COMMITTEE: Unit Code Screening Committee

MEETING DATE: November 3, 2011

PERSON PRESIDING: Patricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Salman Abdulali, Patricia (Tricia) Anderson, Michael Duffy, Melissa Nasea (secretary)

EX-OFFICIO MEMBERS IN ATTENDANCE: Christyn Dolbier, Linda Ingalls, Kathy Misulis, John Rummel, Lisa W. Sutton

ACTIONS OF MEETING

The minutes of the September 21 meeting were reviewed. A motion was made and approved to move the names of the SGA member attendees from the Regular to Ex Officio members attendance section. The minutes were accepted as revised.

Faculty Governance continues to work on our report to them.

Chair Anderson has received a proposed code for the Dept. of Sociology. She will use doodle.com to find a time when most members are available.

Chair Anderson has received a proposed code for Academic Library Services. She will set that meeting date later.

Christyn Dolbier presented the proposed revision to the Dept. of Psychology code. Many changes were made to increase efficiency. Some ad hoc committees were changed to standing committees. Changes were made in the descriptions of the departmental Directors.

Psychology submitted the revision in two formats and the line numbers differed. The minutes will refer to the 974 line version.

A signature page does exist and Lori Lee will distribute copies to the Committee.

The code needs to follow the numbering format of the “General Guidelines for Writing and Revising a Unit Code of Operation”.

The entire Faculty Manual is being revised. Many sections are being moved to the Policies, Regulations, and Rules (PRR) web site http://www.ecu.edu/PRR/.

Appendix F “Graduate School Organization” is in transition to a PRR http://www.ecu.edu/PRR/10/25/01. All references to serving as members of the Graduate Assembly should be deleted from the descriptions of the departmental Directors.

Lines 37-38 Change “quadrennial evaluations of the effectiveness of unit programs applies.” To “unit academic program review applies.”
Line 839 Change “Unit Reports, Strategic and Planning Documents” to “Unit Reports, Planning and Assessment Documents”

Lines 841-42 Change “assessments of Unit operations” to “other assessments of the unit”

Lines 720, 753, and 794 Change “the unit Promotion Committee normally follows” to “the unit Promotion Committee notes”

Lines 595 and 597 Change “Promotion committee” to “Personnel Committee”

Line 599 Include the “department guidelines for advancement in rank of fixed term faculty” in this code

Lines 498-506 Appendix D states that the search committee is formed by the Personnel Committee. Revise the sentence and delete “the Department Chair will designate a search committee chair”.

VI. A. “Selection of New Faculty” should be revised based on Appendix D.
Concerns included:
Having a graduate student on the committee and whether the student has or does not have a vote
Whether a short list should be available to departmental faculty
The faculty voting on the acceptance of the candidate
Whether a more restrictive policy should be in effect for selecting probationary term and tenured faculty

Committee members should submit proposed revisions to the Chair who will submit them to Psychology.

The meeting was adjourned at 12:30.

NEXT MEETING: To be announced

ITEMS TO BE DISCUSSED: Dept. of Sociology Code

Future meetings will discuss: revised Dept. of Psychology code; Academic Library Services code