

COMMITTEE: Unit Code Screening Committee

MEETING DATE: 17 November 2014

PERSON PRESIDING: Tricia Anderson (Chair)

REGULAR MEMBERS IN ATTENDANCE: Clark Nall, Don Philyaw, Tom Shields

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Kathy Misullis, David Tulis

OTHERS IN ATTENDANCE: Susan McGhee, Nelson Cooper (Health and Human Performance)

Anderson called the meeting to order at 3:00 pm

ACTIONS OF MEETING

Agenda Item:

Brody School of Medicine (BSOM) unit code update

Discussion:

Anderson and Shields believe that they have all the necessary requested corrections made to the BSOM code. The BSOM will review these changes, and, if they agree with them, the corrected code should go before the Faculty Senate at its next meeting.

Agenda Item:

Faculty Senate Code Revision Subcommittee

Discussion:

John Stiller (Biology) is the subcommittee's chair. The subcommittee's charge is to create guidelines for how code units that are not part of academic units should function. Cheryl Johnson is the committee's representative on the subcommittee.

Agenda Item:

Committee Standard Meeting Dates

Discussion:

The Faculty Senate has approved the committee's request for standard meeting dates; we are now awaiting the Chancellor's approval. Assuming the Chancellor approves the committee's request for standard meeting dates, they should go into effect for the 2015-2016 academic year. In the meantime, we need to figure out meeting times for Spring 2015.

Assigned additional duties to:

Anderson will send out a Doodle Poll to determine when would be the best time to set up committee meetings for the spring.

Agenda Item:

Request from Rachel Roper, Chair of the Committee on the Status of Women

Discussion:

Roper sent a request that the committee determine any way to encouraging language in unit codes promoting diversity in the running of units similar to the language approved for the BSOM code in its section on chairs' duties, to "promote effective professional relationships within the department, school and university, *creating and maintaining an environment supportive of diversity.*"

Because requirements for what is to be included in unit codes, the committee decided that it could encourage, but not enforce, that such language be included in unit codes.

Action Taken:

The committee will include in its letters to units creating or revising unit codes that such language be a suggested, though not required, element of their unit codes.

Agenda Item:

Review of the College of Health and Human Performance unit code

Discussion:

The following revisions were requested by the committee:

Universal Changes

- Remove all references to subsections of the *ECU Faculty Manual*, leaving reference only to main sections.
- Change "unit personnel committee" to "Department personnel committee"; the first instance occurs on I. 96.
- Make capitalization of "the Department" consistent throughout (to be consistent with the capitalization of *College* and *University*).
- Capitalize the title "Department Chair" consistently throughout the code.
- Capitalize "Graduate Faculty."

Individual Changes

- II. 35-38: Delete everything following *is defined* in I. 35 and replace with "as a faculty member who holds regular rank or title and carries at least one-half of the teaching/research duties normally assigned in the unit."
- II. 53-60: Reverse the order of items 2 (II. 53-54) and 3 (II. 56-60).
- I. 64: Replace the word "or" after the word *retired* with a comma; insert "or deceased" between *disabled* and *faculty*.
- II. 75-91: Bring together II. 75-77 (ending at sentence break in I. 77) and II. 88-91 into a single paragraph concerning honorary, unsalaried adjunct faculty appoints. Make II. 77-82 a new paragraph beginning with "The exception . . ."
- I. 77: Replace the word "this" with "honorary, non-paid adjunct faculty status."

- I. 104: Replace the word “rank” with the word “title.”
- I. 106-107: Change “In cases where the individual holds no academic appointment, rank” to “Title for adjunct faculty.”
- I. 114: Insert a period after the right parenthesis following *Studies*; delete the first *and*; start a new sentence with “Military Science.”
- I. 115: Insert the following phrase after the right parenthesis following *ROTC*: “also resides in the College.”
- I. 121: Insert the words “of the” after “Section V”; italicize the abbreviation “ECU/FM.”
- I. 144: Change the misspelling “duities” to “duties.”
- I. 150: Italicize the abbreviation “*ECU/FM*.”
- I. 158: Capitalize the title “Associate Deans.”
- II. 168-170: Delete the sentence that begins “Any acting appointment”
- I. 172: Insert a colon after the word *Chair*.
- I. 217: Insert the phrase “the evaluation” between the words *share* and *in*.
- I. 251: Change the misspelling “avaliable” to “available.”
- II. 269-270: Change the words “may be” to the word “are.”
- I. 274: Change “program” to the plural “programs.”
- II. 294: Change “departmental programs” to “the Department.”
- I. 331: Change “Director” to the plural “Directors.”
- I.343: Change “by majority vote of the voting” to “by a majority of the voting.”
- II. 357-358: Italicize “*Graduate Program Directors and Coordinators Handbook*.”
- I. 372: Delete the comma between the words *department* and *and*.
- I. 413: Change the word “some” to “a unique.”
- I. 421: Change the word “with” to the word “in”; change “Executives” to the singular “Executive.”
- I. 441: Change “within the College” to “within a Department within the College.”
- I. 443: Insert the word “Part” between the word *and* and the Roman numeral *IX*.

