Anderson called the meeting to order at 3:03 pm.

ACTIONS OF MEETING

Agenda Item:
Approval of minutes of 18 March 2015

Discussion:
Regular members in attendance should include David Rudel

Action Taken:
The minutes were approved as amended.

Agenda Item:
Draft Unit Code Committee Annual Report

Discussion:
Vice Chair Zoller distributed her draft of the committee's annual report for review.

Rudel's attendance at the 18 March meeting as well as information concerning today's meeting and the resolution number for presentation of the Department of Geological Sciences code to the Faculty Senate at the 14 April 2015 meeting to be added.

Action Taken:
Annual report approved as amended.

Assigned additional duties to:
Anderson and Shields will review the amended report; sign it, as required by the Faculty Senate; and submit the report to the Faculty Senate Office.

Agenda Item:
Department of Child Development and Family Relations (CDFR) Code
Discussion:
Johnson reported that all edits the Unit Code Screening Committee had requested for the proposed revision to the CDFR code have been made and the code will be ready to go to the Faculty Senate for approval at the first Faculty Senate meeting in the fall.

Agenda Item:
Review of the College of Engineering and Technology (CET) Unit Code

Discussion:
The following revisions were requested by the committee:

**Universal Changes**

- Make all references to the *ECU Faculty Manual* by part number, but not section or subsection numbers.
- Make references consistent throughout to either “the *East Carolina University Faculty Manual*” or “the *ECU Faculty Manual*,” including the word “the” before the title.
- Change *Vice-Chancellor* to *Vice Chancellor* (i.e., no hyphen).

**Individual Changes**

- **l. 23-25:** Delete “and staff who support” and “and the Center for Sustainability, and the College Advising Center.”; insert “in” between the words *faculty* and *the* (l. 23), “and” between the words *Engineering*, and *Technology* (l. 24); and change the comma after *Systems* to a period (l. 24).
- **l. 32:** Insert the word “All” at the start of the sentence and make the *f* in “Faculty” lower case; delete “(as defined above).”
- **l. 43:** Insert “Upon recommendation of the appropriate Department personnel committee” at the start of the line and make the *e* in “Emeritus” lower case.
- **l. 48-49:** Between lines 48 and 49, insert the following: “The College is comprised of faculty and staff who support the Departments of Computer Science, Construction management, Engineering, and Technology Systems. Also important to the College are the Office of the Dean, the Center for Sustainability, and the College Advising Center.”
- **l. 49:** Change item from 1 to A.
- **l. 50:** Insert “code” between *the* and *unit*.
- **l. 52:** Delete “any” from between *and* and *College*. 
• l. 57: Insert a comma after *College* and before *including*; delete “in” between *and* and *setting*.

• l. 77: Delete “the” from between *of* and *department*; make “Chairs” plural.

• l. 78: Make “reappointment” singular.

• l. 84: Delete “departmental” from between *of* and *Personnel*; change “committee” to “Committees” (capitalized and plural).

• l. 86: Insert “to” at the end of the line between *and* and *the Provost*.

• l. 87: Change “Review” and “approve” to “Reviewing” and “approving.”

• l. 90: Insert a comma after *College* and before *including*.

• ll. 92-93: Change “one” to “once”; change the comma after *semester* to a semicolon and change the semicolon after *and* to a comma.

• l. 100: Change item from 2 to B.

• l. 111: Change item from 3 to C; make “Chairs” plural.

• l. 112: Change “The” to “A” at the start of the line before *Department*; change “the” to “a” between *be* and *departmental*.

• l. 113: Change “The Chair shall” to “Chairs shall.”

• ll. 112-114: Change item from a to 1; list the departments (optional).

• l. 116: Change item from b to 2; change “the” to “a” between *of* and *Chair*.

• l. 117: Insert a comma after *department* and before *including*.

• l. 125: Change “Administrative Council of the College” to “College Leadership Council.”

• l. 138: Insert “an” between *as* and *ex-officio*.

• l. 140: Capitalize “Committees.”

• l. 144: Change item from c to 3; change “the” to “a” between *of* and *department*.

• l. 147: Change “the” to “a” between *of* and *department*.

• ll. 150-212: Switch the order of current items 4 and 5; change current item 4 to E (l. 150) and current item 5 to D (l. 161).

• l. 166: Change “Leadership Team” to “College Leadership Council.”

