COMMITTEE: Unit Code Screening Committee

MEETING DATE: March 20, 2013

PERSON PRESIDING: Tricia Anderson

REGULAR MEMBERS IN ATTENDANCE: Tricia Anderson (C), Melissa Nasea (S), Tom Shields, George Sigounas, Christine Zoller (VC)

EX-OFFICIO MEMBERS IN ATTENDANCE: Martin Bier, Linda Ingalls, John Kerbs, Katherine Misulis, Lisa Sutton

OTHERS IN ATTENDANCE: Susan Willson, Patricia Fazzone

ACTIONS OF MEETING

The meeting was called to order at 1 pm by Chair Tricia Anderson.

The minutes of the January 23 meeting were approved as submitted.

Prof. Anderson said all units have been told they need to update their codes to conform to the 2012 Faculty Manual revision. The Chancellor said it might be possible for Faculty Chair Mark Sprague to approve all codes that only need simple updating. Prof. Anderson disagrees since few codes follow all of the changes such as in the selection of search committees. The Committee members agreed with her.

There are still delays in the delivery of some print copies of draft codes. Prof. Anderson will ask for an electronic copy of the code to be sent to the Committee members at the same time as print copies are sent.

Prof. Willson and Fazzone represented the College of Nursing (CON) for its code revision. They view it as a living document and they want to make it consistent with current CON policies.

Prof. Anderson said the Committee goal was to help rather than hinder units.

The requested changes are:

Use the Committee template [http://www.ecu.edu/cs-­acad/fs­online/customcf/committee­/uc/newguidelines.pdf](http://www.ecu.edu/cs-acad/fs­online/customcf/committee­/uc/newguidelines.pdf) including the line numbers

Add hyperlinks to the Faculty Manual as shown in the template

Table of Contents Section VI: Change “with” to “within” to conform with p. 16

Page 1, Preamble: Change “East Carolina University (ECU) Policy Manual” to “University Policy Manual”

Objective/Mission: Suggestion to review this and decide whether “rural” should be the only emphasis of the CON. (Note: This is a suggestion rather than a requirement as the objective/mission is not within the Committee’s charge.)
II.A.1: Add “full and part time” between “hold” and “appointments”
II.A.3: Delete “by the East Carolina University Graduate Council”
   Add between “approved” and “as follows”; “through processes described in Part II Section IV of
   the Faculty Manual and are”

Page 2, II.C.: Add “For” before “Approved”.
   Delete the parentheses before “refer”
   Change the 2nd parentheses before “Graduate” to a period

II.D.1: Delete “1. Emeritus status”

Change “Based on the criteria below, upon” to “Upon” (and shift the paragraph left)

Section III: Add a definition of the “Dean’s Cabinet” (referenced on page 13)

Consolidate all election protocols rather than having them scattered throughout this section. Include
information on when the elections are held, what is the term length, do ex-officio committee members
have a vote, do student committee members have a vote?

Check every occurrence of “secure”. Sometimes it should be changed to “obtain”. In other case “secure
ballot” should be changed to “secret and secure ballot”.

Delete phrase “Administrative … Subdivisions.”

III.A.1.: Reference and hyperlink to the university policy for selecting Administrative Officers (in Part II
Section V) (Note: the recently approved BSOM code has several examples.)

Page 3, III.B.1-3: Delete “a line position”

III.B.2: Make the title of the “Associate Dean for (the) Graduate Programs” consistent

III.C.: After “selected” add “according to established university policies”

6th sentence: Delete comma after “assignments”
   Change “reassign” to “reassigned”

Page 4: Define how the “Concentration and/or Program Director” are appointed and evaluated. Also
“Executive Director of Student Services” on page 11 (and 12). Also “Executive Director of Program
Evaluation” and “Director of Assessment and Information Management” on page 12.

III.D.1: Add “meet monthly and” after “shall”

III.D.1.d: Change “Section II” to “Section III”

III.D.2 and other places: Change “Secretary-Treasurer” to “Secretary”

Page 5, III.D.2.a(2)(d): Delete “Implement … fund;”

III.D.3: Delete sentence “The Chair … tenured.”

III.E: Change “II.A.3” to “II.A.2” (check for other occurrences)
Page 7, III.F: Change “II.A.2” to “II.A.3” (check for other occurrences)

Page 8, IV.A.1.a: Delete “a maximum of two may be probationary faculty”

IV.A.1.b(1): Delete “, appropriate Associate Dean,”

IV.A.1.b(2) - (3): Revise

IV.A.1.b(5): Reconsider. May want to look at BSOM’s Promotion and Tenure Committee.

Linda Ingalls said the Chancellor has the right to grant the authority to view personnel records to those people who have the right to know.

Page 9, IV.A.3: Delete “Appendix D”

IV.B.1.b(3): Insert “and” between “Personnel” and “Undergraduate”

Page 10, IV.B.1(c): Change “Part II VII” to “Part II Section II.VII”

Page 11, IV.B.2.a(1)(a)(i): Delete section letter“(i)” and move “Shall consist … member” to the left

Page 13, IV.B.2.a(5): Add “(GHC)” after “Committee”

IV.B.2.a(5)(b)(i): Change “and enhance existing” to “and the enhancement of existing”

Page 14, V. 2nd paragraph: Add “in advance of the fall semester” after “evaluation”

3rd paragraph: Add new 2nd sentence “Fixed term faculty will be evaluated by the terms of their contracts.”

Page 15, V.4.a.: Delete “pg.1” and “pg. 195”

Pages 15 – 16: Change letters c – e to numbers 5 - 7 and move the text to the left

Page 16, end of former “d” (now “6”): Change “Part VIII Section VII” to “Part VIII Section I.VII”

Former “e” (now “7”): Change “Part VIII Section VIII” to “Part VIII Section I.VIII”

VI.A: Add the Dean (and maybe the Associate Deans) to the list of those who can call a meeting

Section VII: Reconsider this section, particularly B and C

1st sentence: Change “procedure” to “procedures”

Change both “is” to “are”

Page 17, VII.B: Encourage submitting suggestions in advance and allow suggestions from the floor

Delete “1” and shift sentence to the left

VII.C.2: Change “one week” to “five business days”

Change “rescinded” to “adjusted”
VIII.A, 3rd sentence: Change “procedure” to “procedures”

Page 18, IX, 2nd sentence: Change “amendment” to “amendment(s)”
Change “one week” to “five business days”

Change “(Part IV Section II). According to Robert’s Rules of Order, Newly Revised, this” to “(Part IV Section II) and Robert’s Rules of Order, Newly Revised. This”

Delete the last three lines “Faculty Council … 2-28-13”

The College of Nursing will revise their draft code and bring it to a future Unit Code Screening Committee meeting.

The meeting was adjourned at 5:45 pm.

NEXT MEETING: April 17, 2013 @ 3:30-5:30 pm in 142 Rawl Annex

ITEMS TO BE DISCUSSED:

April 17 meeting:

Tentative – Review College of Nursing code

Review of the complete UCSC charge – including possible addition of a standing meeting time on the 3rd Wednesday of each month and possible addition under “Power of the Committee to Act without Senate Approval” of the power to contact units with outdated codes. Also see the editorial revisions made in November 2012 to the UCSC charge to make it correspond to the revised Faculty Manual. These were announced at the end of the agenda for the December 4 Faculty Senate meeting.

Consider conducting training sessions with code unit representatives. Session might include a model code.

Future meetings:
Committee annual report – due May 1, 2013