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

ACTIONS OF MEETING

Agenda Item:
Faculty Senate action on codes already reviewed

Discussion:
The seven codes submitted to the Faculty Senate for its 27 March meeting were all approved. Cheryl reviewed the edits submitted for the Academic Library Services code, and the code is on the agenda for the 24 April Faculty Senate meeting.

Agenda Item:
Minutes of 21 March 2018

Action Taken:
The minutes were approved.

Agenda Item:
Unit Code Screening Committee 2017-2018 Annual Report

Discussion:
The draft 2017-2018 Annual Report as prepared by Vice Chair Timm Hackett was distributed for discussion:

- The Committee agreed that an organizational meeting in late August rather than mid-September was needed to ensure that the review of codes could begin at the September meeting.

- The need to update the current code template was added to the agenda items for next year.

- The attendance for the current meeting (18 April) would be added.

Action Taken:
The annual report was approved with the revisions suggested.
Assigned additional duties to:
Johnson will make the required additions; Johnson, Hackett, and Shields will sign the report and submit it to the Faculty Senate office.

Agenda Item:
Continued Review of the College of Allied Health Sciences (CAHS) Unit Code

Discussion:
Review picked up at l. 302, the section on Standing Committees, with some overlap from the 21 March meeting.

Universal Changes
- Replace Faculty Chair with Chair of the Faculty Council or Faculty Council Chair.
- Change “Tenure Track Faculty” to “Probationary Term (Tenure Track) Faculty.”
- Delete any references to the tenure-line rank of Instructor.
- Replace notes that read “See Appendix B Departmental Promotion, Tenure, and Advancement Guidelines” or similarly with “Department Guidelines for promotion, tenure, and advancement in rank are housed in each department and are adjudicated in accordance with the ECU Faculty Manual” or similar wording revised as appropriate. (The first occurrence is at lines 526-527.)
- Change “change in title” to “advancement in title” (e.g., l. 790), mirroring the language of the East Carolina Faculty Manual, Part VIII.

Individual Changes
- l. 294: Insert “(except Faculty Council Chair)” at the end of the line.
- ll. 304-355: Organize as with other standing committees: Membership Responsibilities, possibly adding Meetings because this is specifically laid out for the Faculty Council; current ll. 329-355 should be included under Membership.
- l. 306: Delete “The Faculty Chair shall serve as the Chair of the Faculty Council.”
- ll. 356-367: Separate out from the Faculty Council. Suggested to be moved under the responsibilities of the Elections Committee (ll. 405-418).
- ll. 372-373: Clarify if there is to be at least one committee member at each of the titles/ranks/tenure status noted or if there must be at least three members who who meet any of these criteria.
- ll. 447-448: Include the number of student members on the committee, as noted in ll. 285-286.
- l. 448: Change “II.A” to “II.B.”
• II. 470-501: Delete the section on the Compliance Committee.

• I. 505: Insert “for Clinical tenure-granting units in the Health Sciences” at the end of the line. Double check the ECU Faculty Manual, Part IX, to insure the correct wording for these types of units.

• II. 514-819: Organize Section V, Evaluation of Faculty, according to the current Unit Code Template order: A. Evaluation of Tenured and Probationary-Term (Tenure-Track) Faculty; B. Evaluation of Fixed-Term Faculty Members; C. Performance Review of Tenured Faculty (Post-tenure Review).

• II. 514-576ff: Organize Section V.A as follows: 1. Annual Evaluations; 2. Promotions; 3. Permanent Tenure.

• II. 524-527: Replace with the wording from the ECU Faculty Manual, Part IX, that ties together tenure and promotion.

• II. 534-535: Replace “‘exemplary,’ ‘satisfactory,’ and ‘deficient’ performance” with “meets, exceeds, and does not meet expectations.”

• II. 572-574: Delete the full item 5.

• II. 598-716: Create individual sections on teaching, research/creative activity, service, and other under Annual Evaluations, Promotion, and Tenure. Put the full material under Annual Evaluations and either note that they are the same under the Promotion and the Tenure sections or note any differences for promotion and tenure in each section.

• II. 599-601: Move “Evaluation of teaching . . . of the classroom teaching” to the section on Promotion.

• I. 654: Delete “but is not limited to.”

• I. 671: Delete the colon after Service.

• II. 712-715: Include a note that service cannot be higher than teaching or research/creative activity; insert a new item d) Clinical (if appropriate) and change current item d) to item e).

• II. 732-736: Delete current item d); change current item e) to item d).

• I. 748: Suggested change of “capacity” to “competence.”

• I. 759: Insert a period after University at the end of the line.

• I. 766: Change “site” to “title.”

• I. 778: Capitalize Professor.

• I. 806-813: Change “decision” to “recommendation” in all instances.

• I. 815: Insert “(Post-Tenure Review)” After Faculty and before “(Refer . . . .)”
• l. 817: Change “Cumulative” to “Performance.”

• l. 826: Insert “(See the ECU Faculty Manual, Part II.)” after the end of the sentence.

• l. 840: Change “Evaluation” to “Review.”

• l. 841: Change “Evaluation” to “Review.”

• l. 842: Insert “(see ECU Faculty Manual, Part II)” after procedures and before the final period.

• l. 847: Delete “, Section 3” before the right parenthesis.

• l. 850-852: Delete “Include requirements . . . Newly Revised.”

• l. 855: Insert “The Faculty Council Chair will preside at meetings.” after the time for meetings and before A spring meeting.

• l. 870: Change “teaching” to “working.”

• ll. 882-884: Remove “electronic,” from l. 882; insert a statement at the end of l. 884 that electronic balloting is allowed for votes taken outside of faculty meetings.

• l. 908: Change “Unit’s” to “CAHS”; insert “Council” at the end of the line after Faculty.

• l. 916: Change “fifteen-day review period” to “fifteen working day review period”; change “Faculty Chair Council” to “Faculty Council Chair.”

• ll. 921-922: Delete “Section I.”

Suggested revisions to Appendix B, “Departmental Promotion, Tenure, and Advancement Guidelines” were given to Kulesher either in person or were to be sent via campus mail or email but were not discussed by the Unit Code Screening Committee as a whole.

Action Taken:
The Committee decided that there was substantial editing needed before a vote on recommending that the CAHS Unit Code be sent to the Faculty Senate.

Assigned additional duties to:
Kulesher will take the recommended revisions back to the CAHS. Johnson and other Committee members are willing to work with the CAHS about making the requested revisions.

NEXT MEETING: TBA (Fall 2018 organizational meeting)

ITEMS TO BE DISCUSSED:

• No specific agenda items available at this time.

Meeting adjourned at 5:22 pm.

Submitted by Tom Shields, Committee Secretary