- II. 465-466: Insert the word “the” between the words *of* and *Laboratory*; insert the phrase “and to Faculty of the College upon request” after the word *College* at the end of the sentence.
- II. 490-496: Insert a new item *b* that describes the position of Director of Military Programs, e.g., “The Director of Military programs is designated by the Chancellor. The Director of Military Programs represents the Chancellor on military associated issues and also represents the ROTC academic programs charged with developing military officers.”; remove material in II. 493-496 moved into new item *b*; renumber current items *b-e* as items *c-f*.
- I. 499: Change the word “is” to the word “are”; change the words “officer” and “program” to the plurals “officers” and “programs.”
- I. 507: Delete the comma after the word *approval*.
- I. 509: Insert a comma after “East Carolina University” followed by the phrase “although they may serve as instructor of record.”
- I. 516: Change “the programs” to “the Military Programs.”
- I. 520: Change “Standing Committees” to “Committees of the Unit.”
- II. 525-528: Change both “Fall Convocation” (II. 525-526) and “Faculty Convocation” (II. 527-528) to “Fall Faculty Convocation” for consistency.
- I. 526: Change “Diversity” to “Diverse.”
- II. 538-541: Make the first letter of the phrase in each item lower case.
- I. 538: Change “operation of” to “operating.”
- I. 540: Delete the word “rating” (optional, suggested by a committee member in a memo to teh secretary outside the meeting).
- I. 558: Insert the parenthetical “(UCC)” following *University Curriculum Committee*.
- II. 570-572: Delete the hyphen between the words *following* and *the*; insert the phrase “for all members” between the words *membership* and *shall*; change the order of the two sentences at the end of this item.
- I. 582: Change the word “the” to “any”; delete the parenthetical “(s)” at the end of “Department.”
- I. 596: Insert a comma after the word *changes*.
- II. 596-599: Make current first paragraph in item *1* a second paragraph in the opening part of a *Function of the Committee* and leading into the three items that make up the described protocol.

- I. 601: Make this paragraph item 1) of the protocol; delete “In the Department: After” and capitalize the A in “A Graduate Faculty member”
- I. 603: Change the comma after *Graduate Studies* to a period; capitalize “The Director.”
- I. 611: Change the word “present” to “forward.”
- I. 653: Change the phrase “the location of” to “forward.”
- I. 678: Change title of item 5 to “Personnel Action Committees”; change item 5 to item B (equivalent to item A. *Standing Committees* [I. 520]).
- II. 680-682: Insert a statement before the current text that, as per the *ECU Faculty Manual*, Part IX, personnel actions initiate within the Departments of the College. For example, “With respect to personnel matters relating to the *ECU/FM*, Part IX, academic units for the College are defined as the Departments and Department Chairs are defined as the unit administrators.”
- I. 681: Delete the word “conducted.”
- I. 685: Insert the word “the” between the words *in* and *spring*.
- I. 686: Insert the word “Faculty” between the words *Fall* and *Convocation*.
- I. 691: Insert the phrase “who are voting Faculty Members according to the *ECU/FM*, Part IX,” between the words *faculty* and *will*.
- I. 704: Insert as a new item e. the language found on I. 1295 about voting by faculty members, “Electronic balloting may not be used for personnel actions.”
- II. 705-746: Move to I. 678, before B. *Personnel Action Committees* and make item 5.
- I. 712: Insert a colon after the word *Committee*.
- I. 731: Change the second use of the word “to,” between the words *representative* and *University-related*, to “at.”
- I. 745: Insert a hyphen between the words *three* and *year*, i.e., “three-year terms.”
- I. 748: Change current item B to item C.
- II. 770-772: Delete the sentence beginning “The Department Chair”
- I. 776: Delete the parentheses.
- I. 784: Insert the word “members” after the word *faculty* at the end of the sentence.
- I. 789: Delete the phrase “and advertise the job description.”
- I. 795: Change the word “a” to “his/her” (or “his or her”).

