COMMITTEE: Unit Code Screening Committee

MEETING DATE: 18 November 2015

PERSON PRESIDING: Tricia Anderson (Chair)

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson, Pamela Hopkins, Linda Ingalls, Katherine Misulis, Jane Trapp, David Tullis

OTHERS IN ATTENDANCE: David Smith, Ben Frasier (Foreign Languages and Literatures)

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

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ACTIONS OF MEETING

Agenda Item: Approval of 21 October 2015 minutes

Action Taken: The minutes were approved.

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Agenda Item: Spring Semester 2016 Meeting Schedule

Discussion: The committee discussed meeting time for Spring 2016

Action Taken: Meetings will begin at 3:00 pm (20 January, 17 February, 16 March, and 20 April). The School of Communication unit code will be reviewed at the 20 January meeting. Anderson expressed her goal to keep meetings to 1½ hours in length.

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Agenda Item: Process for Reviewing Codes Before and After Unit Code Screening Committee Meetings

Discussion: Anderson raised the issue of the status of codes the committee has approved and their status after leaving the committee, going for approval to the Faculty Senate and then the Chancellor. Because of the length and complexity of many, if not most, unit codes in their current form, Anderson asked if the committee to consider a change in its review process or asking a sub-committee to pre-review codes before they come to the committee as a whole.

Action Taken: No action toward changing the process was taken at this time.
Agenda Item:
Review of the Department of Foreign Languages and Literatures (FLL) Unit Code of Operations

Discussion:
The following revisions were requested by the committee:

Universal Changes

- When referring to the ECU Faculty Manual, italicize Faculty Manual; when abbreviating the title, italicize FM.

- 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.

- Insure that all parts of the code are placed in the sections and order as given in the current “Unit Code of Operation Format” as posted in the “General Guidelines for Writing and Revising a Unit Code of Operation” on the Unit Code Screening Committee web page.

- Be consistent throughout in capitalization when referring to the code as “this code/this Code” (as opposed to the proper name of the Unit Code for the Department of Foreign Languages and Literatures), preferably using a lower case c. (See for example, p. 2, l. 53 in comparison to p. 17, l. 655.)

- Insure that with changes in sections and their lettering/numbering, that all references to sections of the code are updated to the new letters/numbers (e.g., p. 8, ll. 311 and 325, “section VII.D” is updated to the new section reference).

Individual Changes

p. 1

- l. 9: Delete “Section II OBJECTIVES AND MISSION.”

- ll. 10-24: Move to follow l. 27.

- l. 27: Change “III” to “II.”

- l. 30: Insert “or part-time” between full-time and appointments.

- l. 32: Change “such persons” to “persons with full-time appointments.”

p. 2

- l. 41: Insert “and” between teaching faculty, and ex-officio; delete “and adjunct graduate faculty.”

- l. 45: Change “retired or permanently disabled faculty member” to “retired, permanently disabled, or deceased faculty member.”
• l. 49: Change “IV” to “III.”
• l. 66: Insert “and faculty” between Committee and on the.
• l. 70: Delete “department webmaster.”
• l. 72: Lower case code.
• l. 80: Insert “(i.e., French, German, Classics)” between Committees and and.

p. 3
• l. 89: Delete “and” at the end of the line.
• l. 90: Change the period to a semicolon; insert “and” at the end of the line.
• l. 91: Insert an additional item, “19. performs other duties as assigned by the Dean of Harriot College of Arts and Sciences.”
• l. 94: Capitalize Represents.
• l. 100: Capitalize Meets.
• l. 107-108: Delete the sentence “Duties to be determined . . . Section Committee.”
• l. 111: Check to see if the Coordinator for Second Language Teacher Education is an elected or appointed position.
• l. 116: Insert a comma after schools and before and.

