Prior to calling the meeting to order, Anderson explained procedures to both the new committee members and the guests from the School of Music.

Anderson called the meeting to order at 2:05 pm.

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**ACTIONS OF MEETING**

**Agenda Item:**
Review of revised School of Music Code.

**Discussion:**
The following revisions were requested by the committee:

**Universal Changes**

- Insert hyperlinks to referenced sections of the ECU *Faculty Manual*.
- Change “Article” to “Section” in all the section headers, starting with line 5, “Section I PREAMBLE.”
- Change “Music Student Forum” to “Student Forum for Musical Organizations” (first instance I. 246).

**Individual Changes**

- ll. 15-32: Add a statement to Section II, “Mission of the School,” noting the connection of the School of Music to the College of Fine Arts and Communication.
- ll. 41-43: Add “Teaching Instructor” to list of fixed-term faculty ranks.
- l. 45: Change “personnel” to “faculty.”
I. 46: Change “Part IV” to “Part II.IV.”

II. 55-57: Clarify what is meant by voting faculty to insure that the definition does not exclude faculty members who are not administrators but who may not have at least 50% of their load be teaching because of special (especially temporary) circumstances. See Part IX.IV of the ECU Faculty Manual for possible language (e.g., “has at least one-half of the teaching/research duties normally assigned in the unit, as determined by the permanently tenured faculty of the unit using standards appropriate to their discipline,” “is not a unit administrator or an individual with one half or more of his/her load assigned to administrative duties as determined by the permanently tenured faculty in consultation with the unit administrator,” etc.)

II. 63-64: Revise “For purposes of voting in evaluations of the effectiveness of unit programs, voting faculty are defined in Part II of the ECU Faculty Manual” to read, “For purposes of voting on academic program reviews, voting faculty are defined in Part IV, Section III of the ECU Faculty Manual.”

I. 67: Change “departments” to “department faculty.”

I. 77: Add “death” between “phased retirement,” and “or permanent disability.”

I. 81: Capitalize “Chair” and “Director.”

II. 93-95: Delete “The Director, in conjunction with the Department Chairs is responsible for faculty evaluation and for assigning duties to the unit’s faculty members. In addition,”; capitalize “The” (l. 95); delete “also” (l. 95).

II. 95-100: Internal commas in the list, so change the commas to semicolons after “increments” (l. 96), “budget” (l. 97), “fundraising” (l. 97), “reports” (l. 97), and “staff” (l. 98), and insert a semicolon after “regulations” (l. 99).

II. 116-118: Delete “In conjunction with the Department Chairs, the Director will annually evaluate each faculty member’s performance in teaching, research/creative activity, and service.”

I. 118: Delete “then.”

II. 123-125: Change “The Director has the authority to nominate and appoint an administrative staff including Assistant and/or Associate Directors who will report to the Director with faculty approval as indicated below” to “The Director has the authority to nominate and, with faculty approval as indicated below, appoint an administrative staff including Assistant and/or Associate Directors, who will report to the Director. These appointments should be made in accordance with ECU policy.”

I. 136: Capitalize “Studies.”

II. 139-141: Move “The Director may also appoint other staff members to be responsible for delegated financial and general operations of the School of Music. These staff members are not required to hold faculty appointments” to the description of the Director’s position and duties (e.g., after l. 119).

II. 146, 148: Insert “recommendation” between “retention” and “vote.”
I. 148: Delete the second “evaluation and retention.”

II. 145-149: The issue was raised that evaluating Assistant/Associate Directors every two years while having a retention recommendation vote every five years does not line up these two seemingly interconnected activities. However, no specific recommendation was made by the Unit Code Review Committee concerning whether a change is needed and, if so, how a change might be made. Adding clarifying comments here is needed to make the two processes consistent.

I. 154: Delete “In addition to Associate and Assistant Directors,”; capitalize “The.”

II. 151-154: Move the revised lines “The Director shall appoint a Coordinator of Graduate Studies from nominees presented by the School of Music Graduate Committee to be confirmed by a majority vote of the School of Music Voting Graduate Faculty.” To the section describing the duties of the Coordinator of Graduate Studies (l. 217).

I. 162: Insert “and evaluated” between “selected” and “in.”

II. 165-172: Delete “In addition to the Annual Evaluation of University Administrators (in accordance of established University policies and procedures), Department Chairs shall be evaluated every two years, with a retention vote every four years. The Chair of the Governance Committee will instruct the School of Music Governance Committee to administer the evaluation and retention vote. Results of the evaluation and retention vote shall be communicated in writing to the Director and the appropriate Department Chair. Numerical results will not be communicated directly to the Department Chair.”

