

**EAST CAROLINA UNIVERSITY  
2012-2013 FACULTY SENATE**

The fifth regular meeting of the 2012/2013 Faculty Senate will be held on  
**Tuesday, January 29, 2013**, at 2:10 p.m. in the Mendenhall Student Center, Great Room.

**AGENDA**

Revised 1-24-13

- I. **Call to Order**
- II. **Approval of Minutes**  
  
[December 4, 2012](#)
- III. **Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Steve Ballard, Chancellor  
Report on Faculty Employment, to include a longitudinal profile of faculty tenure status and tenure status of permanent and temporary faculty (by unit).  
  
[Faculty FTE by Unit and Gender](#)  
  
[Full and Part-Time Faculty by Unit and Tenure Status](#)  
  
[Longitudinal Profile of Faculty Tenure Status](#) (includes Medicine)  
  
[Longitudinal Profile of Faculty Tenure Status](#)
  - D. Ron Mitchelson, Interim Vice Chancellor for Research and Graduate Studies  
Discussion on [Coastal and Sustainable Environment Research and Education Plan](#), [Appendices](#) to the Plan, and Harriot College of Arts and Sciences [Position Paper](#) Regarding Plan.
  - E. Bill Koch, Associate Vice Chancellor with Campus Operations  
[Report](#) on Parking and Transportation Services    [Link to relating resolution](#)
  - F. Dale Knickerbocker, Faculty Assembly Delegate  
Report on [January 18, 2013](#), UNC Faculty Assembly Meeting.
    - NEW and REVISED Draft Strategic Plan (January 16, 2013)  
[http://www.northcarolina.edu/facultyassembly/meetings/UNC\\_Strategic\\_Plan\\_Jan\\_16\\_DRAFT.pdf](http://www.northcarolina.edu/facultyassembly/meetings/UNC_Strategic_Plan_Jan_16_DRAFT.pdf)
    - Faculty's Response to the Draft UNC Strategic Plan (January 19, 2013)  
[http://www.northcarolina.edu/facultyassembly/19Jan2013\\_Faculty\\_Assembly\\_Response\\_to\\_the\\_Jan16\\_Draft\\_of\\_th.pdf](http://www.northcarolina.edu/facultyassembly/19Jan2013_Faculty_Assembly_Response_to_the_Jan16_Draft_of_th.pdf)
    - ASG Response to Strategic Plan Draft  
[http://www.northcarolina.edu/facultyassembly/130121\\_-\\_ASG\\_Response\\_to\\_Strategic\\_Plan\\_Draft.pdf](http://www.northcarolina.edu/facultyassembly/130121_-_ASG_Response_to_Strategic_Plan_Draft.pdf)

- Faculty Comments on the Draft of the 2013-2018 UNC Strategic Plan  
[http://www.northcarolina.edu/facultyassembly/Faculty\\_COMMENTS\\_on\\_the\\_Draft\\_of\\_the UNC\\_Strategic\\_Plan.pdf](http://www.northcarolina.edu/facultyassembly/Faculty_COMMENTS_on_the_Draft_of_the UNC_Strategic_Plan.pdf)
- View streaming video of UNC's Advisory Committee on Strategic Directions  
<http://elvis.mediasite.mcnc.org/mcnc/SilverlightPlayer/Default.aspx?peid=435d5cc07b48447bbba1281a75682cba1d>

G. Mark Sprague, Chair of the Faculty

H. Question Period

#### IV. Unfinished Business

##### V. Report of Graduate Council

1. Formal faculty advice on curriculum and academic matters contained in the [November 7, 2012](#) and [December 5, 2012](#), Graduate Curriculum Committee meeting minutes, including items within the College Nursing, Allied Health Sciences, School of Music, Departments of Foreign Languages and Literatures, Psychology, and Geography.
2. Report on Thesis and Dissertations

##### VI. Report of Committees

- A. University Curriculum Committee, Donna Kain  
Curriculum and academic matters contained in the meeting minutes of [December 13, 2012](#), including curricular actions within the School of Art and Design.
- B. Writing Across the Curriculum Committee, Hector Garza  
Curriculum and academic matters contained in the meeting minutes of December 10, 2012 including requests for writing intensive (WI) designation for [HNRS 4500](#): Seniors Honors Project I and [HNRS 4550](#): Seniors Honors Project II.
- C. Educational Policies and Planning Committee, Ed Stellwag  
Curriculum and academic program matters included in the [December 7, 2012](#) meeting minutes, including a [Certificate in Teaching English](#) in the Two-Year College.
- D. Foundations Curriculum and Instructional Effectiveness Committee, Mike Brown
  1. Curriculum matters included in the January 22, 2013 meeting minutes, including removal of Foundations Credit for [RELI 4699](#) Special Topics in Religious Studies, approval of Foundations Credit in Social Sciences for [POLS 1050](#) Politics and Global Understanding.
  2. Follow-up report on [September 2012 Faculty Senate](#) discussion on Co-Curricular Policies and Procedures.
  3. Informational report on New Diversity Course requirements and the process for getting courses approved for credit.
  4. Informational report on general education, transfer students, and UNC-GA planning.
- E. Unit Code Screening Committee, Patricia Anderson
  1. Proposed new [School of Dental Medicine](#) Unit Code of Operation.
  2. Proposed revisions to the [School of Medicine](#) Unit Code of Operation.
  3. Proposed revisions to the [College of Education](#) Unit Code of Operation.