- l. 796: Change the word “recommendation” to “recommendation(s).”
- l. 809: Insert a comma after the word *opportunity*.
- l. 824: Delete the phrase “and are available upon request from the department chair.”
- l. 860-861: Insert the phrase “its appearance in” between the words *upon* and *peer-reviewed*.
- l. 917: Delete the phrase “a total of” between the word *equal* and the number 100%.
- l. 921: Insert the phrase “as stated in the terms of the faculty member’s contract” after the word *Chair* at the end of the sentence.
- l. 934: Delete the phrase “a total of” between the word *equal* and the number 100%.
- l. 1048: Insert the phrase “and Part X” between the Roman numeral *IX* and the word *of*.
- l. 1053: Insert the phrase “and Part IX” between the Roman numeral *VIII* and the word *of*.
- l. 1054: Delete the hyphen between the words *two* and *years*; insert the phrase “at the rank of instructor” after the words *two years* at the end of the sentence.
- l. 1058: Insert the phrase “and Part IX” between the Roman numeral *VIII* and the word *of*.
- l. 1061: Insert the phrase “and Part IX” between the Roman numeral *VIII* and the word *of*.
- l. 1064: Insert the phrase “and Part IX” between the Roman numeral *VIII* and the word *of*.
- l. 1066: Insert a comma after the word *non-reappointment*.
- l. 1072: Insert the phrase “and Part X” between the Roman numeral *IX* and the word *of* (after deleting the phrase “Section 1”).
- l. 1075: Insert the word “Part” between the word *and* and the Roman numeral IX.
- l. 1088: Insert the phrase “in a manner” between the words *documented* and *that*.
- l. 1090: Close up the space between the word *processes* and the period.
- l. 1092: Insert the phrase “in the *ECU/FM* as well as” between the words *outlined* and *in*.
- l. 1108: Delete the comma between the words *periods* and *and*.
- l. 1128: Delete the semicolon between the words *chapters* and *or*.
- l. 1139: Capitalize the words “College” and “University” (with the word “Department” already being capitalized from the universal change noted above).
- l. 1146: Insert a comma after the word *tenure*.

- I. 1152: Change “Part VIII and Part IX” to “Part VIII, Part IX, and Part X.”
- I. 1156: Insert the word “the” between the word *in* and the abbreviation *ECU/FM*; insert the phrase “and Part X” after the Roman numeral *IX* at the end of the sentence.
- I. 1161: Change the comma after the word *instructor* to a semicolon.
- I. 1168: Change the word “or” to “and/or.”
- I. 1175: Change the word “or” to “and/or.”
- I. 1178: Insert a comma after the word *promotion*.
- I. 1188: Change “letter” to the plural “letters.”
- I. 1189: Change “letter” to the plural “letters.”
- I. 1194: Change the Roman numeral “VII” to “VIII.”
- I. 1200: Delete the word “in.”
- I. 1224: After the sentence ending “for review,” insert the following sentence: “Faculty may provide feedback via email, in writing, or verbally, as per instructions.”
- I. 1288: Change “approval” to “a vote.”

Action Taken:

A motion to approve the College of Health and Human Performance unit code with the requested revisions was passed.

Assigned additional duties to:

Anderson will work with the College of Health and Human Performance about making the requested editorial revisions, particularly insuring that the hyperlinks to the *ECU Faculty Manual* are all correct, quickly enough to allow it to be put on the next Faculty Senate meeting agenda.

Agenda Item:

Faculty Senate Committee Chairs Meeting 18 November 2014

Discussion:

Anderson asked if anyone were able to attend tomorrow’s meeting of Committee Chairs in her place at 4:00 pm in Rawl Annex 142.

Action Taken:

No one on the committee in attendance was available.

Agenda Item:

Approval of 3 November 2014 minutes

Discussion:

None

Action Taken:

The minutes were approved

NEXT MEETING: 1 December 2014, 3:00 pm (129 Rawl)

ITEMS TO BE DISCUSSED:

- Health Sciences (Laupus) Library's unit code was tentatively on the agenda for the next meeting, but the representatives from Health Sciences Library will not be available. We also have the revised unit code for Academic Library Services; they will be contacted and, if their representatives are available, we will review their code.

Meeting adjourned at 5:25 pm.

Submitted by Tom Shields, Committee Secretary