Hackett called the meeting to order at 3:35 pm.

---

**ACTIONS OF MEETING**

**Agenda Item:** Minutes of the 31 January 2018 meeting

**Discussion:**
By email, Rick Ericson had noted that the following item in the minutes concerning questions about the proposed Department of Geography, Planning, and Environment Unit Code had been resolved during the meeting:

- Both the terms *research* and *scholarship* are used at various points (see, for example, ll. 83, 101, 355, 359). Is there a reason for using the different terms, or should the more inclusive term *scholarship* be used throughout?

The terms were meant to be used in the different places, so the question should be removed from the minutes.

**Action Taken:**
The minutes were approved as amended.

---

**Agenda Item:** Review of the Department of Kinesiology Unit Code

**Discussion:**

**Universal Changes**

- Use *probationary, probationary term* or *probationary term (tenure-track)* rather than *tenure-track* alone.

- Capitalize *Faculty, Voting Faculty, Graduate Faculty*, etc.

- Capitalize *Department, College, and University* when using them as shortened versions of the *Department of Kinesiology, College of Health and Human Performance, and East Carolina University* (e.g., ll. 105-106, l. 120).
• Italicize ECU when part of a title, e.g., ECU Faculty Manual, ECU Graduate Catalog, etc.

• Place a comma after ECU/FM and before Part (e.g., “ECU/FM, Part IV”).

• Be consistent in the title of the Department’s Director of Graduate Studies; change Departmental Director of Graduate Studies (and, if it is used, Department Director of Graduate Studies) to just Director of Graduate Studies.

• Capitalize Graduate Degree Program Directors and use the full title consistently throughout (e.g., l. 261 and l. 275).

• Replace “research” with “scholarship” throughout except if there is a particular reason to use research in a specific context.

Individual Changes

• ll. 6-7: Change “East Carolina University (ECU) Policy Manual” to “East Carolina University Policy Manual (ECU/PM)” including “(ECU/PM)” only if the East Carolina University Policy Manual is mentioned elsewhere in the code and the title is abbreviated as such.

• l. 13: Change “research” to “scholarship.”

• l. 18: Insert “exercise,” between physical and activity.

• ll. 27: Delete “instructor,”; insert “or” between associate professor, and professor.

• l. 31: Insert “or” between professor, and research.

• l. 38: Change “See; ECU/FM” to “see the ECU/FM.”

• ll. 42-43: Change “Kinesiology Department Guidelines” to “Department of Kinesiology Departmental Guidelines.”

• l. 51: Delete the colon after include.

• l. 73: Delete “is an honorary and non-paid title that.”

• l. 75: Break into a new paragraph between department and Adjunct.

• ll. 75-77: Change

“Adjunct appointments which are honorary are an unsalaried, non-tenure track appointment for a term of one to three years.”

to

“Adjunct appointments, which are honorary, are unsalaried, non-probationary term (tenure-track) appointments for terms of one to three years.”
• ll. 81-86: Delete the entire paragraph.

• ll. 92-99: Optionally, delete “Upon approval by the Dean, the recommendation is forwarded to Academic Affairs.” (ll. 95-96); or, optionally, delete the entire paragraph.

• ll. 107-108: Delete “of which the department is member.”

• I. 120: Delete “the” between with and University.

• ll. 123-124: Make “prepare and submit . . . program needs” a separate item e; shift item letters following accordingly.

• I. 141: Change “other duties for both faculty and graduate assistants, and” to “other duties for faculty, and.”

• ll. 145-153: Delete the entire paragraph; ensure that all of this information is included where the same information is given on ll. 483-495.

• ll. 160-162: Make each of the items separated by semicolons new separate items l-m; shift the item letters that follow appropriately and, if the number of items goes beyond z, the next items should be aa, bb, etc.

• I. 172: Change the semicolon after credentialing and before and to a comma.

• I. 196: Insert “make available to the faculty and” after the item letter v. and before coordinate.

• ll. 199-200: Delete “to adopt” and end the parenthesis after voting.

