Approved  
COMMITTEE: Committee on Committees

MEETING DATE: Tuesday, November 17, 2015

PERSON PRESIDING: Crystal Chambers

REGULAR MEMBERS IN ATTENDANCE: Charles Boklage, Crystal Chambers, Michael Felts, Paul Fletcher, Carol Goodwillie, Edson Justiniano, Bob Kulesher

EX-OFFICIO MEMBERS IN ATTENDANCE: Andrew Morehead, John Stiller

OTHERS IN ATTENDANCE: Lori Lee

ACTIONS OF MEETING

Agenda Item: Approval of the minutes from September and October.
Action Taken: Motion made, seconded, and approved.

Agenda Item: Nomination of alternates for vacancies on Appellate Faculty Grievance Committee and Appellate Grievance Board
Action Taken: Professor Tony Polito (College of Business) was nominated to serve as alternate on the Faculty Grievance Committee, term ending 2017.
Professor Kim Larson (College of Nursing) was nominated to serve as alternate on the Grievance Board, term ending 2017.

Agenda Item: Review of current vacancies on committees
Discussion: There are vacancies on the following committees:
- Academic Awards – 1 vacancy
- Admission and Retention Policies – 1 vacancy
- Unit Code Screening – 1 vacancy
  - Preference should be given to have representation from Philosophy and Religious Studies departments as their unit codes are due for review.
Action Taken: Committee members will contact individuals for possible appointments

Agenda Item: Request from Foundations Curriculum and Instructional Effectives Committee for committee name change from "Foundations Curriculum and Instructional Effectives Committee" to "General Education and Instructional Effectives Committee."
Discussion: The Committee on Committees recommendation favors the name change. The committee requested clarification from committee chair, George Bailey, whether the committee’s charge as stated in the ECU Faculty Manual needs to be amended so as to delineate that committee’s responsibility to general education, foundation, and diversity requirements in the curriculum.
Committee chair, George Bailey, is scheduled to clarify these issues at the January 12, 2016 meeting.

**Agenda Item:** Establishment of the Appellate Committee Redesign Workgroup.

**Discussion:** Faculty governance leadership desires to investigate whether the 5 appellate committee can be combined so as to reduce the number of committees in the appellate process. There is also consideration of amalgamating the pools of potential members to serve on the 5 appellate committees – Due Process, Faculty Grievance, Grievance Board, Hearing, and Reconsideration.

**Action Taken:** Charles Boklage volunteered to call a meeting of the chairs of the 5 appellate committee and facilitate the development of the Appellate Committee Redesign Workgroup.

**Agenda Item:** Review of the Qualtrics survey instrument for soliciting candidate for committee membership.

**Action Taken:** Committee members made suggestions prior to release of the survey to the faculty.

**NEXT MEETING:** January 12, 2016

**ITEM TO BE DISCUSSED**

1. Recommend appointment of faculty to serve on the following committees:
   - Academic Awards – 1 vacancy
   - Admission and Retention Policies – 1 vacancy
   - Unit Code Screening – 1 vacancy
2. Review of committee application database, continual improvement
3. Report from the Appellate Committee Redesign Workgroup.

Meeting Adjourned at 3:59 pm
Respectfully submitted

Robert Kulesher, Secretary