

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 29 March 2017

PERSON PRESIDING: Tricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Rose Bailey, Jonathan Dembo, Tom Shields, Brian Muzyka, Cheryl Johnson

EX-OFFICIO MEMBERS IN ATTENDANCE: Kathy Misulis, Linda Ingalls, Lisa Hudson, Pamela Hopkins

OTHERS IN ATTENDANCE: Shanan Gibson, Scott Dellana (College of Business)

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

ACTIONS OF MEETING

Agenda Item:

Discussion of Unit Codes Anticipated to be Sent to Faculty Senate

Discussion:

Anderson anticipated that the Department of Biology, Department of Foreign Languages and Literatures, and College of Business Unit Codes could all be ready to go before the Faculty Senate at its 11 April meeting.

Discussion was then held of the language that the Unit Code Committee had been requested to recommend for inclusion in codes that parallels language that is now being included in contract letters that had been brought to the Committee first at its 15 February 2017 meeting:

ECU is committed to recruiting, retaining, and developing faculty that are highly accomplished in teaching and scholarship, including research and creative activities. Accordingly, research and creative activities that align with the institution's mission, engage students in effective ways, and advance our academic disciplines are an expectation of all tenured and probationary tenure track faculty. Measures of success in these arenas include, but are not limited to, peer-reviewed publications, books, presentations, performances, patents, and national awards, including both honorary awards and competitively awarded external funding as appropriate to the discipline. These measures, and particularly national awards that recognize prominence in the discipline, will be positively reflected in annual evaluations and other personnel actions.

Ingalls informed the Committee that the Provost recommends that this language be included in all codes and that when codes reach the Chancellor for approval that he is requiring that this language be included in any unit code before he will sign off on it.

The Committee then discussed whether it could require this language without that requirement coming from the Faculty Senate.

Action Taken:

The Committee decided to ask John Stiller as Chair of the Faculty to get clarification from the Faculty Senate on whether this language can be required by the Committee. In the meantime, the Committee will pass the

language and the recommendation from the Provost that it be included as information to units whose codes are in the review process at this time, but the Committee will not require that it be included.

Assigned additional duties to:

Anderson will send our request to Stiller and will contact units whose codes are in the review process at this time to pass along this information.

Agenda Item:

Review of Upcoming Meeting Agendas

Discussion:

Anderson announced that there are three more planned meetings of the Unite Code Screening Committee for the academic year:

- 12 April: Second reviews of the Department of Kinesiology (KINE) and the Department of Recreation and Leisure Studies (RCLS) Unit Codes
- 19 April: Second review of the Department of Health Education and Promotion (HEP) Unit Code
- 26 April: Consideration and approval of the Committee's Annual Report (4:00 pm, Winslow's Tavern)

Assigned additional duties to:

Pre-review assignments for these codes were made:

- KINE: Bailey and Shields
 - RCLS: Dembo and Misulis
 - HEP: Johnson and Muzyka
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Agenda Item:

Review of the College of Business Unit Code, including the College of Business Unit Faculty Handbook

Discussion:

The College of Business (COB) had received the Unit Code Screening Committee's pre-review comments; had already incorporated them into a new version of the code with any changes made marked; and provided the Committee with copies of the COB Unit Code and Faculty Handbooks to work from. The Committee's comments, suggestions, and requested changes refer to the copies provided by the COB at the 29 March meeting.

The following revisions were requested by the Committee:

Universal Changes

- Insure that *Faculty Manual* has been italicized throughout (e.g., ll. 717ff).
- Refer only to Parts of the ECU *Faculty Manual*, not to sections within Parts.

- Insert a comma after *Faculty Manual* and before *Part* throughout (e.g., “ECU *Faculty Manual*, Part IV” in I. 139).
- Insure that all hyperlinks to the ECU *Faculty Manual* go to the appropriate Part, including not to a specific section of an ECU *Faculty Manual* Part.
- Make sure commas have been deleted after the Part number where URLs have been deleted (e.g., I. 458).
- Make sure that *fixed-term* has been hyphenated throughout (e.g., I. 931).
- Consider consistency in the use of either *5-year* or *five-year* (see, especially, the College of Business Unit Faculty Handbook, II. 333-383).

Individual Changes

COB Unit Code

- I. 186: Change “AACSB” to “Association to Advance Collegiate Schools of Business (AACSB).”
- I. 334: Change “comittees” to “committees.”
- II. 741-745: Consider changing the funding statement now in the proposed COB Unit Code to the updated version that addresses more than just funding (as given in the first item of business in these minutes).
- I. 759: Insert “Part VIII” after *Faculty Manual*.
- I. 801: Change “senates” to “other assemblies.”
- I. 803: Delete “patient services.”
- I. 889: Close up the space between *instructors* and the following comma.
- I. 891: Change “teaching related” to “teaching-related.”
- I. 907: Change “AACSB standards” to the official title of the document being quoted and consider providing a hyperlink to that document.
- I. 911: Consider adding a statement that the COB will follow any updated AACSB standards.
- I. 917: Give the actual title of the document and tell where it is available.
- I. 949: Change “have” to “has.”
- II. 887-1069: Make sure that punctuation in outline or bulleted lists is consistent within lists (e.g., delete the periods at the end of II. 949, 955, etc.).
- I. 1024: Close up the space between *equivalent* and *professional*.

