Anderson called the meeting to order at 3:04 pm

ACTIONS OF MEETING

Agenda Item:
Review of the College of Nursing (CON) Unit Code of Operations

Discussion:
The following revisions were requested by the committee:

Universal Changes

- Use “CON” for College of Nursing consistently throughout (e.g., l. 348 where “College of Nursing” is used while the rest of the section uses CON). (No change is needed when simply referring to “the College” as opposed to when referring to “the College of Nursing.”)

- Refer to the East Carolina University Faculty Manual consistently throughout. (E.g., ll. 70 and 87, where ECU Faculty Manual is used while most of the rest of the code uses East Carolina University Faculty Manual; optionally, consistently use ECU Faculty Manual after the first use in l. 55, where the abbreviation of ECU for East Carolina University is noted.)

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

- Delete repeated references to East Carolina University Faculty Manual parts (e.g., in ll. 104-105, change “East Carolina University Faculty Manual (Part II Section IV). (See Part II.)” to “East Carolina University Faculty Manual Part II.”

- Change “tenure track” to “probationary (tenure-track)” throughout.

- Be consistent in use of either “fixed term faculty” or “fixed-term faculty” throughout (either form is acceptable).

- Italicize the title ECU-CON Handbook.

Individual Changes

- ll. 44-45: Insert “Section IX. Amendment Procedures .....19” between these two lines.
Delete "(ECU)" if choosing to use *East Carolina University Faculty Manual* consistently throughout (see above in "Universal Changes").

Change “ECU” to “East Carolina University (ECU).”

Change “college of nursing” to “CON.”

Insert “as described in Part II of the *East Carolina University Faculty Manual*” between School and as (l. 84); delete “as described in Part II, Section IV of the *ECU Faculty Manual*” (See Part II.)” (ll. 86-87).

Change “See” to “see”; delete the comma and insert “and” between Part IV and Part IX.

Insert “the” between to and East.

Change “updating, and implementing a procedure” to “updating, implementing, and following a procedure.”

Change “The procedure” to “All appropriate material”; delete the colon; insert a left parenthesis before East.

Insert a right parenthesis between the current right parenthesis and the period.

Change “personnel committee” to “Personnel Committee.”

Insert a comma after retired; delete “or”; insert “, or deceased” between disabled and faculty.

Change “The” to “the” following the colon and before Department.

Change “&” to “and.”

Insert a comma after documents and before and.

Change “The Dean has the authority to appoint an administrative staff in accordance with Part II Section IV of the *East Carolina University Manual* who will report . . .” to “The Dean has the authority to appoint an administrative staff in accordance with established University policies. These staff members will report . . .”

Insert a comma after Deans and before who.

Delete “(See Part II.).”

Change “act for” to “may represent.”

Delete “and are appointed by the Dean”; change “a liaison among” to “liaisons between.”

Insert “the” between Nursing, and University.
• l. 206: Insert “and” between Services, and the.

• l. 207: Change the comma after technology staff to a period; change “and works” to “The Associate Dean works.”

• ll. 216-217: Change both instances of “The Department Chair is” to “The Department Chairs are.”

• l. 219: Change “Undergraduate and Graduate” to “undergraduate and graduate.”

• ll. 229-230: Change “The Dean’s Executive Committee is chaired by the Dean and consists of membership at the discretion of the Dean that includes but is not limited to . . .,” to “The Dean’s Executive Committee is chaired by the Dean. Membership is at the discretion of the Dean and will include, but is not limited to, . . . .”

• l. 247: Change “faculty” to “Faculty”; change “III.F.3” to “III.E.3.”

• l. 252: Insert at the end of the line “Election of officers is done according to the procedures of Section IV.A.2.f. of this Code.”

• l. 257: Insert a colon at the end of the line, after the word and.

• l. 269: Insert a comma after Council and before in.

• l. 272: Delete the comma after Council and before and.

• l. 278: Change “to all faculty members” to “of all Faculty Organization meetings.”

• l. 279: Change “faculty members” to “Faculty Organization members.”

• l. 287: Insert a comma after large and before including.

• l. 291: Insert “members” between large and shall.