II. 174-175: Delete “The administrative head of each department is designated as the Department Chair and is an administrative officer of the School of Music.”

I. 192: change “conjunction” to “consultation.”

I. 221: Add “and other duties as assigned by the Director” after “University Graduate Council.”

II. 238-240: Combine numbers 3 and 4 to read, “All committee members will serve staggered two-year terms and will serve no more than two consecutive terms.”

I. 254: Close up space after slash in “Assistant Directors/Associate Directors.”


I. 381: Change “Advise” to “Consult with.”

I. 388: Change the comma after “members” to either a semicolon or a dash (i.e., either “Structure: Seven members: one member . . .” or “Structure: Seven members—one member . . .”).

I. 389: Capitalize “Assistant/Associate Director.”

II. 391-394: Change “One non-voting student representative shall be appointed to the committee by both the undergraduate and graduate student forums (total, two student representatives)” to “Two non-voting student representatives shall be appointed to the committee by the Student Forum for Musical Organizations.”
• l. 416: Change “brass and percussion” to “brass/percussion.”
• l. 428: Change “scholarship” to the plural “scholarships.”
• l. 449: Capitalize “Media Technician.”
• l. 476: Change the semicolon to a comma; delete “this”; change “includes” to “including” (i.e., “. . . the School of Music, including degree offerings . . .”).
• l. 482: Delete “Follow all guidelines for university planning.”
• l. 492: Change “to implement the ECU and School of Music Code” to “to implement the ECU Faculty Manual, The UNC Policy Manual, and School of Music Code.”
• l. 515: Remove italics on “ECU”; insert a period after “Faculty Manual.”
• l. 542: Change “vacancy occurs” to “becomes available.”
• l. 544: Insert “individual” between “the” and “Departments.”
• l. 546: Delete “and reported to the Director.”
• l. 548: Insert a comma after “Director.”
• ll. 549-552: Change “. . . will then meet and will select the Search Committee. The Search Committee shall create the job description for the position, shall solicit and receive applications and will select the candidates for the campus visit and interview” to “. . . will then meet and will select the Search Committee and create the job description for the position. The Search Committee shall solicit and receive applications and will select the candidates for the campus visit and interview.”
• l. 553 and 554: Change “recommendation” to “recommendation(s).”
• l. 554: Insert before “The Personnel Committee” the phrase “if approved.”
• l. 555: Add period after Department Chair. Add “The Department Chair will concur or not concur; if the chair concurs, the Chair will forward the recommendation to the Director.”
• l. 555: Insert “If the Director concurs,” before “it is the Director’s responsibility.”
• l. 557: Insert after “Dean” the phrase “of the College of Fine Arts”
• l. 557: Insert “In accordance with the ECU Faculty Manual” before “official job offers.”
• l. 566: Change “Tenure-Track” to “Probationary.”
• l. 569: Delete “(percentage of commitment).”
• l. 575: Change “percentage of commitment” to “relative weights.”
I. 579: Insert “(not listed in any particular order)” after “following.”

II. 584-639: The lists of criteria under each heading should be bulleted.

I. 608: Delete colon after “of.”

I. 619-20: Make “books,” “journals,” and “publications” plural.

I. 630: Lower case “chair.”

I. 632: Hyphenate “off-campus.”

I. 641: Delete “for percent of commitment.”

I. 656: Delete “(percentage of commitment).”

I. 662: Change “percentage of commitment” to “relative weights.”

I. 666: Insert “(not listed in any particular order)” after “following.”

II. 670-728: The lists of criteria under each heading should be bulleted.

I. 671: Change the colon after “effectiveness” to a comma.

I. 673: Change “Coaching / accompanying for ECU students, ensembles, and faculty” to “Coaching/accompanying ECU students, ensembles, and faculty” or “Coaching and/or accompanying ECU students, ensembles, and faculty.”

II. 683-689: There is no category “special courses” for evaluation. Therefore, integrate the items listed under Special Courses into one or more of the other categories (most likely Teaching).

I. 684: Change “on or off-campus” to “on- or off-campus”

I. 687: Delete space before “Directing”

I. 699: Delete space before “Papers”

II. 707-708: Make “books,” “journals,” and “publications” plural.

I. 719: Lower case “chair.”

I. 721: Hyphenate “off-campus.”

I. 730: Delete “for percent of commitment.”

II. 748-749: Delete “for appointment after the initial appointment.”

II. 751-767: Change “Personnel Action Dossier (PAD)” and “PAD” throughout to “portfolio.”

I. 766: Change “Part XIII” to “Parts VIII, IX, and X.”
• I. 776: Insert “(PAD)” after “Personnel Action Dossier.”

• I. 777: Insert “in accordance with the timeline in Part X of the ECU Faculty Manual” after “expiration.”

