COMMITTEE: Unit Code Screening Committee

MEETING DATE: 21 October 2015

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Cheryl Johnson, Mary Nyangweso, Donald Philyaw, Tom Shields, George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Jane Trapp

OTHERS IN ATTENDANCE: College of Allied Health Sciences: Melani Duffrin (Nutrition), Leigh Cellucci (Health Services and Information Management), Jane Patton (Occupational Therapy),

Anderson called the meeting to order at 3:30 pm.

ACTIONS OF MEETING

Agenda Item: Approval of 16 September 2015 minutes

Action Taken: The minutes were approved.

Agenda Item: Department of Human Development and Family Science Code

Discussion: Anderson updated the committee on the 6 October Faculty Senate vote concerning the Department of Human Development and Family Science (HDFS) code in relationship to the department’s move to the College of Health and Human Performance (CHHP). The Unit Code Screening Committee passed the HDFS unit code in the spring, before HDFS was brought into the CHHP, where the college is the code unit. At the Faculty Senate’s request, the CHHP faculty voted on and passed the HDFS code as part of its own provisional code, under which the entire college is now operating.

Agenda Item: Faculty Senate Task Force on Criteria for Provisional Codes

Discussion: The Unit Code Screening Committee has been asked to provide a representative for a task force being formed to design criteria for provisional codes, working with representatives from the Educational Policies and Planning and the Faculty Governance Committees.

Action Taken: Cheryl Johnson volunteered to serve as our committee’s representative.
Abbreviated Unit Code Format and Unit Code Screening Committee Checklist

Discussion:
Anderson sent out a draft of a checklist that committee members may wish to use when reviewing individual unit codes in preparation for committee meetings. The checklist includes an abbreviated version of the “Unit Code of Operation Format.” Any suggestions for additions, revisions, or deletions are encouraged; after trying out the checklist, committee members might suggest whether having the checklist is useful or not.

Agenda Item:
Review of the College of Allied Health Sciences (CAHS) Unit Code of Operations

Discussion:
The following revisions were requested by the committee:

Universal Changes

- In lists:
  - Check the outline numbering system to make sure it is consistent.
  - Be consistent with capitalization at the start of listed items, most likely capitalizing the first letter of each item.
  - Be consistent with the font and line spacing.

- When referring to the ECU Faculty Manual, italicize Faculty Manual.

- Hyperlink all references to the ECU Faculty Manual to the appropriate part of the Faculty Manual.

- Refer to only the part numbers of the ECU Faculty Manual, deleting references to specific sections within the parts.

Individual Changes

- II. 17-19: Either change out the referral to the CAHS website for the college mission statement for the mission statement itself, or add the mission statement after the end of the sentence (e.g., start a new sentence that begins, “The Mission Statement reads . . .”).

- I. 25: Change “subject to the East Carolina University Code” to “subject to established East Carolina University policy.”

- II. 37-38: Revise current section “B. Composition of the Faculty” to match the “Unit Code of Operation Format”:
  - Delete “B. Composition of the Faculty” (l. 37).
  - Change current item “1. Definitions of teh Unit’s Faculty” to item A.

- I. 43: Delete “post-doctoral fellow.”

- II. 47-56: Move the section “Related faculty within same academic Department” to the appropriate place in the code that address personnel issues, section IV.B. on Personnel, Tenure, and Promotion Committees, and/or section V on the Evaluation of Faculty.
• I. 56: Change Part IV to Part IX.

• I. 58: Change item 3 to item B.

• II. 60-63: Take current item 3.a. back to the faculty for discussion; as currently written, this definition of voting faculty does not allow fixed-term faculty to vote on any CHAS issues. The ECU Faculty Manual precludes fixed-term faculty from voting in specific situations, defined by Parts IV and IX. If the intention is that fixed-term faculty be precluded from voting in just these situations, state that with reference to the appropriate ECU Faculty Manual sections.

• I. 63: Delete “—length of service is not a factor.”

