

Resolution #16-38

Approved by the Faculty Senate: April 19, 2016

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Revisions to the Bachelor of Science University Studies [Faculty Oversight Committee](#) (FOC) [Manual and Guidelines](#), as follows:

(Additions are noted in **bold highlighted** print and deletions in ~~striketrough~~.)

## UNIVERSITY STUDIES FACULTY OVERSIGHT COMMITTEE MANUAL AND GUIDELINES

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### PREFACE

University Studies is a university-wide degree program designed for students who seek a course of study that is personally interesting and professionally relevant outside of the traditional majors path to successful degree completion. Students are required to identify a career objective and design a specific *Degree Plan and Proposal* of integrative coursework around a thematic core. Upon completion of the program, graduates are awarded the Bachelor of Science in University Studies (BSUS) degree, and their transcript will include the title of their thematic core.

The University Studies Faculty Oversight Committee (FOC) is composed of faculty representatives from each of the colleges throughout the university. The committee provides final approval of each student's course of study and thematic core and serves as a resource to University Studies students. Further, the committee provides advice and support to the University Studies Program.

The Faculty Oversight Committee Manual and Guidelines provides operating guidelines, instructions, and procedures for Faculty Oversight Committee (FOC) members and associated responsibilities and duties of the Director of University Studies.

### CONSTRUCT OF THE FACULTY OVERSIGHT COMMITTEE

#### Composition

Each ECU college provides one member to serve on the FOC, except for the Thomas Harriot College of Arts and Sciences, which holds three committee positions, and the College of Health and Human Performance, which will have two representatives. Thus, the FOC will include the following members:

Thomas Harriot College of Arts and Sciences (THCAS) – 3 members

- Humanities

- Social Sciences
  - Natural Sciences/Mathematics
- College of Allied Health Sciences (CAHS)
- College of Business (COB)
- College of Education (COE)
- College of Fine Arts and Communication (CFAC)
- College of Health and Human Performance (CHHP) – 2 members
- Child Development & Family Services/Social Work/Interior Design
  - Kinesiology/Health Education/Recreation
- College of Nursing (CON)
- College of **Engineering and Technology (CET)** ~~Technology and Computer Science (CTCS)~~

### **Election to the FOC Selection and Appointment to the FOC**

~~During each spring semester, the Director of University Studies will notify those college deans the Chair of the Faculty whose of those FOC members are due to change the next academic year (see schedule and rotation below). The Chair of the Faculty will forward that information to the Committee on Committees. The Committee on Committees will compile a list of volunteers for the FOC and forward their nominations to the Faculty Senate, along with all other nominees for standing University committees. Faculty nominees must have a minimum of three years of full-time service at ECU. The Faculty Senate will annually elect the required number of committee members during their April organizational meeting. Not later than spring break, those college deans will forward their selections for vacancies for the next academic year to the Director of University Studies.~~

~~The Director will consolidate the nominations and present them to the Senior Associate Provost, who forwards the nominations to the Provost. The Provost will forward the nominations to the Chair of the Faculty for approval prior to the end of the spring semester. However, t~~  
**T**he standing/current FOC will remain intact and conduct any FOC business through the two summer sessions.

### Terms of Service

~~Except for the first two years of the program's implementation, FOC members will serve a three-year term. During the program's first two years, terms will vary between one, two, and three years, allowing some members to become "senior," and setting up a committee with a rotational membership. Beginning with Academic Year 2016-2017, all members will serve a three-year term.~~

FOC terms will begin with the fall semester and carry-on through the end of the second summer session. Any UNIV 2000 summer session students who need to make minor changes and obtain approval of their *Degree Plan and Proposal* will continue to work with members of the previous committee for approval (if those committee members are completing their terms), which should occur prior to the start of the fall semester. Should changes become major, or student issues require additional work, the Director of University Studies will work with the student, who will resubmit their proposal to the FOC during the fall semester.

FOC members may not serve consecutive full terms. ~~At the conclusion of their full term, the dean of the college will nominate a new faculty member for FOC duties.~~ Previous FOC members may serve on the committee again, after a one-term break-in-service.