• L. 785: Add before “The Department Chair” the phrase “If the Department Chair concurs, the Department Chair…”

• I. 788: Insert “Parts IX and X of” between “in” and “the”; italicize “Faculty Manual.”

• I. 796 and following: Make clear here and below that a faculty member may engage in creative activity, scholarly research and publication, or a combination of the two for evaluation.

• I. 796: Insert a word such as “may,” “often,” or “usually” between “(as defined below)” and “fulfill.”

• I. 799: Delete “either”; change “or” to “and/or.”

• I. 811: Change “XIII” to “IX and X.”

• II. 823-846: Change numbered list to bulleted list.

• I. 846: Delete “opinion.”

• I. 850: Change “Candidates should demonstrate” to “Those candidates offering scholarly research should demonstrate.”

• I. 855: Insert “and” between “conferences,” and “chapters.”

• I. 868: Delete the comma after “Music.”

• II. 883-893: Change numbered list to bulleted list.

• I. 897: Change “Candidates should demonstrate” to “Those candidates offering scholarly research should demonstrate.”

• II. 914-919: Turn the statements into complete sentences and/or change the section into a bulleted list.

• I. 933: Change “Candidates should demonstrate” to “Those candidates offering scholarly research should demonstrate.”

• II. 952-955: Turn the statements into complete sentences and/or change the section into a bulleted list.

• I. 957: Change “Post-Tenure Review” to “Performance Review of Tenured Faculty.”

• I. 959: Add language stating that in the School of Music, Performance Review of Tenured Faculty is done as a block and not serially. E.g., change “Every five years all School of Music tenured faculty members will be reviewed” to “Every five years the School of Music will review all of its tenured faculty members in the same year.”
• I. 962: Change “cumulative” to “performance”; delete “permanently.”

• II. 968-970: Change “In addition, each faculty member will be allowed to add an optional Qualitative or Narrative Statement, to be completed by any faculty member who chooses to do so” to “In addition to annual reports and annual evaluations, each faculty member may submit an updated curriculum vitae and any additional materials desired, including a qualitative or narrative statement.”

• II. 970 and 973: Make “narrative statement” lower case.

• I. 972: Insert “and” between “growth,” and “resources.”

• I. 978: Change “who have received a negative post-tenure review” to “found deficient.”

• I. 1012: Insert “, at least once a semester” after “transact.”

• I. 1013: Insert commas after “Chair” and “notice.”

• I. 1031: Insert commas after “Studies” and “notice.”

• II. 1061-1062: Change “in the ECU Faculty Manual” to “by the Board of Trustees.”

• I. 1074: Insert a comma after “Chairs”; insert “The faculty has the right to see the annual budget.” after “needs.”

• II. 1088-1089: Delete “at the start of the subsequent semester.”

Action Taken:
A motion to approve the School of Music Code as amended passed.

Assigned additional duties to:
Anderson will work with the School of Music about making the requested editorial revisions.

Agenda Item:
Review of revised Department of Political Science Code.

Discussion:
Anderson asked if the committee wanted to proceed with review of the Department of Political Science Code as it was already 4:30 pm. Several committee members noted they had to leave by 5:00 pm, and Thompson said he was willing to return for the planned March 19 meeting.

Anderson asked if anyone had any issues concerning the revised Department of Political Science Code to mention to Thompson before the March 19 meeting. The following points were raised:

• The question would be asked if the intention were to have fixed-term faculty be voting faculty, which is how the revision is now written.
• There did not seem to be any mention which officers and/or committees would have responsibility for the graduate certificates in Community Health Administration and in Security Studies as well as the undergraduate minor in Security Studies.
• Capitalization and punctuation of item lists would be addressed.

The committee was in agreement that the included chart of “Political Science Code Revisions” was useful and very much appreciated.

Action Taken:
Review of revised Department of Political Science Code was tabled until the March 19 meeting.

NEXT MEETING:
19 March 2014

ITEMS TO BE DISCUSSED:
  1. Review of revised Department of Political Science Code
  2. Review of revised Department of History Code

Meeting adjourned at 4:35 pm.

Submitted by Tom Shields, Committee Secretary