

BRIEF DESCRIPTIONS OF STANDING UNIVERSITY COMMITTEES/COUNCIL

May 2012

Graduate Council: considers, debates and votes on all graduate academic policies, and upon recommendation of the GCC, graduate curriculum and degree programs.

FACULTY SENATE COMMITTEES

Agenda: establishes the Faculty Senate agenda for each month.

Committee on Committees: considers the overall structure of the standing academic committees and evaluates the functions of each.

Nominating Committee: formulates the slate of faculty officers for election by the Faculty Senate.

ACADEMIC COMMITTEES

Academic Awards: recommends policies and procedures governing the granting of awards for teaching and advising, research and service; recommends candidates for receipt of awards in various categories, i.e. Alumni Distinguished Professor for Teaching Awards and University Research Awards

Admission and Retention Policies: considers matters related to undergraduate recruitment, admission, advising, and retention of students; recommends policies and procedures relating to academic credits and standards.

Calendar: develops University academic calendars.

Distance Education and Learning Technology: reviews program quality and policies and future directions relating to distance education; examines and recommends policies relating to distance education; ensures timely, informed faculty opinion on any technology action in any area that may affect significantly the University's academic Mission; recommends policy related to the academic use of technology; initiates, reviews, and makes recommendations on proposals to plan, implement, revise or eliminate technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University's academic mission.

Educational Policies and Planning: oversees the adequacy, balance, and excellence of the University's overall undergraduate and graduate programs; advises the Chancellor on educational policies and organizations, goals, standards and procedures; reviews requests for permission to establish and plan new degree programs; advises the Chancellor of action to be taken if the University experiences financial exigency or in the event that a major curtailment of an existing teaching, research, or public service program is considered.

Faculty Governance: oversees matters relating to policies and procedures found within the *ECU Faculty Manual*; considers matters relating to initial faculty appointment, tenure, promotion in rank merit and other such matters as may pertain to the general well-being of faculty; considers matters relating to unit re-evaluations.

Faculty Welfare: reviews programs and policies relating to insurance, annuities, leaves of absence, faculty salaries, and faculty fringe benefits.

Foundations Curriculum and Instructional Effectiveness: recommends policies to improve and advance faculty teaching and student learning; promotes teaching excellence and recommends means to identify faculty teaching success, including development of peer review instruments for teaching face-to-face and distance education courses; makes recommendations regarding foundations curriculum requirements and The committee recommends curricular changes in the Writing Across the Curriculum Program, Honors Program, and Foundations Curriculum.

Libraries: recommends policies and procedures for collections of books, periodicals, and other materials, library services and the apportionment of University library budgets.

Research/Creative Activity Grants: considers matters related to the scholarly activity of the University; recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients.

Service Learning: recommends policies and procedures governing service learning requirements and service learning designation for individual courses.

Student Academic Appellate: serves as an appeals board for students who do not meet admission requirements, were denied permission to drop a course, want to appeal an administrative decision relating to academic credits and standards, are seeking readmission after being declared academically ineligible to return, or want to appeal a financial aid decision.

Student Scholarships, Fellowships, and Financial Aid: recommends policies and procedures regarding the granting of scholarships, fellowships, and financial aid programs; recommends recipients of specified student financial aid scholarships; reviews the overall operation of the Student Financial Aid office.

Teaching Grants: recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients; recommends teaching grant proposals to be funded based on the merit of the proposals.

Unit Code Screening: reviews academic unit codes and changes to existing academic unit codes to insure compliance with the *ECU Faculty Manual* and University polices, General Guidelines for Writing and Revising Unit Codes, Code of the University of North Carolina, and other appropriate documents.

University Athletics: advises the Chancellor about general issues pertaining to intercollegiate athletics at ECU, including conference matters, budget, compliance with legal regulations, fund raising, and public relations.

University Budget: serves as a communication link between the Faculty Senate and Chancellor on budgetary matters; advises the Chancellor on annual budget priorities and policies, biennial budget requests, tuition changes, and the relationship of the budget decisions to the University's mission.

University Curriculum: oversees matters relating to undergraduate courses and programs; reviews requests for permission to establish and plan new degree programs; acts on recommendations from the Council of Teacher Education regarding proposed changes in teaching education requirements.

University Environment: oversees matters relating to the general physical environment of the University, which includes traffic flow patterns, parking facilities, landscaping, and University's master plan.

Writing Across the Curriculum: promotes the University Writing Program and recommends policies and guidelines governing the development and offering of courses and seminars that are officially to be designated as writing-intensive courses; reviews and approves proposals for writing-intensive courses, makes recommendations to the Faculty Senate regarding proposals carrying the writing intensive designation, and reports those recommendations to the University Curriculum Committee; reviews the activities of the University Writing Program, advises the administrative leadership in that program, and serves as a liaison between the University Writing Program and the Faculty Senate.

