COMMITTEE:       Unit Code Screening Committee

MEETING DATE:    15 November 2017

PERSON PRESIDING:    Cheryl Johnson, Chair

REGULAR MEMBERS IN ATTENDANCE:    Leah Cordova, Rick Ericson, Timm Hackett, Brian Muzyka, and Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE:    Lisa Hudson, Kathy Misulis, Sharon Rogers Moore, and Ralph Scott

OTHERS IN ATTENDANCE:    Brenda Eastman (School of Social Work)

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

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ACTIONS OF MEETING

Agenda Item:
Minutes of 18 October 2017

Action Taken:
The minutes were approved.

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Agenda Item:
Review of the School of Social Work Unit Code

Discussion:
Linda Ingalls

Universal Changes
- Insure that all hyperlinked references to the *ECU Faculty Manual* are to the appropriate Part (but not to a specific section of an *ECU Faculty Manual* Part).
- Place a comma after *ECU/FM* and before *Part* (see ll. 42, 54, 55, 57, etc.)
- Capitalize *Graduate Faculty* (see ll. 110-122), *Faculty*, etc.
- Make sure that any use of “Council of Social Work Education” is corrected to “Council on Social Work Education.”

Individual Changes
- l. 25:       Change the semicolon at the end of the line to a period.
- l. 31:       Insert “as defined by the Council on Social Work Education”; hyperlink “Council on Social Work Education” to the CSWE home page.
- l. 36:       Delete “1. Faculty.”
The Faculty of the School of Social Work consists of all members whose School duties include instructional and research activities as practiced in the unit, in addition to those individuals appointed to the School who serve as School’s Director, University officers and administrators or who are on leave or absence."

“The Faculty of the School of Social Work consists of all members who have rank or title, including those who hold fixed-term appointments, as well as those individuals appointed to the School who serve as School’s Director or who are on leave of absence. School duties include instructional and/or research activities as practiced in the unit.”

Change “2.” to “B.”; make the same outline level as l. 35; insert “Part IV” between ECU/FM, and Part IX.

Delete “i.e., fixed-term”; delete the comma following probationary-term.

Delete “Fixed-term faculty who have been employed during any previous academic year in a greater than 50% assignment in the qualify as Voting Faculty.”

Change “B.” to “C.”

Change “C.” to “D.”

Delete the comma after Committee and before and.

Change “included” to “include.”

Change “Duties” to “The duties”; insert “are to” between Director and the colon.

Delete the comma after units and before and.

Change “Representing” to “Represent.”

Change “managing” to “manage.”

Change “directs” to “direct.”

Change “mentoring and supporting” to “mentor and support.”

Insert “the” between with and ECU/FM.

Change “ensuring” to “ensure.”

Change “scheduling and presiding” to “schedule and preside.”

Change “making” to “make”; insert “available” between copies and of; insert “the” between e.g., and Strategic.
• ll. 103-104: Change “or assessments of operation (excluding Academic Program Review) of the School” to “or assessments of operation of the School (excluding Academic Program Review).”

• l. 106: Change “facilitating” to “facilitate.”

• l. 112-113: Delete “and the Director of Graduate Studies.”

• l. 120: Insert “three-year” after Subsequent at the end of the line.

• ll. 121-122: Change “and approved” to “upon approval.”

• l. 123: Change “Duties” to “The duties”; insert “are to” between Studies and the colon.

• l. 124: Change “Representing” to “Represent.”

• l. 125: Change “School, University” to “School and University.”

• l. 130: Delete the semicolon after School and before in.

• ll. 133-134: Remove the italics on Council on Social Work Education.

• l. 135: Change “collaborates” to “collaborate.”

• ll. 142-143: Italicize and hyperlink “Educational Policy Accreditation Standards.”

• l. 144: Change “performs” to “perform.”

• l. 147: Delete “The School’s Director of Undergraduate Studies.”; start item 1 with the current line 148.

• ll. 150-153: Change

“Initial appointment of the School’s Director of Undergraduate Studies is for a three-year term and eligible for subsequent reappointment by the School’s Director upon approval by a majority of the voting faculty.”

to

“The initial appointment as the School’s Director of Undergraduate Studies is for a three-year term. Subsequent three-year reappointments can be made by the School’s Director upon approval by a majority of the voting faculty.”

• l. 154: Change “Duties” to “The duties”; insert “are to” between Studies and the colon.

• l. 155: Change “Implements” to “Implement.”