• ll. 168-212: Indent items according to their outline level.
• I. 168: Change item from A to 1.
• I. 170: Change “the manager of an academic program(s)” to “the manager of an academic program, such as Sustainable Tourism.”
• I. 172: Change item from 1 to a.
• I. 175: Change item from a to i.
• I. 181: Change item from b to ii.
• I. 183: Change item from c to iii.
• I. 187: Change item from d to iv.
• I. 191: Change item from e to v; change “evaluation” to “evaluating.”
• I. 194: Change item from f to vi.
• I. 197: Change item from 2 to b; insert “College of Engineering and Technology” at the start of the line before Faculty.
• I. 199: Change item from a to i; change “Faculty may be reassigned time in the CfS by the Dean of the College after consultation with the affected Chair and the Director of the CfS” to “After consultation with the affected Chair and the Director of the CfS, Faculty may be reassigned time in the CfS by the Dean of the College.”
• I. 202-204: Change item from b to ii; change the item to read, “Procedures for appointments in the CfS will be conducted by the department in which the appointment is held and will be conducted in accordance with the ECU Faculty Manual.”
• I. 206: Change item from c to iii.
• II. 211-212: Change item from d to c (making on the same level as items a and b above); change item to read, “Faculty outside the College of Engineering and Technology with joint appointments will be administered according to the ECU Faculty Manual, Part IX.”
• I. 213: Change from “Unit Committees” to “Committees of the Unit.”
• II. 213-214: Insert between lines 213 and 214 a new item header, “A. Standing Committees.”
• II. 214-219: Move to between lines 221 and 222 as the opening explanatory paragraph to the section “Committee Administration and Procedures.”
• I. 221: Change item from A to 1.
• II. 222-260: Indent items according to their outline level.
• I. 222: Change item from 1 to a.
• l. 226: Change item from 2 to b.
• l. 227: Change item from a to i.
• l. 229: Change item from b to ii.
• l. 232: Change item from c to iii; change “Ex-officio members may not serve as chair of a College committee” to “An ex-officio member may not serve as the chair of a College committee.”
• l. 234: Change item from 3 to c.
• l. 238: Change item from 4 to d.
• l. 242: Change item from 5 to e.
• l. 246: Change item from 6 to f.
• l. 247: Insert “or his/her representative” between Dean and serves.
• l. 251: Change item from 7 to g.
• ll. 257-260: Eliminate item 8; move the text of this section without its header to the end of section a. Members, on line 244.
• l. 263: Delete “B. College Standing Committees.”
• l. 264: Change item from 1 to 2.
• l. 266: Indent to match the word Charge in the line above.
• l. 270: Insert “at a meeting or electronically” between report and to.
• l. 282: Change item from 2 to 3.
• l. 284: Insert “to the Dean” between recommend and actions.
• l. 285: Capitalize “College”; delete “to the Dean.”
• l. 297: Change item from 3 to 4.
• l. 299: Hyphenate “College-wide.”
• l. 300: Lower case “elections.”
• l. 313: Change item from 4 to 5.
• l. 340: Insert “who is a member of the graduate faculty” after committee and before the period.
• I. 341: Insert “graduate” between department and faculty.

• II. 342-343: Change “One at-large member shall be elected by a vote of the College faculty” to “An additional graduate faculty member shall be elected as an at-large member by a vote of the College graduate faculty.”

• II. 390-401: Move all material relating to personnel-related committees to a new section B, inserted between lines 416 and 417, at the same level as section A, Standing Committees (inserted between lines 213 and 214 above); make section B.1 “Each department shall form, at a minimum, those personnel committees necessary to implement the East Carolina University Faculty Manual and the College Code, including department Tenure, Promotion, and Personnel Committees”; make current item 3.a, Department Tenure, Promotion, and Personnel Committees, into section B.2, changing sections i and ii to sections B.2.a and B.2.b.

• I. 391-392: Make into section 3.a; delete “including the following:” and end with a period.

• I. 399: Insert “and X” between Part IX and of the.

• I. 400-401: Change “faculty manual” to “East Carolina University Faculty Manual.”

• I. 435-36: Replace “shall be within” with “are developed by the faculty and are.”

• I. 447: Replace “Tenure Track” with “Probationary-Term (Tenure-Track).”

• I. 451-453: Replace the sentence “The criteria for tenure . . . Faculty Manual” with “The criteria for tenure and promotion are developed and approved by the tenured faculty of each department.”

• I. 453: Place “Guidelines for Tenure and Promotion” in quotation marks.

• I. 465: Insert at the start of the paragraph “At no time may service be weighted more than teaching or research and scholarship.”

• I. 472: Delete “Reappointment or”; insert “and advancement in title” between Appointment and shall.

• I. 489: Insert a comma after intervals and before each; insert “member” between faculty and shall; change “their” to “his or her.”

• I. 491: Capitalize “Tenure Committee”; insert “and Performance Review Committee” between Tenure Committee and will.

• I. 491: Insert at the end of the paragraph the sentence, “Performance Review Standards’ for each department are housed in the respective department Chair office and the Office of the Dean.”

• I. 496: Delete the comma after Manual and before and.

• II. 497-498: Delete “if requested by any voting faculty member present.”
• I. 503: Delete “absolute” and “of a quorum.”
• I. 504: Replace “affirmative action” with “approval.”
• I. 507: Delete the comma after Chair and before or.
• I. 518: Delete the comma after report and before in.
• I. 530: Insert “of the proposed code” after copies and before are.

**Action Taken:**
A motion to approve the College of Engineering and Technology unit code with the requested revisions was passed.

**Assigned additional duties to:**
Anderson will work with the College of Engineering and Technology about making the requested editorial revisions, particularly inserting hyperlinks to the ECU Faculty Manual.

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**NEXT MEETING:** TBA (Fall 2015)

**ITEMS TO BE DISCUSSED:**

• Organization of the Unit Code Screening Committee for 2015-2016 academic year.

Meeting adjourned at 5:11 pm.

Submitted by Tom Shields, Committee Secretary