APPELLATE COMMITTEES

Due Process: provides a forum for faculty members before discharge or the imposition of serious sanctions.

Faculty Grievance: hears grievances on matters directly related to a faculty member's employment status and instructional relationship within the University and hears appeals concerning the implementation of governance procedures of both the *East Carolina University Code* and the Unit Codes within the units

Grievance Board: provides a forum for allegations of sexual or racial harassment or discrimination or conflicts of interest brought against ECU faculty members or administrators holding faculty status.

Hearing: provides a forum for appeal of notice of nonreappointment or nonconferral of permanent tenure.

Reconsideration: provides a forum for the termination of faculty employment.

ADMINISTRATIVE COMMITTEES (with elected faculty representation)

Academic Integrity: serves as an appeals board for students involved in academically violating the Honor Code.

Advisory Committee for Service Learning: selects criteria for service learning courses, works towards a designation for service learning courses, recommends learning outcomes and goals for service learning course, and serves as a resource for all matters pertaining to service learning.

Animal Care and Use: assures adherence to all State and Federal animal care regulations.

Biological Safety: promotes the safe research use of biohazardous and infectious agents.

Citation Appeals Board: serves as an appeals board for students, staff, faculty, and visitors of ECU for the appeal of campus parking and traffic citations.

Committee on Canvassing and Soliciting: monitors regulations concerning solicitation, selling, and merchandising at ECU.

Copyright: monitors trends and changes in copyright ownership models, oversees policy and guideline development, serves as a hearing body for dispute resolution.

Environmental Safety: works to provide a safe and healthful environment for all persons associated with ECU.

Family Weekend: coordinates Parents Weekend activities.

Homecoming Steering: coordinates Homecoming activities.

Honorary Degrees, Awards, and Distinctions: recommends to the Chancellor men and women of outstanding accomplishment who have graduated from ECU or have ties to the university or region by which they enrich the communities. (Board of Trustees Oversight)

Honors College Faculty Advisory: recommends policies relating to the Honors College, including academic qualifications for students, resources for faculty interested in developing courses, and situating the College within the University and academic units.

Identity Theft Protection: oversees ECU's compliance in regard to the collection, segregation, disclosure and security of SSNs and PII and the development of related policies.

Infection Control: ensures that any ECU units with exposure to human blood and body fluid or TB, and all ECU clinical facilities comply with state and federal regulations to protect their employees, clients, patients, and the community from infection.

Information Resources Coordinating Council: oversees the facilitation of information technology.

Intellectual Property and Patent: reviews all patent disclosures.

Living History: review all proposals for visible improvements to the campus to assure conformance with the Campus Plan.

Natural Areas: advises the Chancellor concerning the management of the Otter Creek Natural Area and other similar properties.

Parking and Transportation: assists in the planning of traffic parking and traffic management; evaluates suggestions and complaints from faculty, staff, and students concerning parking on campus, and develops recommendations that address beneficial improvements.

Radiation Safety: makes recommendations concerning the radiological aspects involved in the safe use and disposition of radioactive material and electronic equipment emitting ionizing and nonionizing radiation.

Research Ethics Oversight: reviews allegations of research misconduct, assists in planning courses on research integrity and professional development, and organizes workshops in research ethics.

Resident Status Appeals: hears appeals in any case in which a student is dissatisfied with a residency status determination.

Scholarship: develops procedures and regulations for administration of scholarships.

Status of Women: advises the Chancellor on matters of concern to women faculty, staff, and students.

University and Medical Center Institutional Review Board: reviews proposals for research using human subjects to assure adherence to federal, state, and hospital regulations.

University Benefits: recommends benefits applicable to all University employees.

University Special Collections: provides direction and counsel for the ECU Manuscript Collection.

STUDENT UNION COMMITTEES (with elected faculty representation)

Entertainment: responsible for selecting, planning, promoting, and presenting music artists and attractions that meet the interests and needs of students, faculty, and staff.

Films: responsible for the selection of contemporary films to be shown weekly in Hendrix Theatre and Residence Life Cinema for students, staff, and faculty.

Initiatives (cultural awareness): responsible for presenting annual lecture series and programs that explore the cultural and diverse ECU community.

Marketing: responsible for the promotion and advertising of events and activities sponsored by the Student Union Programming Board.

Special Events: responsible for planning large-scale events at ECU.

Visual Arts: responsible for increasing student awareness and appreciation for the visual arts at ECU.