COMMITTEE: Unit Code Screening Committee

MEETING DATE: 12 April 2017

PERSON PRESIDING: Tricia Anderson

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Kathy Misulis, Pamela Hopkins

OTHERS IN ATTENDANCE: David Loy, Susan McGhee (Recreation and Leisure Science)

Anderson called the meeting to order at 3:00 pm.

__________________________________________________________

ACTIONS OF MEETING

Agenda Item:

Discussion:

Action Taken:

Assigned additional duties to:

__________________________________________________________

Agenda Item:
Review of the Department of Recreation and Leisure Science (RCLS) Unit Code of Operations

Discussion:
The following revisions were requested by the committee:

Universal Changes (Code and Appendices)
- Change the construction "Part ___ of the ECU/FM" to "the ECU/FM, Part ___" (e.g., ll. 207-208 and 216).
- Change "seven days" to "seven calendar days" (e.g., ll. 261 and 488).
- Change "teaching effectiveness" (e.g., l. 735), "teaching accomplishment" (l. 839), "TEACHING/ADVISING" (e.g., l. 28 of the Faculty Annual Evaluation Guidelines), etc., to just "teaching."
- Hyperlink RCLS Graduate Faculty Membership Guidelines to where the document is available (e.g., ll. 45-46 and 720-721).

Individual Changes
• l. 71: Capitalize College and University.

• l. 73: Capitalize Voting Faculty.

• l. 121: Insert “(HHP)” between Performance and the period.

• l. 159: Change “regards” to “regard.”

• l. 227: Change “departmental faculty meetings” to either “departmental Faculty meetings” or “Department Faculty meetings.”

• l. 261: Insert “calendar” between seven and days.

• l. 271: Capitalize University.

• ll. 331-335: (optional) Change:

“oversee records in coordination with graduate degree concentration coordinators to include transcripts, letters of recommendation, grade reports and other data of graduate students enrolled in the Department, and respond to inquiries that pertain to the graduate work in the Department.”

to

“coordinate with graduate degree concentration coordinators to maintain records of graduate students enrolled in the Department, including transcripts, letters of recommendation, grade reports and other data, and to respond to inquiries that pertain to the graduate work in the Department.”

• ll. 340-345: (optional) Change:

“conduct a departmental program of recruitment in coordination with graduate degree concentration coordinators, including communicating with and advising prospective graduate students, and preparing and distributing accurate information describing requirements, grants, assistantships, and awards available to graduate students in the College and Department.”

to

“coordinate with graduate degree concentration coordinators to recruit prospective graduate students to the Department, including communicating with and advising prospective graduate students, and preparing and distributing accurate information describing requirements, grants, assistantships, and awards available to graduate students in the College and Department.”

• l. 372: Insert at the end of the line: “Graduate Degree Concentration Coordinators must be members of the Graduate Faculty and serve at the discretion of the Chair.”

• l. 391: Capitalize University.

• l. 401: Delete “program.”
• l. 460-469: Mark l. 462 as item i; change current items i-iii (l. 463-469) to items (a)-(c).
• l. 471-520: Mark ll. 471-472 as item ii; change current items i-vii (ll. 473-520) to items (a)-(g).
• l. 483: Insert a space between after and discussion.
• l. 490: (optional) Change “his/her” to “his/her/their.”
• l. 489: Capitalize Faculty.
• l. 492: Change “departmental faculty” to either “departmental Faculty” or “Department Faculty.”
• l. 496: Capitalize Faculty.
• l. 562: Capitalize Department.
• l. 566: Insert “of” between time and their.
• l. 572: Lowercase committee.
• l. 594: Capitalize Department.
• ll. 597-598: Insert “the” between following and committee.
• l. 631: Capitalize Department.
• l. 663: Insert “the” between of and Tenure.
• l. 680-681: Delete “excluding the year prior to the Faculty member’s tenure decision year.” (This is not in the current ECU/FM but is in the proposed but not yet approved revision of the ECU/FM.)
• ll. 702-703: Change “duties and responsibilities” to “functions.”
• ll. 714-715: Change “the Department Chair and, when applicable, the Dean; other chairs and/or directors” to “the Department Chair; other chairs, administrators, and/or directors”
• l. 899: Change “East Carolina University and the College consider” to “East Carolina University, the College, and the Department consider”; (optional) insert “(HHP)” after College.
• ll. 948-955: Make item “1. Initial Appointment.”
• ll. 957-969: Make item “2. Evaluation.”
• ll. 957-958: Change

“Relative weights must be given to teaching, scholarship, and service for each Fixed-Term Faculty member.”

to
“Relative weights must be given to areas of responsibility for each Fixed-Term Faculty member. These may include teaching, scholarship, and service.”

- II. 967-968: Hyperlink UNC Board of Governors and ECU Board of Trustees.
- II. 971-978: Make item “3. Subsequent Appointment.”
- II. 980-933: Make item “4. Advancement in Title.”
- I. 991: Change “decisions” to “recommendations.”
- I. 992: Change “decisions” to “recommendations.”
- II. 1003-1004: Hyperlink RCLS Faculty Performance (Post-Tenure) Review Guidelines.
- I. 1014: Insert “working” between two and days.
- I. 1026: (optional) Insert “representative” between designated and Faculty.
- II. 1048-1050: Change

“That person shall forward copies of these minutes to the departmental office for these meetings where they shall be available to Faculty.”

to

“Copies of these minutes shall be forwarded to the departmental office, where they shall be available to Faculty.”

or

“Copies of these minutes shall be forwarded by the presiding officer to the departmental office, where they shall be available to Faculty.”

- II. 1061-1064: Insert “review” after prior to voting their; delete “approval or . . . . outside the unit.”

- II. 1071-1072: Delete “Electronic balloting . . . personnel actions.”
- I. 1086: Change “working” to “calendar.”
- I. 1092: Capitalize Faculty; change “working” to “calendar.”
- II. 1094-1095: Delete “Informational votes . . . are permissible.”

Department of Recreation and Leisure Studies Faculty Annual Evaluation Guidelines

- II. 52-68: Change “Research/Scholarly Productivity” to “Scholarship” to match the language used in the Code.
Action Taken:
A motion to approve the Department of Recreation and Leisure Science Unit Code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the Department of Recreation and Leisure Science in making the requested revisions. RCLS and Anderson will need to check with Linda Ingalls if the requested deletion at ll. 680-681 should be deleted or can/should remain based on the approval process of the ongoing revisions to the ECU/FM.

NEXT MEETING: 19 April 2017 (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

- Department of Health Education and Promotion Unit Code
- Department of Kinesiology Unit Code

Meeting adjourned at 5:00 pm.

Submitted by Tom Shields, Committee Secretary