~~For the first three full years of FOC operations, the implementation schedule is as follows:~~

#### ~~2014-2015 Academic Year~~

~~3-year term: These FOC member will serve a full three years.~~

~~Thomas Harriot College of Arts & Sciences — Humanities~~

~~College of Allied Health Sciences~~

~~College of Business~~

~~College of Health and Human Performance — CDFR/Social Work/Interior Design~~

~~2-year term: These FOC members will serve two years and their Colleges will nominate new members in 2016, who will serve full three-year terms.~~

~~Thomas Harriot College of Arts & Sciences — Social Sciences~~

~~College of Education~~

~~College of Fine Arts and Communication~~

~~College of Health and Human Performance — Kinesiology/Health Education/Recreation~~

~~1-year term: These FOC members will serve one year and their Colleges will nominate new members in 2015, who will serve full three-year terms.~~

~~Thomas Harriot College of Arts & Sciences — Natural Sciences/Mathematics~~

~~College of Nursing~~

~~College of Engineering and Technology~~

~~At the start of the 2016/2017 Academic Year, the FOC membership will include all three-year term members. Approximately one-third of the membership will change rotate each year as follows; and will rotate based upon the initial plan above. Therefore the Colleges will change on the dates noted:~~

~~New members for AY 2015/2016, and every three years thereafter:~~

~~Thomas Harriot College of Arts & Sciences – Natural Sciences/Mathematics~~

~~College of Engineering and Technology~~

~~College of Nursing~~

~~New members for AY 2016/2017, and every three years thereafter:~~

~~Thomas Harriot College of Arts & Sciences – Social Sciences~~

~~College of Education~~

~~College of Fine Arts and Communication~~

~~College of Health and Human Performance – Kinesiology/Health Education/Recreation~~

~~New members for AY 2017/2018, and every three years thereafter:~~

~~Thomas Harriot College of Arts & Sciences – Humanities~~

~~College of Allied Health Sciences~~

~~College of Business~~

~~College of Health and Human Performance – CDFR/Social Work/Interior Design~~

#### Out-of-Cycle Replacement of FOC Members

Unless special circumstances arise, faculty appointees to the FOC should complete their full terms. From time to time, a replacement may be required (e.g., a faculty member leaving ECU, an appointment to duties at ECU where the commitment to the FOC cannot be maintained, as in becoming a dean or other administrative position). In those cases, the FOC member and/or the dean of the college will notify the Director of University Studies and the Senior Associate Provost. The

Director of University Studies will notify the Chair of the Faculty who will, in a timely manner, appoint a replacement FOC member and forward the nomination to the Senior Associate Provost, who will seek the concurrence of the Provost and the Chair of the Faculty. Once confirmed, the new FOC member from the college of the departing member to will serve the remaining term of the previous member.

The new FOC member, who will complete the original member's term, may be nominated to continue on the FOC only if they served less than half of the original member's term (18 months). If the replacement served more than 18 months, the replacement FOC member will serve the balance of the term and the Committee on Committees College Dean will nominate to the Faculty Senate a new FOC member at the College's normal rotational schedule (see previous section).

#### Selection and Terms of FOC Chair and Vice Chair

The FOC will meet prior to, or early in, the new academic year (scheduled as early as possible and based upon availability of the FOC membership). The Director of University Studies will organize the meeting and direct the meeting's first order of business, which will be to elect a chair and vice chair.

1. FOC members will select a chair and vice chair through a nomination process (a FOC member may volunteer for a term of service in either position).
2. The position of chair is selected from members of the FOC with at least one year of service. The vice chair may be selected from among FOC members regardless of time served.
3. The committee will vote on the Chair and Vice Chair nominations, with the positions being selected by a simple majority.
4. Once the Chair has been elected, the Chair will direct the remainder of the meeting, but may use the proposed agenda submitted by the Director of University Studies.

If the FOC chair can no longer serve on the committee during the academic year (e.g., the faculty member departs ECU, or an appointment duties at ECU where the commitment to the FOC cannot be maintained, as in becoming a dean or other administrative position), the vice chair will assume the chair for the remainder of the academic year. Nominations and elections for a new vice chair will occur at the next meeting, or via electronic means, if the vice chair and the FOC members agree.

The FOC Chair and Vice Chair terms of office are one year. A Vice Chair may be subsequently elected as Chair for a one-year term, but the succession to the Chair position is not automatic or pre-determined.

#### FACULTY OVERSIGHT COMMITTEE MEMBER RESPONSIBILITIES

##### Each member of the FOC will:

1. Serve as voting member of the FOC for approval of all thematic core and University Studies students' *Degree Plan and Proposals* submitted to the committee.
2. If required and feasible, serve as a faculty mentor for thematic core proposals that have a near majority of coursework in the proposal from the faculty member's college/school. In the Thomas Harriot College of Arts and Sciences, proposals will be germane to the areas within the college of humanities, social sciences, and natural sciences/mathematics. If a University Studies student's thematic core choices begin to cause an imbalance in the number of students assigned to certain faculty members, the student's primary faculty mentor may not be from the College with the near majority of coursework. However, that FOC member should stand ready to provide advice to the primary faculty mentor.
3. If required and feasible, work with a second faculty member to serve as faculty mentors in the development process of a thematic concentration proposal when the other major coursework is

from the second member's college/school or area within the HCAS.

4. Serve the term of office to which s/he was chosen, unless unforeseen circumstances arise.
5. Provide suggestions for other faculty to assist with the development of a proposal as needed, including the possibility of retired faculty from the appropriate discipline.
6. Other tasks or duties as determined by the University Studies program needs and/or the FOC.