• ll. 296-302: Change

“Meet monthly, or more frequently, as determined by its members to conduct the business of the faculty. A simple majority of the elected members shall constitute a quorum for the conduct of business. Notice of meetings of the Faculty Council will be provided to all faculty members. Any faculty member may submit an agenda item to the Chair of the Council at least five working days before a scheduled meeting of the Faculty Council;”

• to

“Meet monthly during the Fall and Spring semesters, or more frequently as determined by its members, to conduct the business of the faculty. Any faculty member may submit an agenda item to the Chair of the Council at least five working days before a scheduled meeting of the Faculty Council. Notice of meetings of the Faculty Council and minutes of those meetings will be provided to all faculty members. A simple majority of the elected members shall constitute a quorum for the conduct of business;”
• ll. 303-306: Move “in accordance with the process for shared governance described in the *East Carolina University Faculty Manual*” to the beginning of the item, before “collaborate with the Dean.”

• I. 309: Change “Faculty, Staff, Administration” to “faculty, staff, administration”; change “others” to “other.”

• I. 338: Change “two year” to “two-year.”

• ll. 341-343: Change “The election should be held at the last Undergraduate Faculty Organization meeting of the previous academic year” to “The election for the upcoming year shall be held at the last Undergraduate Faculty Organization meeting of the academic year.”

• I. 348: Change “full time” to “full-time.”

• I. 349: Change “committee” to “Committee.”

• I. 370: Change the period after *Organization* to a semicolon.

• I. 371: Change “undergraduate faculty” to “Undergraduate Faculty.”

• I. 400: Change “two year” to “two-year.”

• ll. 403-404: Change “The election should be held at the last Graduate Faculty Organization meeting of the previous academic year” to “The election for the upcoming year shall be held at the last Graduate Faculty Organization meeting of the academic year.”

• I. 409: Delete the comma after *Professor* at the end of the line.

• I. 416: Insert “the” after *to* at the end of the line.

• I. 419: Change “faculty” to “Faculty.”

• I. 425: Change “maintains” to “maintain.”

• I. 427: Change “graduate faculty” to “Graduate Faculty.”

• I. 441: Insert “and make recommendations to” between *advise* and *the*.

• I. 446: Change “and students of” to “students, and guests of.”

• I. 455: Delete the comma after *Personnel* and before *and*.

• ll. 458-460: Delete current item (e); re-label items (f) and following as appropriate.

• I. 462: Insert “representatives” between *and* and *will*.

• I. 474: Change item (3) to item (2).
• I. 480: Change the comma to “and” between Curriculum and Graduate; delete “and Personnel.”

• I. 491: Change “full time” to “full-time”; change “undergraduate faculty” to “Undergraduate Faculty.”

• I. 495: Insert a comma after RN/BSN option and before and; insert “shall be a” after one at the end of the line.

• II. 502-503: Change “Undergraduate Department” to “Department of Baccalaureate Education.”

• I. 522: Change “undergraduate faculty” to “Undergraduate Faculty.”

• I. 535: Delete the comma after procedures and before and.

• I. 539: Change “Participates in scholarship selection process” to “Participates in the scholarship selection process” or “Participates in scholarship selection processes.”

• I. 547: Delete “students”; insert “programs” after (BSN or ABSN) at the end of the line.

• I. 550: Insert a comma after Management and before and.

• I. 557: Change “data driven” to “data-driven.”

• II. 571-572: Change “university wide” to “university-wide.”

• I. 581: Insert a comma after student at the end of the line.

• II. 583-584: Change “the Honors College and Early Assurance Student Coordinator” to “the CON Honors College/Early Assurance Student Coordinator.”

• I. 585: Delete “a” between as and voting.

• I. 586: Change “member” to “members.”

• I. 612: Insert “and” between initiatives, and one.

• I. 613: Delete the comma after graduate and before student.

• I. 640: Delete the comma after Organization and before and.

• I. 646: Change “members. One representing the” to “members, one representing each of the.”

• I. 647: Change “from” to “representing.”

• I. 654: Insert “as well as the CON Faculty Organization Chair and Secretary” after committee(s) and before the period.

• I. 663: Insert “elections for” between of and Faculty.
I. 672: Change “official” to “officials.”

I. 680: Insert “shall be a” after one and before graduate.

I. 687: Change “Department Chairs” to “Chairs of the Department of Advanced Nursing Practice and Education and the Department of Nursing Science.”

