COMMITTEE:    Unit Code Screening Committee

MEETING DATE:    26 March 2014

PERSON PRESIDING:    Tricia Anderson (Vice Chair)

REGULAR MEMBERS IN ATTENDANCE:    Cheryl Johnson, Clark Nall, Jalil Roshandel, Tom Shields (Secretary), and George Sigounas

EX-OFFICIO MEMBERS IN ATTENDANCE:    Martin Bier, Ernie Marshburn, and Kathy Misulis

OTHERS IN ATTENDANCE:    Rebecca Powers (Sociology); Vivian Mott and Karen Voytecki (College of Education).

Anderson called the meeting to order at 2:03 pm.

__________________________________________

ACTIONS OF MEETING

Agenda Item:
Approval of minutes of the 8 August 2013, 19 February 2014, and 19 March 2014 meetings

Discussion:
Date on the 19 February 2014 minutes needs to be corrected.

Action Taken:
The minutes as amended were approved.

__________________________________________

ACTIONS OF MEETING

Agenda Item:
Review of revised Unit Code for the Department of Sociology.

Discussion:
The following revisions were requested by the committee:

Universal Changes

- Insure that all hyperlinks to referenced sections of the ECU Faculty Manual are correct.

- Change the d in departmental to lower case (as opposed to the use of uppercase D in Department which is used in this document as a proper noun, standing for Department of Sociology). Similarly, for consistency, insure that the D in Department is capitalized whenever the term is used to refer specifically to the Department of Sociology.

Individual Changes
• ll. 36-37: Insert “for appropriate action” following Dean; delete “This recommendation is sent to the Chancellor”; insert a period between D and 4 (i.e., “D.4”).

• l. 43: Underline “Chair of the Department” to be consistent with first presentation of titles and committee names throughout the rest of the document.

• l. 44: Insert “policies and” between university and procedures.

• l. 78: Insert “responsibilities” between other and and; insert “annual” between cumulative and evaluation.

• l. 85: Insert “a member of the Graduate Faculty” between be and nominated.

• l. 88: Close up the space after the hyphen in three-year.

• l. 98: Remove the s to make Master singular.

• l. 109: Delete “Graduate Council” and replace with “Graduate Program Directors and Coordinators.”

• l. 122: Delete “sheets” and replace with “documents.”

• l. 139: Delete “Standing.”

• l. 140: Delete “Standing.”

• l. 141: Delete the period after l (e.g., “Section I, subsection IV.A.”).

• l. 155: Insert the section heading “A. Standing Committees.”

• l. 182: Insert the section heading “B. Other Committees.”

• ll. 183-216: Renumber these items 1-4 (from 4-7).

• l. 186: Insert “who meet the definition of voting faculty in the ECU Faculty Manual Part IV” after Department and before the period.

• l. 188: Insert a period after Part IX.

• l. 196: Delete “both” and replace with “any”; delete the s to make Committee singular.

• l. 209: Change member’s” to the plural possessive members’.

• l. 213: Insert “responsibilities” between other and and; insert “annual” between cumulative and evaluation.

• ll. 218-222: Move the section on the Department Coordinating Committee to l. 182, the section on Standing Committees, and renumber to item 4 of that section.

• l. 235: Delete “the” between committee, and conduct; change conduct to “conducting.”
• l. 236: Insert “ensuring the” between and and completion.

• ll. 224-240: Include the paragraph on Ad Hoc Search Committees to the item on the Personnel Committee, l. 189. Make a second paragraph in the item on the Personnel Committee, not a new section of its own (because search committees are ad hoc subcommittees of the Personnel Committee).

• l. 256: Insert “terms and” after the and before conditions.

• l. 261: Insert “Annual” before evaluation and make evaluation lower case.

• l. 262: Delete the period after I (e.g., “Section I, subsection III;”).

• l. 263: Delete the period after the second I (e.g., “Part X, Section I;”).

• ll. 270-271: Delete “and the Department of Sociology Policy on Performance Review of Tenured Faculty.”

• ll. 273-361: Move to l. 264 and make subsections 1 and 2 of Section V.A, “Annual evaluation of tenured and tenure-track . . . .”

• l. 323: Delete “and”; capitalize Related.

• l. 328: Insert “refereed” between in and journal.

• l. 350: Make journals lower case.

• l. 351: Insert “the” between or and department.

• l. 358: Change “other/administrative activities” to “other activities, including administrative duties,”.

• ll. 360-361: Insert “serving as” between to and the; change and to “or.”

• l. 364: Change section from C to D.

• l. 387: Delete “University and.”

• l. 388: Insert “surveys” between student and and; change “peer evaluations” to “University approved peer reviews.”

• l. 437: Insert “an” between suggesting and ability.

• l. 468: Close up space after C and delete the period after a (i.e., “See C.2.a above.”).

• l. 471: Delete “Full.”

• l. 473: Change “scholarship accomplishments” to “accomplishments in scholarship.”

• l. 550: Delete parentheses (i.e., “items i-v above”).
• l. 556: Insert “Part IX” after Faculty Manual.

• l. 562: Insert a comma after Committee and before which.

• l. 619: Insert a comma after activities and before such; delete the comma after as.

• l. 625: Make public and professional lower case.

• l. 642: Make public and professional lower case.

• l. 655: Insert “applicable” between to and University.

• l. 672: Change “shall” to “should.”