- II. 1106-1107: Change “faculty. [see Unit Code Section II. Faculty for specific eligibility]” to “faculty (see Unit Code, Section II. Faculty, for specific eligibility).”
- I. 1133: Insert “COB convocation” between *faculty* and *meeting* (or consider changing “faculty meeting” to “COB convocation”).
- I. 1188: Delete the comma between *Dean* and *and*.
- II. 1189-1192: Change:

The Dean will be evaluated following procedures available in the ECU *Faculty Manual* Part II. This Unit Code in Appendix A defines the process for evaluating other administrative officers not covered by established University policies.

to

The Dean, Department Chairs, Directors, and Associate Dean will be evaluated following procedures available in the ECU *Faculty Manual* Part II. Appendix A of this Unit Code defines the process for annual evaluation of administrative officers.

- I. 1199-1200: Change “Not Governed by Established University Policies” to “Including Chairs, Directors, and Assistant Deans.”
- I. 1205-1206: Delete “who are not governed . . . Part II.”
- II. 1208-1209: Delete “(i.e., associate deans, assistant deans, etc.).”
- I. 1211: Delete “It is also recognized that the posts of.”

HDFS Departmental Guidelines

- I. 85: Change “AACSB standards” to the official title of the document being quoted; consider retaining a hyperlink to that document (though as a hyperlink but not a typed-out URL).
- I. 95: Change “processes; every faculty member must be appropriately” to “processes, and must be appropriately.”
- I. 96: Change “form” to “represent.”
- I. 97: Insert a comma after *programs* at the end of the line.
- I. 98: Delete “and”; insert “, and meet accreditations standards” after *Mission* and before the period.
- I. 208: Change “requires” to “require.”
- I. 215: Delete the dash after *Part VIII.*
- I. 216: Change the comma after *and* to a colon.
- I. 218: Capitalize the S in *Show*.

- I. 224: Capitalize the *H* in *Have*.
- I. 240: Capitalize the *P* in *Perform*.
- I. 218: Capitalize the *S* in *Show*.
- I. 241: Change “one’s” to “faculty member’s.”
- I. 249: Italicize *Servire*.
- I. 252: Capitalize the *E* in *Excellence*.
- I. 256: Capitalize the word *A* in at the start of the line.
- I. 218: Capitalize the *S* in *Significant*.
- II. 276-291: Break into 2-3 items. Suggested breaks would be at I. 281, between *participate* and *A*, and I. 289, between *review* and *The*.
- I. 305: Delete “stated in the preamble to ECU’s policy:”; remove the quotation mark before *The* and make the word *the* lower case.
- I. 307: Remove the quotation marks after *vitality*, before *does* and after *status*.
- II. 400-403: Box this material to show it is a specific separate document; consider giving this document a title.
- II. 637-638: Change the right parenthesis after *Director* to a semicolon; delete the dash before *see*; insert a right parenthesis between *details* and the final period.
- II. 649-667: Make sure that punctuation in the bulleted lists is consistent (e.g., delete the periods at the ends of II. 649, 650, 652, etc.).
- I. 683: Delete “300.5.”

The Committee discussed COB’s having already taken the pre-review suggestions into account before the meeting.

The Committee was greatly appreciative of the COB’s having brought copies of their code as revised according the pre-review they received. The Committee felt that this greatly assisted in the review process and thought it would be good to ask that units follow that procedure in the future. To ensure that the full Committee had a chance to read codes as revised according to the pre-review, it was felt that such revisions should be distributed a week before a scheduled meeting.

Action Taken:

A motion to approve the COB Unit Code with the requested revisions was passed.

Assigned additional duties to:

Anderson will work with the COB in making the requested revisions. Shields will write and distribute the minutes of the meeting within the next few days so the Committee can approve them by email and the COB can make the revisions in time to get their approved unit code on the agenda for the 11 April Faculty Senate meeting.

Agenda Item:

Approval of 15 February 2017 Minutes

Action Taken:

The minutes were approved.

NEXT MEETING: 12 April 2017

ITEMS TO BE DISCUSSED: Second reviews of the Department of Kinesiology and the Department of Recreation and Leisure Studies Unit Codes

Meeting adjourned at 5:07 pm.

Submitted by Tom Shields, Committee Secretary