• ll. 204-209: (Optional) Make each of the elements separated by semicolons in the list after “but not limited to:” into subitems i-v.

• I. 209: Delete “and” at the end of the line.

• I. 215: Insert a comma after individual and before and.

• I. 216: Insert “and” at the end of the line after the semicolon.

• ll. 218-221: Delete the current item y.

• I. 223: Change “supervisors” to “the Dean or Provost.”

• I. 235: Delete the comma after Faculty and before and.

• ll. 242-244: Change

“Any acting Director of Graduate Studies must be confirmed by the voting Graduate Faculty after one year of appointment and on an annual basis thereafter.”

to

“Any Acting Director of Graduate Studies is appointed by the chair and must be confirmed by the voting Graduate Faculty within one year of appointment and on an
annual basis thereafter."

- **l. 249:** Insert commas after *see* and before *e.g.*, as well as after *e.g.* and before *the*; italicize *ECU*.

- **l. 250:** Insert "and the" after *Handbook*, and before *ECU*; italicize *ECU Graduate Catalog*.

- **l. 254:** Delete "of" between *with* and *the*.

- **l. 270:** Insert a comma after *directors* and before *including*.

- **l. 271:** Delete the comma after *students* and before *and*.

- **l. 281:** Delete the comma after *Chair* and before *a*.

- **l. 282:** Delete "a" between *during* and *brief*; change "absence" to "absences."

- **II. 292-293:** Change "program School (see e.g. the *ECU Graduate Program Directors and Coordinators Handbook*, *ECU Graduate Catalog*)" to "program (see, e.g., the *ECU Graduate Program Directors and Coordinators Handbook* and the *ECU Graduate Catalog*)."

- **l. 297:** Insert a comma after *Kinesiology* and before *as*.

- **l. 304:** Change "one year" to "twelve-month."

- **II. 309-346:** Be consistent in the name of the Department’s Undergraduate Curriculum Committee; change *Department Undergraduate Curriculum Committee* to just *Undergraduate Curriculum Committee* and preface it with "the Department’s" if needed for clarity at any point.

- **II. 322-346:** Change item c’s three paragraphs to subsections *i-iii* of item *b*.

- **l. 323:** Insert a period after *Committee* at the end of the line.

- **II. 325:** Insert "Undergraduate Curriculum" between *The* and *Committee*.

- **l. 327:** Insert "Undergraduate Curriculum" between *The* and *Committee*.

- **l. 331:** Change "approval" to "consideration."

- **l. 334-335:** Insert "Undergraduate Curriculum" between *the* and *Committee*.

- **l. 330:** Insert "Undergraduate Curriculum" between *the* and *Committee*.

- **l. 339:** Change "The Chair of the Department" to "The Department Chair."

- **l. 346:** Change "Undergraduate Curriculum Committee" to "Faculty Senate."

- **l. 393:** Delete the comma after *Committee* and before *candidates*. 
• l. 409: Insert a comma after Dean and before will.

• ll. 418-419: Change “the Dean, with the assistance of the Department Chair” to “the Department Chair, with the assistance of the Dean.”

• l. 429: Insert “, Part IX” between ECU/FM and the final period.

• l. 437: Insert “, Part IX” between ECU/FM and the final period.

• l. 451: Change “Kinesiology Department Guidelines” to “Department of Kinesiology Department Guidelines.”

• l. 457: Delete “tenure and tenure track.”

• ll. 465-724: Rearrange to follow the required Unit Code Format:

A. Tenured and Probationary (Tenure-Track Faculty) [current ll. 465-670]

B. Fixed-Term Faculty [current ll. 681-724]

C. Post-Tenure Review [current ll. 672-679]

• l. 468: Remove italics from “tenured and tenure-track faculty members”; change “tenure-track” to “probationary term (tenure-track).”

• l. 478: Insert a comma after e.g. and before special.

• l. 481: Delete “will be consulted.”