• l. 683: Delete “Procedures through which”; capitalize The.

• l. 685: Delete “Guidelines for.”

• l. 687: Insert a period after unit.

• l. 698: Make OTHER POLICIES AND DOCUMENTS all caps.

• l. 708: Insert a comma after CDIR and before including.

• l. 719: Insert “the most recent edition of” before Robert’s Rules; delete “‘Bylaws,’ #55, Article IX.”

Supporting Documents

• l. 22: Remove the underlining on the final parenthesis.

• l. 31: Change the ellipses following will to a colon.

• l. 62: Put a space between to and apply.

• l. 83: Capitalize Lab.

Action Taken:
A motion to approve the Unit Code for the Department of Sociology as amended was passed.

Assigned additional duties to:
Anderson will work with the Department of Sociology about making the requested editorial revisions, particularly insuring the hyperlinks to the ECU Faculty Manual are correct.

Agenda Item:
Review of the revised Unit Code for the College of Education.
Discussion:
The following revisions were requested by the committee:

Universal Changes

- Insure that all hyperlinks to referenced sections of the *ECU Faculty Manual* are correct.

Individual Changes

- **l. 6:** Delete “UNC.”
- **l. 36:** Change “membership in” to “members of.”
- **l. 58:** Change “retired or permanently disabled” to “retired, permanently disabled, or deceased.”
- **ll. 62-63:** Insert “for appropriate action” following *Dean*; delete the period after *Dean*; delete “This recommendation is sent to the Chancellor.” (Note: the reference to the *ECU Faculty Manual*, VIII.1.D.4 remains.)
- **ll. 101-102:** Delete “for professional travel.”
- **l. 106:** Insert “the” before *Director of Teacher Education*; insert “the” before *Director of Assessment and Accreditation*.
- **ll. 124-130:** Separate into two separate items, one on appointing Department Chairs and a second on conducting evaluations of Department Chairs, each referring to the specifically applicable documents.

Currently reads:

- After considering recommendations from the appropriate personnel committee, the Dean will appoint Department Chairs, and in conjunction with Assistant and/or Associate Deans, conduct the annual performance evaluation of each Department Chair. The Dean evaluates the administrative performance of each Department Chair using procedures required by the Appointment and Review of Administrative Officers at ECU, the *ECU Faculty Manual*, and all established university policies.

Change to read:

- After considering recommendations from the appropriate personnel committee, the Dean will appoint Department Chairs in accordance with the *Appointment and Review of Administrative Officers* attached to Part II of the Faculty Manual.
- In conjunction with Assistant and/or Associate Deans, conduct the annual performance evaluation of each Department Chair. The Dean evaluates the administrative performance of each Department Chair in accordance with the *Appointment and Review of Administrative Officers* and *Implementation Guidelines for Administrative Reviews in Accordance with Board of Trustees Policy* attached to Part II of the *ECU Faculty Manual*. 
I. 139: Insert "in accordance with the Appointment and Review of Administrative Officers and Implementation Guidelines for Administrative Reviews in Accordance with Board of Trustees Policy attached to Part II of the ECU Faculty Manual" after persons and before the period.

I. 165: Change "Implementation Guidelines for Administrative Reviews" to "Appointment and Review of Administrative Officers and Implementation Guidelines for Administrative Reviews in Accordance with Board of Trustees Policy"; delete the comma after Reviews; remove italics from "attached to."

I. 172: Delete the comma after Dean.

I. 194: Delete the comma after activities.

II. 241-242: Delete "using Appointment and Review of Administrative Officers at ECU, located in Part II of the ECU Faculty Manual."

I. 246: Remove italics from "attached to."

I. 283: Remove italics from "attached to."

I. 296: Insert "VIII and" between Part and IX.

I. 344: Change "will" to "may be appointed to."

I. 377: Italicize ECU Faculty Manual.


I. 399: Delete “STANDING.”

I. 555: Italicize the A in Ad Hoc.

I. 570: Insert "of the" between some and requirements; delete as.

I. 603: Delete “The following items are”; capitalize Samples.

I. 604: Change the period to a semicolon.

I. 614: Delete “opinion.”

II. 637-639: Delete "The extent to which individual faculty members are expected to demonstrate research and/or creative activity in one or more than one, of these three areas is in the purview of the respective department."

I. 646: Insert "refereed" after a and before journal.

I. 684: Insert after servant "(as approved in compliance with University of North Carolina policies)."
• Il. 715-716: Change “the high opinion of students and peer observation” to “multiple means of teaching effectiveness, including peer observation.”

• I. 737: Insert “Part VIII of” after the and before ECU Faculty Manual; italicize ECU Faculty Manual.

• I. 740: Capitalize Professor.

• I. 747: Capitalize Professor.

• Il. 827-828: Delete “for professional travel.”

• I. 842: Insert “the most recent edition of” after follow and before Robert’s; delete comma after Order and before Newly.

Action Taken:
A motion to approve the Unit Code for the College of Education as amended was passed.

Assigned additional duties to:
Anderson will work with the College of Education about making the requested editorial revisions, particularly insuring the hyperlinks to the ECU Faculty Manual are correct.

NEXT MEETING:
26 March 2014

ITEMS TO BE DISCUSSED:
1. Review of revised Unit Code for the College of Health and Human Performance

Meeting adjourned at 4:27 pm.

Submitted by Tom Shields, Committee Secretary