ACTIONS OF MEETING

Agenda Item: Update ECU Faculty Manual, Part VI, Section I, Subsection VIII: Grades to include a reference to administrative PRR entitled Consequences for Failure to Submit Grades.

Discussion: The update was voted on and passed unanimously.

Action Taken: The Faculty manual will be updated as shown below, with new information in italics:

ECU Faculty Manual, Part VI, Section I, Subsection VIII

C. Recording of Grades
Near the end of the semester, the University Registrar's Office sends procedural instructions to members of the teaching faculty for the posting of grades. Faculty members must submit grades electronically no later than the deadline established by the registrar’s office. (FS Resolution #10-08, February 2010) Instructors who fail to submit grades will be subject to the procedures outlined in REG02.25.01, “Consequences for Failure to Submit Grades.”

Assigned Additional Duties To: David Durant

Agenda Item: Discussion of new policy regarding completion of all graduation requirements, such as certification or internships, before graduation date.

Discussion: The Department of Recreation and Leisure Studies requested the committee discuss how best to process graduation requirements for students whose experiential education may extend past published graduation dates. Currently, students earning Recreation Therapy degrees finish internship requirements after the deadline for August graduation, thus requiring the students to appeal for extensions, or face delaying their graduation dates and testing dates for national certification. The committee considered how changes to curriculum, course scheduling, or catalog wording could best address the problem.
It was agreed that changing the catalog was the most appropriate solution, especially if other affected programs could benefit.

**Action Taken:** The committee voted on the following catalog change, and it was approved unanimously.

**Undergraduate Studies: Academic Advisement, Progression and Support Services**

...

**Graduation Requirements**

Every student should confer with his or her academic advisor and/or the major department/school administrator or designee about program and degree requirements. At least two semesters prior to graduation, each student must, in consultation with the unit administrator or designee, complete a graduation requirements review (also called a senior summary) in consultation with their advisor and complete the application for graduation that is available in the Office of the Registrar and departmental offices.

All **graduation** requirements must be met **before the first day of the subsequent term,** as shown:

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Subsequent Term</th>
</tr>
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<tbody>
<tr>
<td>Spring</td>
<td>First Day of Summer Term</td>
</tr>
<tr>
<td>Summer</td>
<td>First Day of Fall Term</td>
</tr>
<tr>
<td>Fall</td>
<td>First Day of Spring Term</td>
</tr>
</tbody>
</table>

by the **official graduation date** of East Carolina University.

A student may expect to be allowed to obtain a degree in accordance with the requirements set forth in the regulations in force when he or she enters the university or under subsequent regulations published while he or she is a student. However, a student is restricted in choice to the requirements of one specific catalog. Undergraduate students who enter the university under the regulations of a catalog have a period of five years, inclusive and continuous, in which to claim the degree requirements of that catalog.

**Assigned Additional Duties To:** David Durant
**Agenda Item:** Memo Dated Nov. 5, 2012, from Faculty Senate Officers regarding New Plus/Minus Grading System

**Discussion:** All members of the “ECU Official” email list received a memo on Nov. 5, 2012, from Faculty Senate Officers. The memo emphasized that the plus/minus system is the “only grading system” at ECU and that faculty members “must use” this system. The memo referred to “significant confusion” on campus regarding the use of the policy. Committee members had questions regarding the timing and wording of the memo, and felt that inconsistent language has been used in this and other official communications regarding how to use the new grading system.

**Action Taken:** Information regarding the motivation for this email communication will be requested from Faculty Senate officers.

**Assigned Additional Duties To:** David Durant

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Next meeting date: Monday, December 3rd, at 4:00 in 142 Rawl Annex (Invited guest Angela Anderson)

**Items to be discussed:**
- Review curriculum plans and programs that may prevent students from earning degrees with distinction because of the relatively few hours required for completion of the plan at ECU.
- Presentation on university retention and admission data by Jayne Geissler.

Adjourned: 4:55