p. 4
• l. 126-128: Move current item 1, “appointed by the chair,” to the end of l. 125 (to parallel descriptions of other administrative positions above (ll. 92-93, 98-99, and 106-107); renumber current items 2 and 3 as items 1 and 2; capitalize Arranges (l. 127).
• l. 132-143: Move current item 1, “appointed by the chair,” to the end of l. 131 (to parallel descriptions of other administrative positions above; renumber current items 2-9 as items 1-8; capitalize Acts (l. 133).
• l. 141: Insert “and” at the end of the line, following the semicolon.
• l. 145: Change “Standing Committees” to “Committees of the Unit”; change “Section V” to “Section IV.”
• l. 147: Insert “A. Standing Committees.”
• l. 148-259: Re-letter/renumber and indent items as appropriate to go under new item, Section IV.A. Standing Committees (i.e., current item A becomes item 1, current item 1 becomes item a, etc.).
• l. 148: Delete “and Faculty Representation.”

• ll. 149-150: Delete “and those whose memberships are specified in the FM.”

• ll. 156-157: Delete “election to Faculty Senate . . . Subsection VII.”

• l. 159: Insert “otherwise in this code” between noted and the right parenthesis.

• l. 165: Delete “publicly.”

p. 5

• ll. 171-188: Move to after l. 259 as a new “Section IV.B. Personnel Committees, Tenure Committees, Promotion Committees.”

• ll. 171-172: Change “and one probationary-term, when possible.” to “and, when possible, one probationary-term, all elected annually.”

• l. 174: Capitalize Carries.

• l. 178: Delete “(see Code Section VI, below)” or, if direct reference is still needed after moving ll. 263-278 into the section on the Personnel Committee, change “Section VI” to the appropriate new item number.

• l. 181: Change “continuing” to “subsequent.”

• l. 182: Delete “and forwards them; and.”

• l. 184: Change “reappointment” to “fixed-term faculty.”

• ll. 191-192: Delete “without vote” in ll. 191 and 192. On l. 192, insert the sentence “Neither the Department Chair nor the Assistant Chair has a vote.” after Assistant Chair, ex-officio. and before No person.

• l. 194: Capitalize Reviews.

• l. 203: Insert “other” between and and assessments; delete “of unit operation.”

• ll. 207-208: Delete “, in compliance . . . Manual.”

p. 6

• ll. 212-213: Delete “, as defined . . . Subsection III.”

• l. 218: Capitalize Section.

• l. 221: Delete “The voting faulty . . . Subsection IV.”

• ll. 226-227: Change “the language coordinator” to “Section Committee Chair”; make sure that this same term for the position is used throughout the code.
• l. 240: Delete “Departmental Webmaster.”
• l. 242: Capitalize Markets.
• l. 253: Capitalize Reviews.

p. 7
• l. 261: Delete “Section VI AD HOC COMMITTEE.”
• ll. 263-278: Move to the end of the section on the Personnel Committee, current l. 185.
• l. 267: Capitalize Consults.
• l. 280: Change “VII” to “V.”
• l. 281: Insert new section “A. Tenured and Probationary-Term (Tenure-Track) Faculty.”

• ll. 282-589: Re-letter/renumber and indent items as appropriate to go under new item, Section V.A. Tenured and Probationary-Term (Tenure-Track) Faculty (i.e., current item A becomes item 1, current item B becomes item 2, etc.).

p. 8
• ll. 295-305: Consider deleting here as this material is repeated word-for-word in section C.5, Relative Weights, below (p. 12, ll. 443-453), with the exception of the sentence “Faculty recieving at least two courses per year reassigned time for administrative duties shall be evaluated according to the terms pertaining to those duties” (ll. 303-304).
• ll. 216-217: Change “teaching and research/creative activity” to “teaching, research/creative activity, and service”; change “of a total faculty member” to “of a faculty member’s duties.”
• l. 329: Change “student evaluation (SPOTS)” to “student evaluation surveys”; delete the semicolon following one of; insert “below” following b, c, or d and before the period.
• l. 331: Change “The Student Perception of teaching Survey (SPOTS) is” to “Student evaluation surveys are.”
• l. 334: Change “SPOTS provides” to “student evaluation surveys provide.”

p. 9
• ll. 338-339: Change “The peer observation report” to “Peer observation reports”; change “provided” to “done”; insert “provided by the Department Chair” at the end of the sentence after instruments and before the period.
• ll. 340-344: Move “It is mandatory for fixed-term . . . . every three years.” to a new Section V.B., Fixed-Term Faculty, ll. 591ff.
• l. 342: Change “rank” to “title.”

