

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 21 March 2018

PERSON PRESIDING: Cheryl Johnson, Chair

REGULAR MEMBERS IN ATTENDANCE: Rick Ericson, Timm Hackett, Gail Ratcliff, and Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls and Kathy Misulis

OTHERS IN ATTENDANCE: Rob Kulesher, College of Allied Health

Johnson called the meeting to order at 3:29 pm.

ACTIONS OF MEETING

Agenda Item:

Minutes of 21 February 2018

Action Taken:

The minutes of 21 February 2018 had been approved by email to allow the Department of Kinesiology to make the required revisions to their unit code so all of the revised College of Health and Human Performance unit codes could ready for the 27 March Faculty Senate meeting.

Agenda Item:

Pre-Review of College of Allied Health Sciences (CAHS) Appendix B

Discussion:

The CAHS unit code is large enough that it needs to be reviewed over more than one meeting. For the next meeting on 18 April, different sections of Appendix B need to be assigned to various members of the Committee.

Assigned additional duties to:

The following Committee members will pre-review the following sections:

- pp. 1-18: Kathy Misulis and Gail Ratcliff
- pp. 19-38: Rick Ericson and Timm Hackett
- pp. 39-54: Tom Shields and Melinda Doty
- pp. 55-63: Ralph Scott and Brian Muzyka

Cheryl Johnson and Linda Ingalls will pre-review all sections along with those assigned to specific parts.

Agenda Item:

Review of the College of Allied Health Sciences (CAHS) Unit Code

Discussion:

Universal Changes

- Italicize *ECU* when part of a title, e.g., *ECU Faculty Manual*, *ECU Policy Manual*, etc.

- Capitalize *Faculty*, *Graduate Faculty*, etc., when used to mean a proper name such as *CAHS Faculty*.
- Having established the abbreviation *CAHS* for *College of Allied Health Sciences* on I. 18, use the abbreviation or the term *College* throughout whenever it would help make easier reading (e.g., II. 50-51, change “East Carolina University College of Allied Health Sciences” to “CAHS”).
- When referencing the *ECU Faculty Manual*, refer only to Part numbers, not to specific Sections within the Parts.
- Replace *Unit* with *CAHS* or *College* whenever referring specifically to the CAHS.
- Change “Tenure Track Faculty” to “Probationary Term (Tenure Track) Faculty.”
- For parenthetical references to the *ECU Faculty Manual* the begin with a capitalized imperative (e.g., *See*, *Refer to*) place a period after the end of the sentence before the parenthetical material and place a period at the end of the parenthetical material within the right parenthesis. For example, II. 71-72, change:

 . . . or tenure recommendation) (Refer to *ECU Faculty Manual*, Part IX).

 to

 . . . or tenure recommendation.) (Refer to *ECU Faculty Manual*, Part IX.)
- Make *department* and *departmental* lower case when speaking about CAHS departments generically; capitalize *Department* and *Departmental* when used as part of a specific title or department name, e.g., *Department Chair*.
- Capitalize *Code* when referring to the CAHS Code.

Individual Changes

- II. 13-14: Italicize *East Carolina University (ECU) Policy Manual*.
- I. 28: Insert a comma after *Sciences* and before *subject*.
- I. 42: Delete “instructor,” at the start of the line.
- I. 43: Delete “lecturer,” at the start of the line.
- II. 50-53 and 64-67: Bring items B.1 and B.5 together and make clear what items Fixed-Term Faculty can vote on and what they cannot vote on. Mention of the *ECU Faculty Manual*, Part IV and perhaps other Parts (e.g., Part IX) may be useful.
- I. 64: Change “an” between *Holds* and *appointment* to “a fixed-term.”
- II. 65-67: Insert a period after *participation* and before the left parenthesis; change

 (See Appendix A-Departments of the College of Allied Health Sciences; see Appendix B-Departmental Promotion, Tenure, and Advancement Guidelines).

to

(See “Appendix A: Departments of the College of Allied Health Sciences”; see “Appendix B: Departmental Promotion, Tenure, and Advancement Guidelines.”)