• l. 157-158: Change “ECU Policy Manual” to ECU/PM”; hyperlink “Council on Social Work Education.”

• l. 160: Change “calls” to “call.”
The Director of Field Education provides education and administrative leadership for the School of Social Work Field Education Office. The appointment of the Director of Field Education to the faculty of the School of Social Work shall be made in accordance with the personnel procedures enumerated in *ECU/FM Part II*. The Director of Field Education shall meet the educational standards stipulated by the *Council of Social Work Education*. The Director of Field Education will be supervised and evaluated by the Director of the School of Social Work.

The Director of Field Education is an EHRA, non-faculty position. The director provides education and administrative leadership for the School of Social Work Field Education Office, which shall follow the educational standards stipulated by the *Council of Social Work Education*. The Director of Field Education will be supervised and evaluated by the Director of the School of Social Work.

Duties are to

The duties of the Nominating Committee are:

- It is expected that each faculty member will serve on at least one standing committee.

Balance.
• l. 216: Change the semicolons after discipline, rank, service, and expertise to commas.
• l. 221: Delete the extra space before distribute.
• l. 222: Insert “or at” between to and the.
• l. 225: Insert the header “a. Function of the Committee.”
• l. 228: Hyperlink “Council on Social Work Education” to the CSWE home page.
• l. 229: Make policies lower case.
• l. 230: Insert “all of whom must be Graduate Faculty,” after Faculty, and before serving.
• l. 231: Change “The Committee will comply with the following protocol:” to “b. The duties of the Curriculum Committee are to:”; make the same outline level as the revised l. 225.
• l. 235: Change “ensures” to “ensure.”
• l. 236: Make programs lower case.
• l. 243: Make programs lower case.
• l. 247: Make upon lower case.
• l. 252: Insert the header “a. Function of the Committee.”
• l. 256: Divide into a new item after terms. and before The; insert the header “b. The duties of the Curriculum Committee are to:” at the same outline level as the revised l. 252.
• l. 261: Insert the header “a. Function of the Committee”; delete “no more than.”
• l. 262: Insert a comma after members and before as; change “define” to “defined.”
• l. 267: Insert the header “b. The duties of the Code Committee are to:” at the same outline level as the revised l. 261.
• ll. 267-272: Change current items a-b to items i-ii.
• l. 275: Capitalize Personnel, Tenure, Promotion, and Committees.
• l. 284-285: Change the square brackets to parentheses.
• l. 285: Insert “members” after tenured and before and.
• l. 286: Change “members” to “member.”
• l. 287: Insert “at the last School of Social Work Faculty meeting or when vacancies occur” after members and before and.
Delete “e.g.”; capitalize During.

Insert a period after terms and before the right parenthesis; delete the period after the right parenthesis and before Terms.

Change

“The Chair of the Personnel Committee shall be elected annually from the membership of permanently tenured voting faculty and will serve as Chair of the Promotion Committee, and Tenure Committee.”

to

“The Chair of the Personnel Committee shall be elected annually from the membership of permanently tenured voting faculty and will serve as Chair of any Promotion Committee or Tenure Committee unless ineligible to do so (ECU/FM, Part IX).”

Change “When a unit” to “When the Unit” or “When the School of Social Work.”

Capitalize Unit.

Delete the repeated “, and conferral of tenure for initial appointments with permanent tenure.”

Change “permanent” to “permanently.”

Insert “the” after with and before Faculty; insert “being” after or at the end of the line.

Insert “the” after in and before Faculty.

Change “and other activities, where appropriate” to “and, where appropriate, other activities.”

Insert “the” after include and before relative.

Change “to” to “beyond” or delete “to these established minima.”

Insert a comma after activity and before and.

Insert a comma after actions and before including.

Insert “and” after promotion, and before the.

Delete “and post tenure review”; delete “and” after with and before Part.

Insert “C. Post-Tenure Review”; include a statement such as “Post-tenure review will be conducted in accordance with Part IX of the ECU/FM.”

Insert “a” after or and before designated.
Action Taken:
A motion to approve the School of Social Work Unit Code with the requested revisions was passed.

Assigned additional duties to:
Johnson will work with Academic Library Services in making the requested revisions.

NEXT MEETING: 17 January 2018

ITEMS TO BE DISCUSSED:

- No specific agenda items available at this time.

Meeting adjourned at 5:01 pm.

Submitted by Tom Shields, Committee Secretary