I. 704: Change “associate or full status” to “Associate Graduate Faculty or Graduate Faculty status.”

I. 705: Change the comma after Services and before and to a semicolon.

I. 716: Delete the comma after procedures and before and.

I. 720: Change “Participates in scholarship selection process” to “Participates in the scholarship selection process” or “Participates in scholarship selection processes.”

I. 730: Change “members all” to “members. All.”

I. 733: Insert “The Personnel Committee Chair shall be elected election for the upcoming year shall be held at the last meeting of the academic year of the Personnel Committee” at the end of the line.

I. 742: Delete the comma after Dean at the end of the line.

I. 743: Insert “to” between and and the.

I. 744: Move “(see Part VIII and Part IX)” to between faculty and the semicolon; Change “See” to “see”; delete the period after IX.

I. 746: Insert a comma after Committee and before who.

I. 747: Insert a comma after positions and before ensuring.

I. 750: Delete the comma after applicants and before and.

I. 765: Change “Advisory Committee” to “committee.”

I. 766-767: Delete the comma after Committee and before and; change “full time” to “full-time.”

I. 774: Change “committee” to “Committee.”

II. 785-786: Change “Tenure, Tenure-Track and Fixed Term” to “Tenured, Probationary (Tenure-Track), and Fixed Term.”

I. 797: Delete “and corresponding ranges of relative weights.”

II. 800-802: Change “Combined weights total . . . goals and objectives” to “Combined weights must total 100% and are reflected in the faculty annual goals and objectives.”
• ll. 804-805: Delete the table between lines 804 and 805.

• l. 821: Insert “Other-Evaluation shall be made by reviewing according to assignment.”

• l. 827: Change “practice and service” to “practice, service, and other.”

• l. 828: Delete the comma after unit and before and.

• ll. 838-843: Insert a period after tenure and before according; change “according to the . . . Part XI.)” to “See Appendix A of this Code and the East Carolina University Faculty Manual Part VIII, Part IX, Part X, and Part XI.”

• ll. 850-852: Insert a period after title and before according; change “according to . . . Part IX.)” to “See Appendix A of this Code and the East Carolina University Faculty Manual Part VIII and Part IX.”

• l. 902: Change the comma after Plan and before evaluation to “and”; delete “and any p=major planning documents.”

• ll. 908-910: Delete “This Code shall go . . . and the Chancellor.”

• l. 924: Insert “in compliance with University compensation regulations” between increases and the period.

• l. 942: Insert “the” between with and East.

• l. 943: Italicize the d in Revised.

• ll. 1299-1302: Refer to Parts VIII, IX, and X of the East Carolina University Faculty Manual and take out references to East Carolina University Faculty Manual appendices.

• l. 1326: Delete “ernedan.”

• l. 1654-1659: Delete item numbers.

• l. 1667-1674: Delete item numbers.

• l. 1681-1688: Delete item numbers.

• l. 1691: Change “REFRENCES” to “REFERENCES.”

Action Taken:
A motion to approve the College of Nursing unit code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the School of Art and Design in making the requested revisions.
Agenda Item:
School of Communication (SOC) Correspondence Concerning Committee Requested Changes to Revised SOC Unit Code Approved 20 January 2016

Discussion:
Anderson has received several emails from Brian Massey of the School of Communication concerning changes that were requested by the Unit Code Screening Committee as the committee’s condition for approval of the SOC revised unit code.

Action Taken:
The committee was in agreement that if the School of Communications chooses not to make the changes before presenting their proposed code to the Faculty Senate for approval, it will do so without the Unit Code Screening Committee’s recommendation for approval.

Assigned additional duties to:
Anderson will communicate to Massey and the School of Communication that the committee’s recommendation to the Faculty Senate for approval of the revised SOC Code is contingent on all the requested changes from the 20 January 2016 meeting being made.

NEXT MEETING: 20 April 2016 (142 Rawl Annex), if necessary

ITEMS TO BE DISCUSSED:

- There are no currently unit codes submitted for review at the April meeting.

- Review of the committee’s annual report (may be done electronically, if no other business comes for the committee).

Meeting adjourned at 5:02 pm.

Submitted by Tom Shields, Committee Secretary