• l. 351: Insert “and provided by the Department Chair” after faculty and before the period.

• l. 363: Change “extraordinary” to “additional.”

• ll. 365-366: Delete “courses requiring extra work.”

• l. 371: Change “SPOTS” to “student evaluation surveys.”

p. 10

• l. 373: Insert “and provided by the Department Chair” after department and before the period.

• l. 394: Delete “, Section I, Subsection IV” (see “Universal Changes” above); insert “and provided by the Department Chair” after Part IX and before the period.

p. 11

• l. 408: Capitalize Department.

• l. 422: Change “component” to “responsibility” or “duty.”

• ll. 423-424: Move “Fixed-term faculty . . . obligations.” to a new Section V.B., Fixed-Term Faculty, ll. 591ff.

• l. 429: Change “by unit codes” to “by the Code.”

p. 12

• l. 460: Change “leadership” to “together.”

• l. 484: Change “‘Criteria for Appointment to Associate Professor’” to the specific section number, as updated.

p. 13

• l. 489: Change “‘Criteria for Appointment to Professor’” to the specific section number, as updated.

• l. 492: Insert “Appointment to” between Tenured Ranks. and Promotion to.

• l. 493: Delete “exclusively.”

• l. 501: Capitalize Evidence.

• l. 503: Change the period after unit to a semicolon.

• l. 506: Change the period after students to a semicolon.
• l. 508: Change the period after *assessment* to a semicolon.

• l. 510: Change the period after *unit* to a semicolon.

• l. 512: Change the period after *planning* to a semicolon; insert “and” after the semicolon.

• l. 525: Insert a comma after *translations* and before *and*.

• l. 527: Change the comma after *promotion* to a period.

**p. 14**

• l. 536: Insert a comma after *university* and before *and*.

• l. 542: Change “by unit codes” to “by the Code.”

• ll. 564-566: Delete “The candidate . . . to Associate Professor.”

**p. 15**

• l. 575: Insert a comma after *translations* and before *and*.

• l. 591: Change from current item 3 to Section V.B., still labeled “Fixed-Term Faculty.”

• 592-619: Re-letter/renumber and indent items as appropriate to go under new item, Section V.A. Fixed-Term Faculty (i.e., current item a becomes item 1, current item b becomes item 2, etc.); add in parts to be moved to Section V.B., as indicated above.

**p. 16**

• l. 613: Change “rank” to “title.”

• l. 621: Change from current item e to Section V.C.; change title from “Standards for post-tenure review” to “Standards for Performance (Post-Tenure) Review.”

• l. 622: Change “Post-tenure” to “Performance” or “Performance (post-tenure)”; insert “Department Chair and the” between *by the* and *Performance Review Committee*.

• l. 624: Delete “and.”

• l. 625: Insert “, and approved Standards for Review” after *code* and before the period; make reference to where the Standards for Review can be found.

• l. 627: Change “VIII” to “VI.”

• l. 631: Insert “business” between *five* and *days*.

• l. 636: Insert “of the preceding meeting” between *Minutes* and *shall*.

• l. 641: Change “IX” to “VII.”
Action Taken:
A motion to approve the Department of Foreign Languages and Literatures unit code with the requested revisions was passed.

Assigned additional duties to:
Anderson will check to see if the Coordinator for Second Language Teacher Education is an elected or appointed position (see above, p. 3, l. 111).

Anderson will work with the Department of Foreign Languages and Literatures about making the requested revisions, including restructuring various parts to meet the required outline given in the current “Unit Code of Operation Format” and inserting the appropriate hyperlinks to the ECU Faculty Manual. Anderson will also check to see if the Coordinator for Second Language Teacher Education is an elected or appointed position (see above, p. 3, l. 111).

NEXT MEETING: 20 January 2016 (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

- School of Communication unit code

Meeting adjourned at 5:30 pm.

Submitted by Tom Shields, Committee Secretary