• II. 99-101: Move the sentence “In some instances, extensive . . . for the highest degree” to the end of l. 95.

• I. 107: Remove italics from “Appendix B”; insert the words “of this code” after “Appendix B.”

• I. 121: Insert a comma after recommendation and before the.

• II. 125-128: Take back to the faculty to decide if fixed-term graduate faculty can vote on graduate issues.

• II. 138-141: Move the sentence “In some instances, extensive . . . for the highest degree” to the end of l. 132.

• I. 148: Delete “in their Departments of operation.”

• I. 170: Remove italics from “Appendix B”; insert the words “of this code” after “Appendix B.”

• I. 173: Insert “participant” between Retirement and or.

• I. 174: Replace “participant” with “faculty member.”

• I. 176: Insert “Part VIII” after Manual and before the right parenthesis.

• II. 180-181: Delete “for the purpose of personnel matters”; insert a period after units; move the current end period to inside the parenthesis, i.e., change “Code).” to “Code.)”

• I. 196: Delete “the CAHS and/or higher administrator” and replace with “the Vice Chancellor for Health Sciences.”

• I. 229: Delete “or a special task force(s).”

• I. 233: Delete “faculty members”; if the intention is to not include non-voting members for the quorum, then revise to read “A simple majority of voting committee members shall constitute a quorum.”

• II. 240-243: Combine items 2 and 3; consider simplifying, e.g., requiring that reports be posted on the CAHS website, but not mandating that it be done through the Dean’s administrative assistant.
• I. 247: Insert “Unless otherwise noted,” at the start of the item, before the word *faculty.*
• I. 263: Insert the words “of this code” after “II.A.”
• I. 271: Change “the vacancy shall be filled” to “the remainder of the term shall be filled.”
• I. 278-280: Define *senior member*, e.g., “by the longest serving member of the committee.”
• II. 284-285: Insert an introductory phrase between these lines, e.g., “The Faculty Council shall:”.
• II. 291-292: Delete “A simple majority of the members will constitute a quorum for the conduct of business.”
• II. 341-351: Move to the section on the Elections Committee.
• I. 344: Change “Appendix A” to “Part II.”
• I. 355: Insert “faculty members” after the word *three.*
• II. 357-368: Make current item 2.a (II. 358-360) item 3 and move to after I. 368; change current items 2.b-e to items 2.a-d.
• II. 375-383: Make current item 2.a (II. 375-376) item 3 and move to after I. 383; change current items 2.b-e to items 2.a-d.
• I. 404: Indicate that the designation of departments to select student members is done on a rotating basis, e.g. “. . . by each designated department, designated on a rotating basis, selected by . . . .”
• I. 416: Change “II.B” to “II.A”; insert the words “of this code” after II.A.
• II. 431-432: Indicate that the designation of departments to select student members is done on a rotating basis, e.g. “. . . by each designated department, designated on a rotating basis, selected by . . . .”
• I. 462: Delete “Dr. Kenneth DeVille,”.
• 464: Change “University Attorney Office” to “Office of University Council.”
• I. 472: Insert “Nutrition Science,” between *Management,* and *Occupational.*
• II. 476-486: Change bullets to item numbers i-vii.
• I. 489: Insert “Department” between *These* and *Committees;* change “Guidelines” to “provisions.”
• I. 496: Delete “Part VIII’ and “Part XI”; insert the word “and” between *Part IX* and *Part X.*
• I. 504: Change “school” to “College.”
• l. 505: Insert the words “of this code” after Appendix B.

• l. 515: Insert “Part IX,” between Manual, and at.

• l. 521: Insert a comma after the word reports; delete the word “and” after the word reports; insert the phrase “and an updated curriculum vitae” between evaluations, and and.

• ll. 539-559: Combine items 3.a.1-2 (i.e., taking out the mistaken midsentence break); renumber items 3.a.3-6 to 3.a.2-5.

• l. 541: Insert the words “of this code” after Appendix B.

