scott, Assoc VCRGS __ O__, Qin Ding, Rep of the Chair of the Faculty __ O__, Mary Gilliland, Fac Sen Rep __ X__
REGULAR MEMBERS (_X_ IN ATTENDANCE):
Nelson Cooper __ X__, Eleanor Cook __ X__, Kylie Dotson-Blake __ X__, Derek Maher, __ X __, Marianne Montgomery __ X__, Andrew Morehead __ X__, Catherine Rigsby __ O __, John Stiller __ X __

EX-OFFICIO MEMBERS (_X_ IN ATTENDANCE):
Doriann Dennison, Chancellor’s Rep __ O __, Ron Mitchelson, Provost / VCAA __ O __, Phyllis Horns, VCHS __ O __, Mike Van Scott, Assoc VCRGS __ X __, Qin Ding, Rep of the Chair of the Faculty __ O __, Mary Gilliland, Fac Sen Rep __ X __

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

Subcommittee to address Part IX, Section I: Facilitate the review and edits of Part IX, Section I of the Faculty Manual; this was a continuation of work completed by the 2013-14 Faculty Governance Committee; review and edits were completed, reported to the full committee, and faculty forums were conducted and completed; business of the work group will carry over to the 2015-16 full committee.

Subcommittee to address Part IX, Section II: Facilitate the review and edits of Part IX, Section II of the Faculty Manual; review and edits were completed and reported to the full committee; A recommendation was made to the Faculty Senate and approved.

Subcommittee to address Programs Outside Academic Units: Discuss and make recommendations for operational guidelines for programs operating outside academic units, especially regarding personnel procedures; initial discussion was brought to the full committee; business of the work group will carry over to the 2015-16 full committee.

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.

- Advised Faculty Committee on Committees on Part II, Section II, Subsection IV of the East Carolina University Faculty Manual regarding fixed-term faculty membership
- Provided formal faculty advice on the Conflict of Interest and Commitment/External Professional Activity for Pay
- Revised Part IX Section II of the East Carolina University Faculty Manual
- Revised the Tenured Faculty 5-Year Plan
- Revised the Sample Letter of Request for Peer Evaluation
- Provided formal faculty advice on the following Policies, Regulations, or Rules:
  - HIPAA Breach Notification Determination, Notification, and Sanctions
  - Faculty Workload Regulation
  - Candidacy & Office Holding
  - Salary Administration Regulation
  - SPA Reduction in Force
- Completed faculty forums on suggested revisions to Part IX Section I of the East Carolina University Faculty Manual
- Revised Part VI Section I of the East Carolina University Faculty Manual
5. Reports to the Faculty Senate (include dates and resolution numbers).

- December 2, 2014: Revisions to the ECU Faculty Manual, Part II. ECU Organization and Shared Governance, Section II, subsection IV of the By-laws of the Faculty Constitution. Faculty Senate Resolution #14-88.
- January 27, 2015: Proposed Regulation on Conflicts of Interest, Commitment, and External Professional Activities for Pay Regulation. Faculty Senate Resolution #15-12.
- March 17, 2015: Revisions to the ECU Faculty Manual, Part IX, Section II. Performance Review of Tenured Faculty of East Carolina University. Faculty Senate Resolution #15-28.
- March 17, 2015: Proposed Sample Faculty 5-Year Plan to be used in conjunction with the Performance Review of Tenured Faculty was returned to the Faculty Governance Committee for additional review. Faculty Senate Resolution #15-29.
- April 14, 2015: Faculty Senate Guidelines for Faculty 5-Year Plan to be used in conjunction with the Performance Review of Tenured Faculty and blank form. Faculty Senate Resolution #15-50.
- April 14, 2015: (with comment) Formal faculty advice on revised Faculty Workload Policy. Faculty Senate Resolution #15-51.
- April 14, 2015: Formal faculty advice on proposed Salary Administration for Employees Subject to the State Human Resources Act Policy. Faculty Senate Resolution #15-52.
- April 14, 2015: Formal faculty advice on proposed Reduction in Force (SPA) Policy. Faculty Senate Resolution #15-53.

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

- Finalize review and revisions of Part IX, Section I of East Carolina University Faculty Manual and present to the Faculty Senate
- Continue to attentively monitor the implementation of the EPPC and UCFS recommendations and address all shared governance issues associated with this process.
- Follow up on specific recommendations included in the Report of the Subcommittee on Unit Code Policy.
- Review and, where necessary, revise Parts VIII and X of the East Carolina University Faculty Manual to ensure compatibility with new Part IX.

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

A. Charge: Adequate
B. Personnel: Excellent
C. Attendance: Adequate
D. Responsibilities: Adequate
E. Activities: Adequate
8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

The Committee meets twice a month as a standard. The workload in recent years has commanded extra meetings. This is challenging considering the makeup of the committee and competing schedules. Strong committee leadership and full involvement are encouraged. The committee should use subcommittees when possible, on the model of the Part IX, Section I subcommittee, to identify substantive issues for discussion by the full committee and to edit drafts in accordance with committee decisions. Line-by-line editing in full committee meetings is time-consuming and should be avoided as much as possible.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? If yes, when do you prefer: _______ No ____________________________

Signed: Chairperson _______ Nelson L Cooper __________________

Secretary _______ Marianne Montgomery __________________