EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2014-2015 Academic Year

COMMITTEE: UNIT CODE SCREENING COMMITTEE

1. Membership (include ex-officio members): Patricia Anderson (Chair), Christine Zoller (Vice Chair), Tom Shields (Secretary), Cheryl Johnson, Clark Nall, Martin Bier (replaced by David Rudel), Donald Philyaw, Kathy Misulis, Linda Ingalls, Lisa Sutton, Dave Tulis, and Rebecca Dumlao

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

   September 3, 2014: Patricia Anderson (Chair), Christine Zoller (Vice Chair), Tom Shields (Secretary), and Donald Philyaw and Ex-Officio Linda Ingalls, Kathy Misulis, Lisa Sutton, Cheryl Johnson and Dave Tulis, and other in attendance Andrew Moorehead, (Chair of the Faculty) and Lori Lee (Faculty Senate Office).

   September 22, 2014: Patricia Anderson (Chair), Martin Bier, Cheryl Johnson, Donald Philyaw, George Sigounas, and Tom Shields (Secretary), and Ex-Officio Rebecca Dumlao, Linda Ingalls, Lisa Sutton, and Dave Tulis.

   October 6, 2014: Patricia Anderson (Chair), Martin Bier, Clark Nall, Donald Philyaw, George Sigounas, and Tom Shields (Secretary), and Ex-Officio Linda Ingalls, Lisa Sutton and David Tulis.

   October 20, 2014: Patricia Anderson (Chair), Cheryl Johnson, George Sigounas, and Tom Shields (Secretary), and Ex-Officio Linda Ingalls, Kathy Misulis and Lisa Sutton.

   November 3, 2014: Patricia Anderson (Chair), Clark Nall, Don Philyaw, George Sigounas, and Tom Shields (Secretary), and Ex-Officio Linda Ingalls, Kathy Misulis, Lisa Sutton, and Dave Tulis

   November 17, 2014: Patricia Anderson (Chair), Clark Nall, Don Philyaw, and Tom Shields (Secretary), and Ex-Officio Linda Ingalls, Kathy Misulis and David Tulis.

   December 1, 2014: Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, Don Philyaw and Tom Shields (Secretary), and Ex-Officio Linda Ingalls, Kathy Misulis, Lisa Sutton and David Tulis.
January 21, 2015: Patricia Anderson (Chair), Christine Zoller (Vice Chair), Cheryl Johnson, Don Philyaw, George Sigounas, and Tom Shields (Secretary), and Ex-Officio David Tulis.

February 18, 2015: Patricia Anderson (Chair), Cheryl Johnson, Clark Nall, David Rudel, George Sigounas, and Tom Shields (Secretary) and Ex-Officio Linda Ingalls, Kathy Misulis, Lisa Sutton and David Tulis.

March 18, 2015: Patricia Anderson (Chair), Christine Zoller (Vice Chair), Don Philyaw, David Rudel, George Sigounas and Tom Shields (Secretary), and Ex-Officio Linda Ingalls, Lisa Sutton and David Tulis.

April 15, 2015: Patricia Anderson (Chair), Christine Zoller (Vice Chair), Cheryl Johnson, Clark Nall, Don Philyaw, David Rudel, George Sigounas, and Tom Shields (Secretary) and Ex-Officio Linda Ingalls, Kathy Misulis and Lisa Sutton.

3. Subcommittees established during the year:

   - Cheryl Johnson served on an ad hoc committee made up of representatives from the Faculty Governance, Educational Policies and Planning and Unit Code Screening 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

   - A change was made to the committee’s charge to formally establish a published meeting time, which will be the third Wednesday of each month.
   - Review and editorial revisions of eight codes (Geological Sciences, Brody School of Medicine, School of Hospitality Leadership, College of Health and Human Performance, Academic Library Services, Laupus Library, Department of Child Development and Family Relations, and the College of Engineering and Technology).
   - Presentation of four unit codes to the Faculty Senate (listed below)

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

   - September 16, 2014, Presentation and Approval of Proposed revisions to Unit Code Format, Resolution #14-71
   - December 2, 2015, Presentation and Approval of School of Medicine Code and College of Health and Human Performance Code, Resolution #14-90
   - January 27, 2015, Presentation and Approval of Hospitality Leadership Code, Resolution #15-08
   - April 14, 2015, Presentation and Approval of Geological Sciences Code, Resolution # 15-49
6. Business carried over to next year (list in priority order).
   - Continue to work with Faculty Officers to encourage revision of unit codes that are past their code revisions cycle of 5 years.

7. Evaluation of Committee (include anything that hindered or assisted the committee's work during the year).
   A. Charge: The charge is specific to the tasks at hand and should be continued.
   B. Personnel: All personnel were involved in the committee meetings and displayed commitment to the process of careful review of all aspects of codes submitted for approval. It should be noted that committee members, both regular and ex-officio, spend long hours in dedicated service in connection with the responsibilities of this committee, not only during individual meetings but also in advance preparation for individual proposed unit codes.
   C. Attendance: Almost all committee members were able to be present at almost all committee meetings. Ex-officio members were contributing members, as they were able to be present.
   D. Responsibilities: Committee responsibilities are appropriate for committee members. In years with extensive code reviews, there is a possibility for an overextension of expectations for individuals due to the extensive time required for careful individual review of a code prior to a meeting, followed by group discussion of fine points of governance and university policy applications. It has been the experience of the committee that a minimum of 90 minutes is required to review a single code in a committee meeting.
   E. Activities: Committee activities were steady throughout the year with codes reviewed in both fall and spring semesters. It would be preferable to have more codes submitted during the fall semester with fewer codes submitted after February of the academic year.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.
   - None for this year.

9. Does the Committee's organizational meeting next year need to be earlier than the date set this year? No.

Signed:

Chairperson, Patricia Anderson

Secretary, Tom Shields