COMMITTEE: **Unit Code Screening Committee**

MEETING DATE: 19 April 2017

PERSON PRESIDING: Tricia Anderson

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Lisa Hudson, Pamela Hopkins

OTHERS IN ATTENDANCE: Don Chaney, Anthony Kulas, Karen Vail-Smith (Department of Health Education and Promotion)

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

ACTIONS OF MEETING

Agenda Item:
Review of the Department of Health Education and Promotion (HEP) Unit Code of Operations

Discussion:
The Committee's comments, suggestions, and requested changes refer to the copy provided electronically by HEP just prior to the meeting. The following revisions were requested by the Committee:

Universal Changes (Code and Appendices)

- Capitalize *Department* when used as to identify the Department of Health Education and Promotion, both when it is explicitly stated as *Department of Health Education and Promotion* and when the *HEP* is understood but not stated (e.g., l. 158, *Department staff*); however, do not capitalize the general adjective *departmental* (e.g., ll. 167-168, *departmental course offerings*).

- Change "tenure track" and "tenure-track" to "probationary-term (tenure-track)." (The *ECU Faculty Manual* is not consistent in its use of hyphenation for *probationary term/probationary-term* and *tenure track/tenure-track*. Most grammar sticklers would say to use the hyphen in both; just be consistent in your choice to use the hyphenated form or not.)

Individual Changes

- l. 45: Insert "full-time" between *All* and *appointed*.

- ll. 91-92: Delete "Any appointment of an individual with adjunct faculty status to assume teaching responsibilities for pay is separate from adjunct status."

- l. 63: Lower case *emeritus status*.

- l. 72: Insert a comma after *appointments* and before *which*; insert a comma after *honorary* and before *are*.

- ll. 92-94: Delete “Such”; capitalize *Appointments*; move the revised ll. 93-94 to the end of the paragraph at l. 89.
- l. 105: Lower case *adjunct status*.
- l. 116: Increase the indent of “ADMINISTRATIVE ORGANIZATION” to be in line with the indentation of l. 118.
- l. 118: Insert a comma after *Part IV* and before *and*.
- l. 137: Insert a comma after *administer* and before *and*.
- l. 158: Change the comma after *policy* and before *inventory* to a semicolon.
- ll. 161-171: Lower case any use of *departmental*; capitalize any use of *Department*.
- l. 236: Change “of” to “on.”
- l. 239: Insert a comma after *released* and before *if*.
- l. 267: Change “Chairs” to “Chair.”
- l. 268: Insert “shall” between *and* and *assist*.
- l. 292: Change “monitors” to “monitor.”
- l. 319: Insert “and” after the semicolon.
- l. 322: Change the semicolon to a period; delete “and.”
- l. 326: Change “Directors” to “Director.”
- l. 328: (optional) Delete “Department.”
- l. 337: Change “their” to “his or her” or “his/her.” (The use of *they*, *their*, etc. as a singular gender-neutral pronoun seems to be coming, but is still not acceptable in formal use by most major style manuals, the one exception being the Associated Press.)
- l. 368: Decrease the indent of “COMMITTEES OF THE UNIT” to be in line with the indentation of l. 370.
- ll. 391-392: Inert a blank line between items 1) and 2).
- l. 404: Insert “all” between *of* and *voting*.
- l. 430: Insert a comma after *Manual* and before *Part*; hyperlink *Part IV* to the appropriate part of the *ECU Faculty Manual*.
- l. 444: Change “their” to “its.”

- l. 497: Insert “a” between *or* and *designee*.
- l. 507: Change “programmatic” to “program” or “degree program.”
- ll. 522-523: Change “for all Department, College, and University scholarships” to “for all Department and, when appropriate, College and University scholarships.”
- l. 531: Change “from the Chair with consultation from the Faculty” to “by the Chair in consultation with the Faculty.”
- l. 579: Delete “the” between *and* and *appointment*.
- l. 652: Change “increase” to “increases.”
- l. 670: Insert a period after *VIII*.
- l. 712: Delete “and advising.”
- ll. 711-898: Delete all instances of “(see above).”
- l. 748: Insert a comma after *Part IX* and before *that*.
- l. 753: Delete “and advising.”
- l. 808: (optional) Insert “sources” after *funding*.
- l. 820: Insert a comma after *Part IX* and before *that*.
- l. 839: Delete the dash between *Service* and *formal*; start a new line following *Service*; insert “Service may include” before *formal*.
- l. 873: Insert a comma after *activities* and before *such*.
- l. 887: Insert a comma after *profession* and before *such*.
- l. 903: Insert a comma after *title* and before *follow*.
- l. 913: Change “the unit, as given in the *ECU Faculty Manual*” to “the unit and as stated in the *ECU Faculty Manual*.”
- l. 1005: Insert a comma after *Guidelines* and before *which*.
- l. 1006: Insert a comma after *Part IX* and before *and*.
- l. 1044: Delete “for” between *Review)* and *at*.
- ll. 1046-1047: Delete “will be required”; insert “is desirable” after *outside the Department*.
- l. 1052: Change “programmatic” to “program” or “degree program.”

- l. 1054: Delete “at least.”

- ll. 1055-1061: Change

  “Voting shall be coordinated by the Department Chair as is appropriate for the document. The faculty of the Department who are eligible to vote on these documents may determine through approval of an official motion to hold balloting by mail, hand delivered ballots (see process described in *ECU Faculty Manual,* Part IX), or a comparably confidential and secure electronic balloting procedure in accordance with the latest edition of *Robert’s Rules of Order, Newly Revised*.”

  to

  “Voting regarding such documents shall be coordinated by the Department Chair. The faculty voting on the documents may determine through approval of an official motion to hold balloting by any process in accordance with the *ECU Faculty Manual,* Part IX.”

Department of Health Education and Promotion (HEP) Faculty Guidelines

- ll. 207-208: Change “Teaching/Advising, Research/Scholarly Productivity, Service, Other” to “Teaching, Research, Service, Other” (to match the language within the main body of the code).

- l. 226: Delete “/Advising.”

- l. 253: Delete “Productivity.”

Action Taken:
A motion to approve the Department of Health Education and Promotion Unit Code with the requested revisions was passed.

Assigned additional duties to:
Anderson will work with the Department of Health Education and Promotion in making the requested revisions.

Agenda Item:
Department of Kinesiology Unit Code Revisions

Discussion:
Pre-review of the resubmitted Department of Kinesiology Unit Code showed that a significant number of required and requested revisions from the 15 February 2017 meeting had not been done. For that reason, it was taken off the agenda for today. Pre-review comments will be sent to the Department of Kinesiology along with reminders of what had been requested at the previous review of its code.

When the Department of Kinesiology Unit Code does come back for review, the Committee will need to consider how much of what is required in a code can be included in attached guidelines rather than in the main body of a code.

Assigned additional duties to:
Shields will collate all the materials concerning the required and suggested revisions to the Department of Kinesiology Unit Code and send them to the Department.

NEXT MEETING: 26 March 2017 (Winslow's Tavern)

ITEMS TO BE DISCUSSED:

- Unit Code Screening Committee annual report.
- Celebration of a banner year of unit code reviewing.

Meeting adjourned at 4:12 pm.

Submitted by Tom Shields, Committee Secretary