• l. 553: Add the phrase “per the ECU Faculty Manual, Part IX” at the end of the sentence.

• l. 557: Change “Faculty Manual guidelines” to “The ECU Faculty Manual, Part IX provisions.”

• l. 566: Delete “by the Department.”

• ll. 570-571: Insert “by the faculty member” between commitment and is; delete “for the faculty member.”

• ll. 582-584: Revise to make evaluation of fixed-term faculty members a separate section, section IV.B following the “Unit Code of Operation Format.”

• l. 588: Delete “and of graduate teaching assistants.”

• l. 592: Change “by” to “of.”

• l. 596: Insert a space between 1) and Demonstrates.

• l. 645: Insert “Research and” before Creative Activity.

• l. 647-656: Delete “a) Conduct of original or applied research/creative activity”; make items 1-9 items a-i.

• l. 658: Delete “(Must not exceed research/creative activity or teaching.)”

• ll. 660-661: Delete “, and is equally valuable and noteworthy.”

• l. 692: Change “administrative superior” to “supervisor.”

• ll. 703-704: Combine items 9.c-d (i.e., taking out the mistaken midline break); renumber item 9.e to 9.d.

• l. 704: Change “Department Chair” to “administrative supervisor.”

• l. 715: Insert “, Part VIII and Part IX” after Manual.

• l. 716: Insert “, Part VIII” after Manual.
• I. 722: Change “#1 & #2” to “a and b of this section.”
• II. 724-726: Indicate where the additional standards that each department may impose can be found.
• II. 778-779: Insert “, Part VIII and Part IX” after Manual; move the period from after Committee to after the parentheses.
• II. 783-784: Delete “Each Departmental Personnel Committee shall determine the contents and format of the portfolio.”
• II. 778-796: Change all instances of “Departmental Administrator” to “Department Chair.”
• I. 801: Change “Post-Tenure Review” to “Performance Review of Tenured Faculty (Post-Tenure Review).”
• I. 804: Change “criteria” to “standards which were.”
• I. 805: State where the standards can be found, e.g., add at the end of the sentence, “. . . department are available ______________.” (All of these standards are now available online from the Faculty Senate website through the “Academic Unit Codes of Operation” link.)
• I. 823: Change “consist of” to “include.”
• I. 831: Add at the end of the paragraph “(See the ECU Faculty Manual, Part IV).”
• II. 866-870: Delete this paragraph (which currently is a repeat of the language from the “Unit Code of Operation Format” about what should be included).
• I. 874: Add in a statement about faculty voting on planning documents, SACS reports, etc.
• I. 879: Remove the item number and indentation; the paragraph is item VIII.A and not a sub-item a.
• I. 885: Remove the item number and indentation; the paragraph is item VIII.A and not a sub-item a.
• I. 889: Consider giving a specific time frame for faculty input, e.g., five days, rather than “immediately upon receipt.”
• I. 896: Delete “general.”
• I. 897: Insert “, Part VIII,” after Manual; change “guidelines” to “compensation regulations.”
• II. 901-905: Delete this paragraph (which currently is a repeat of the language from the “Unit Code of Operation Format” about what should be included).
• l. 916: Delete “Council.”
• l. 920: Change “a majority (two-thirds)” to “a two-thirds majority.”
• l. 922: Insert “, Part IV” after Manual.
• ll. 937-938: Move “Communication” from the end of l. 937 to the start of l. 938.
• ll. 998ff.: Insure that each of the departments’ promotion and tenure guidelines has a title that is consistent with the others as well as having consistent headers and footers.

Action Taken:
The committee agreed that the CAHS Unit Code need to be revised and resubmitted.

Assigned additional duties to:
Anderson will assist the CAHS with any questions they may have as they revise the code.

________________________________________

NEXT MEETING: 18 November 2015 (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

• Department of Foreign Languages and Literatures unit code

Meeting adjourned at 5:47 pm.

Submitted by Tom Shields, Committee Secretary