The FOC will report their findings to the Director of University Studies, who serves as the facilitator/coordinator of the FOC.

### Conduct of FOC Meetings

The Director of University Studies may propose the need for the FOC to meet and may submit proposed agenda items (to the Chair and Vice Chair), but the FOC Chair will approve and select dates and times for the meetings and direct the meeting and agenda. In the absence of the Chair, the Vice Chair will assume these duties.

The FOC normally will meet at the beginning of the Academic Year, and once each semester. Online/electronic meetings may take place as needed, but at least one meeting will occur in-person during the fall and spring semesters. Summer sessions may be conducted via electronic means or in-person, at the discretion of the Chair.

### Student *Degree Plan and Proposal* Review and Approval Process

Declared University Studies students will take UNIV 2000, which is designed to orient students to the University Studies degree program, initiate the student's career planning efforts, and facilitate the approval of each student's *Degree Plan and Proposal*. The first half of the course is designed for the student to compose their proposal. After reviewing, grading, and coordinating student corrections, the Director of University Studies will compile the proposals for FOC review and approval.

The Director of University Studies will guide and facilitate the proposal review and approval process. The process will follow the following steps:

1. The Director will assign student proposals into three categories: Ready for Approval, Full Committee Review, and Incomplete/Not Ready.
2. The Director will assign each student proposal to two FOC reviewers. If feasible (based upon student loads and current groupings/themes of students' thematic cores), one of the two faculty members will be from the College with the near majority of that student's coursework. The second faculty member may be anyone from the FOC. The Director will strive to balance student proposal approval loads. Regardless of assignments, any FOC member is welcome to review proposals and offer feedback.
3. The Director will notify and inform all members of the FOC regarding student proposals in the different categories and assignment of FOC reviewers. The notification will usually occur via a spreadsheet sent to all members and/or posted on the BSUS SharePoint site.
4. For proposals judged to be Ready for Approval:
  - a. The Director and Assistant Director/Academic Advisor will select proposals for this category of very high quality.
  - b. The two FOC members may take the following actions on the student proposal:
    - i. Recommend Approval
    - ii. Recommend approved after suggested changes (which the Director will coordinate with the student and FOC faculty mentor)
    - iii. Refer to the full FOC for further consideration, which then places this proposal into the Full Committee Review category
  - c. At each semester's meeting to review student proposals, the Chair will request full FOC committee approval for these proposals, en masse. Any FOC member may request the full FOC's review of a particular proposal. If this occurs, that proposal will be moved to

the Full Committee Review category, but all other proposals judged Ready for Approval may be approved en masse by agreement of a majority of the FOC.

5. For proposals selected for Full Committee Review:
  - a. At the FOC meeting (or via electronic media discussions), the two reviewers will present the proposal and provide their recommendations and or suggestions.
  - b. All FOC members may participate in the discussions and offer suggestions (to include thematic core title and/or course changes).
  - c. At the conclusion of the discussions, the proposal may be:
    - i. Approved
    - ii. Approved after suggested changes (which the Director will coordinate with the student and, if required, FOC faculty reviewers)
    - iii. Returned the student for substantive changes and resubmission. The Director will work with the student before resubmitting the proposal to the full committee or to designated FOC reviewers.
6. The Director will continue to work with students whose proposals were judged as Incomplete/Not Ready. If specifically requested by FOC members, the Director will send requested proposals to specific FOC members or the entire committee for review. After additional review and discussions, the proposal may remain in this category (until the Director deems it appropriate for Full Committee Review), or the FOC member who requested the review may submit the proposal to the FOC for a vote.

#### Responsibilities during the Student's UNIV 4990 Practicum

UNIV 4990 serves as the capstone course for students completing the University Studies program. The practicum experience, via an internship, project, or research paper will provide the student the opportunity to apply their thematic core and gain experience in project planning and execution, leadership, and professional writing.

The Director of University Studies is responsible for oversight and grading of UNIV 4990, which includes a practicum plan. In part, this plan will illustrate how the student's chosen practicum experience allows them to apply their curriculum and thematic core. As soon as possible (after submissions) each semester, the Director of University Studies will send an electronic communication to FOC members with a list of students enrolled in UNIV 4990, their thematic core title, and the student's chosen practicum experience. This communication is intended to inform FOC members that the students are following their FOC-approved thematic core and plan.

As students are seeking practicum experiences, the student and/or Director of University studies may ask for FOC assistance in recommending and/or securing a practicum experience. Usually, the assistance will be required if students select the project or research practicum, as these options require a faculty member to serve as the Practicum Supervisor (for additional information on these duties and the practicum experience, see *UNIV 4990 Practicum Manual*).

FOC members may request a copy of a student's Practicum Final Report.