- II. 74-175: Insure that any generic language that does not apply to the CAHS is cleaned up (e.g., I. 110, delete “or professional school”).
- I. 74-75: Delete “Where appropriate, approved”; capitalize *Criteria* and *Graduate Faculty*.
- II. 75-81: Delete the section “The following paragraphs . . . per the guidelines below.”
- II. 178-179: Delete “Based on . . . code) and”; capitalize *Upon*.
- II. 191-192: Insert a line/paragraph break between *Sciences* and *is*; insert “The Dean” before *is the chief*; remove the bold from *is the chief administrative officer*.
- I. 195: Make *policy* lower case; insert “entitled” between *policy* and *Appointment*.
- II. 195-197: Italicize *Appointment Review . . . at ECU* and *Implementation Guidelines . . . Trustees Policy*.
- I. 199: Delete “The Dean of the College of Allied Health Sciences”; change “ensures” to “Ensuring.”
- II. 206-207: Insert “actions such as” between *regarding* and *appointment*.
- I. 211: Insert a new item 7, “Providing the annual budget request and annual College report to the Faculty for input (see Section VIII of this Code).”; change current item 7 to item 8.
- I. 229: Insert “, Parts VIII, IX, and X” after *Manual* and before the final period.
- I. 230: Capitalize *Code*.
- I. 231-232: Delete the comma after *annually* and before *Faculty*; delete “research/creative activity,”
- I. 232: Insert a comma after *research* and before *creative*.
- I. 233: Change
 . . . outreach) and service (University, community and professional).

to

. . . outreach), service (University, community, and professional), and, where appropriate, clinical activity.

- I. 235: Change “in” to “throughout.”
- I. 237: Change “or if none exists implement” to “or, if none exists, implementing.”

- I. 238: Create a hyperlink to the “CAHS Faculty Mentoring Program” document.
- I. 241: Insert “any” between *Dean*, and *Associate*; insert “any” between *Dean(s)*, and *Assistant*.
- I. 248-501: Insert “A. Standing Committees” at I. 248; Change current items A-B to items 1-2, lowering outline numbers within each by one item (1 to a, a to i, etc.).
- I. 252: Delete “and departmental personnel committees.”
- I. 257: Change “council” to “Faculty Council.”
- II. 258-259: Delete “for posting on CAHS’s website.”
- I. 260: Insert “Standing” between *of* and *Committee*.
- I. 273: Insert “Standing” between *for* and *Committee*.
- I. 283: Insert “standing” between *College* and *committee*.
- I. 284: Insert “standing” between *given* and *committee*.
- I. 286: Delete the comma between *Student/Faculty* and *and*; insert “the” between *and* and *Research*.
- I. 300: Insert a comma after *year* and before *and*.
- II. 304-355: Organize as with other standing committees: Membership Responsibilities, possibly adding Meetings because this is specifically laid out for the Faculty Council; current II. 329-355 should be included under Membership.
- II. 356-367: Separate out from the Faculty Council unless the Faculty Council has a special role in the election of these positions; if so, then make the election of these positions a separate part of the Responsibilities of the Faculty Council.
- II. 447-448: Include the number of student members on the committee, as noted in II. 285-286.

Action Taken:

Because of time constraints, the review of the College of Allied Health Sciences Unit Code ended here; the review will pick up again with the section on Standing Committees (I. 302ff) at the next meeting.

Assigned additional duties to:

Kulesher will begin making the recommended revisions to the CAHS Unit Code; Johnson will provide any assistance needed in making the requested revisions.

NEXT MEETING: 18 April 2018 (142 Rawl Annex)

ITEMS TO BE DISCUSSED:

- Continued review of the CAHS Unit Code

- Unit Code Review Committee Annual Report

Meeting adjourned at 5:00 pm.

Submitted by Tom Shields, Committee Secretary