• l. 498: Change “KINE” to “Kinesiology”; delete the comma after guidelines and before established.

• l. 507: Change “Unit” to “Department.”

• l. 515: Change the item letter A to a.

• l. 521: Insert a comma after activity and before and.

• ll. 531-535: Delete the entire paragraph.

• l. 543: Delete the comma after period and before in.

• l. 546: Delete the comma after period at the end of the line.

• l. 553: Change the item letter B to b.

• ll. 558-561: Change item numbers 1-2 to item letters a-b.

• l. 568: Insert a comma after hybrid) and before the.
• I. 583: Change the colon to a comma.
• I. 609: Insert a comma after presentations and before or.
• I. 612: Insert a comma after contributions and before such.
• I. 630: Change “tasks” to “task”; insert “and” after forces, and before activities.
• I. 637: Change the item letter C to c.
• II. 650-656: Delete the entire paragraph.
• II. 658-667: (Optional) Make these two paragraphs subitems a-b.
• II. 658-663: Change “Qualifications of the . . . service to the profession” to “See the ECU/FM, Part VIII.”
• II. 665-667: Change “Qualifications of the . . . significant professional service” to “See the ECU/FM, Part VIII.”
• I. 669: Change “of non-conferral of a promotion” to “that he/she will not be promoted.”
• I. 677: Insert “, Part IX,” between ECU/FM and to.
• I. 679: Insert “Approved Department standards are available on the Faculty Senate website.” as an additional sentence at the end of the line.
• I. 686: Remove the parentheses; insert a comma after ECU/FM and before Part; delete the extra period at the end of the line.
• I. 689: (Optional) Insert “also” between refer and to.
• I. 697: Remove the italics from and between ECU/FM and in.
• II. 700-702: Remove the italics from UNC Board of Governors and ECU Board of Trustees; italicize Department of Kinesiology Departmental Guidelines.
• I. 710: Change “unit” to “Department.”
• I. 714: Insert the” between of and ECU/FM.
• I. 717: Change “ECU/FM Part VIII the” to “ECU/FM, Part IX, the”; change “written request” to either “portfolio” or “written request and portfolio.”
• I. 723: Change “decisions” and “decision” to “recommendations” and “recommendation,” respectively.
• I. 732: Change “in” between meeting and which to “at” or “during”; capitalize Department Chair.
• II. 743-746: Don’t make these two paragraphs bulleted items.
• I. 750: Delete “departmental and.”

• I. 751: Capitalize Faculty and Graduate Faculty; change “chair” to “chairs.”

• I. 760: Capitalize Faculty.

• II. 763-765: Delete “Approval by . . . outside the unit.”

• II. 770-774: To follow the required Unit Code Format, make the following changes:

Make II. 772-774 and item “A. Annual Budget Request.”

Create a new item “B. Annual Report”; include a statement about procedures for faculty discussion of the annual report with the Department chair, e.g., “The Department Chair shall develop and present the Department annual report and provide opportunity for discussion of the report with the faculty.”

• I. 772: Change “Departmental” to “Department.”

• I. 774: Insert a period at the end of the line.

• II. 779-780: Delete “(Section IX Amendment procedures).”

**Action Taken:**
A motion to approve the Department of Kinesiology Unit Code with the requested revisions was passed.

**Assigned additional duties to:**
Cheryl Johnson, Unit Code Screening Committee Chair, will work with Department of Kinesiology in making the requested revisions.

**Agenda Item:**
Upcoming unit codes for review

**Discussion:**
The School of Dental Medicine Unit Code is coming up, but we do not have it in hand yet. Our final two scheduled meetings will be on March 21 and April 18.

**NEXT MEETING:** 21 March 2018 (142 Rawl Annex)

**ITEMS TO BE DISCUSSED:**

• The Department of Geography, Planning, and Environment’s responses to our questions concerning the revision of their code at the 31 January 2018 meeting will need to be addressed.

Meeting adjourned at 5:33 pm.

Submitted by Tom Shields, Committee Secretary