EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT

2017-2018 Academic Year

COMMITTEE: Unit Code Screening Committee

Membership (include ex-officio members).
Regular Members: Rick Ericson, Tom Shields, Mary Nyangweso, Brian Muzyka, Gail Ratcliff, Leah Cordova, Cheryl Johnson, Timm Hackett
Ex-officio members: Kathy Misulis, Linda Ingalls, Lisa Hudson, Sharon Moore, Ralph Scott, Melinda Doty, Ian Childs

Meeting Dates (include members present).
September 20, 2017 — Cheryl Johnson, Leah Cordova, Brian Muzyka, Tom Shields, Ian Childs, Melinda Doty, Linda Ingalls, Kathy Misulis, Ralph Scott. Guests — Lori Lee (Faculty Senate Office).
February 21, 2018 — Timm Hackett, Brian Muzyka, Gail Ratcliff, Tom Shields, Melinda Doty, Linda Ingalls, Kathy Misulis, Sharon Rogers Moore, and Ralph Scott. Guests — Stacey Altman (Department of Kinesiology)
March 21, 2018 — Cheryl Johnson, Rick Ericson, Timm Hackett, Gail Ratcliff, Tom Shields, Linda Ingalls and Kathy Misulis. Guests — Rob Kulesher (College of Allied Health Sciences)
April 18, 2018 — Cheryl Johnson, Rick Ericson, Brian Muzkya, Gail Ratcliff, Tom Shields, Ian Childs, Melida Doty, Lisa Hudson, Linda Ingalls, Kathy Misulis, Sharon Moore, and Ralph Scott—Bob Kulesher (College of Allied Health Sciences)

Subcommittees established during the year (include progress and/or completion of work).
For the 2017-2018 academic year, the committee worked again to streamline the review of unit codes prior to each meeting by having pairs of committee members complete a pre-review of the codes to be discussed. The pre-reviewers were assigned at the beginning of each semester and were expected to present their comments and questions to the remainder of the committee at least one week in advance of the meeting. In several instances, the group whose unit code was being considered had done a preliminary revision before the committee meeting, and the process was streamlined with this action.

Accomplishments during the year. Please include recommendations made to any University agency other than the Faculty Senate.
• Review of the following codes:
  o Academic Library Services (October 18)
  o School of Social Work (November 15)
  o Department of Geology, Planning, and Environment (January 31)
  o Department of Kinesiology (February 21)
  o College of Allied Health Sciences (March 21, April 18)

Reports to the Faculty Senate
March 27, 2018 Resolution 18-24
  1. Department of Health Education and Promotion
  2. Department of Human Development and Family Sciences
  3. Department of Interior Design and Merchandising
  4. Department of Kinesiology
April 24, 2018 Resolution #18-35

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

College of Allied Health Sciences
Update the Unit Code Template in Accordance with Faculty Manual Changes

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

A. Charge: Continued use of prescreening with assigned committee members in advance of regular scheduled full screen meeting assisted us in timely completion of code review process
B. Personnel: Meeting date seemed to conflict with multiple conference travel dates for some members. The duties of our secretary Tom Shields have been fantastic. His participation and performance as secretary the last several years has been outstanding and we could not have processed so many codes without his commitment and dedication. He is to be commended and he will be missed.
C. Attendance: Attendance could have been better, but we had enough members to hold a vote as needed.
D. Responsibilities: Holding all College of Health and Human Performance Codes until all were ready delayed the process and some codes were two years old by the time this was finished and may now have to still go back to units because of changes in faculty manual during that time.
E. Activities: With so many codes to review, no other activities were considered.

Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee.

1. So many codes in one year took a lot of time for the chair to do the follow-up edits and cross checks with unit representatives. Consider requiring use of word doc review and tracking to make this process easier and to document edits as the documents can be quite extensive and to prevent errors.
2. Consider an online submission process to save paper and to facilitate sharing feedback with unit representatives.
3. What can be done about getting units with extremely outdated codes to submit for screening?

Does the Committee’s organizational meeting next year need to be earlier than the date set this year? Yes. We should begin our actual committee work at the September meeting. A brief organizational meeting the last week of August would be helpful as we often have Codes in the queue.

Signed: Chairperson

Vice Chair

Secretary