- F. Admission and Retention Policies Committee, David Durant
  - 1. Proposed revision to the *University Undergraduate Catalog*, Academic Advisement, Progression and Support Services, Subsection: Graduate Requirements (attachment 1).
  - 2. Proposed revision to the *ECU Faculty Manual*, Part VI, Section I, Subsection VIII.C. Recording of Grades (attachment 2).
  
- G. Faculty Welfare Committee, Rachel Roper
  - Formal Faculty Advice on Proposed Supplemental Pay for EPA Employees Policy (attachment 3).
  
- H. Committee on Committees, Britton Theurer
  - 1. Election of UNC Faculty Assembly Delegates and Alternates (attachment 4).
  - 2. First reading of proposed revisions to the Distance Education and Learning Technology Committee charge (attachment 5).
  - 3. Second reading of proposed revisions to the following academic committee charges:
    - a. Student Scholarships, Fellowships, and Financial Aid Committee (attachment 6).
    - b. Committee on Committees (attachment 7).
    - c. Admission and Retention Policies Committee (attachment 8).
    - d. Calendar Committee (attachment 9).
    - e. Student Academic Appellate Committee (attachment 10).
    - f. Libraries Committee (attachment 11).
    - g. University Athletics Committee (attachment 12).
    - h. Educational Policies and Planning Committee (attachment 13).
    - i. Foundations Curriculum and Instructional Effectiveness Committee (attachment 14).
    - j. University Curriculum Committee (attachment 15).

## **VII. New Business**

**Faculty Senate Agenda**

**January 29, 2013**

**Attachment 1.**

**ADMISSION AND RETENTION POLICIES COMMITTEE REPORT**

Proposed revision to the *University Undergraduate Catalog*,  
Academic Advisement, Progression and Support Services, Subsection: Graduate Requirements

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

**“Graduation Requirements**

Every student should confer with his or her academic advisor and/or the major department/school administrator or designee about program and degree requirements. At least two semesters prior to graduation, each student must, in consultation with the unit administrator or designee, complete a graduation requirements review (also called a senior summary) in consultation with their advisor and complete the application for graduation that is available in the Office of the Registrar and departmental offices.

All **graduation** requirements must be met by the official graduation date of East Carolina University. **before the first day of the subsequent term, as shown:**

<b>Graduation Term</b>	<b>Subsequent Term</b>
<b>Spring</b>	<b>First Day of Summer Term</b>
<b>Summer</b>	<b>First Day of Fall Term</b>
<b>Fall</b>	<b>First Day of Spring Term</b>

A student may expect to be allowed to obtain a degree in accordance with the requirements set forth in the regulations in force when he or she enters the university or under subsequent regulations published while he or she is a student. However, a student is restricted in choice to the requirements of one specific catalog. Undergraduate students who enter the university under the regulations of a catalog have a period of five years, inclusive and continuous, in which to claim the degree requirements of that catalog.

Students pursuing a second undergraduate degree must select a catalog issued no more than three years prior to completion of the second degree program.

In order to graduate, all students must have earned a minimum cumulative GPA of 2.0 and a GPA of 2.0 in the major. If a student completes required courses in his or her major and takes other courses in that field as elective, these additional courses as well as cognate courses will be counted in computing the major GPA. Grades made on courses taken at other colleges and universities will not be considered except in the calculation of graduation with honors, but official transcripts must be on file in the office of the Registrar.”

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**Faculty Senate Agenda  
January 29, 2013  
Attachment 2.**

**ADMISSION AND RETENTION POLICIES COMMITTEE REPORT**

Proposed revision to the *ECU Faculty Manual*,  
Part VI, Section I, Subsection VIII.C. Recording of Grades

(Additions are noted in **bold** print.)

**“C. Recording of Grades**

Near the end of the semester, the University Registrar's Office sends procedural instructions to members of the teaching faculty for the posting of grades. Faculty members must submit grades electronically no later than the deadline established by the registrar's office. ***Instructors who fail to submit grades will be subject to the procedures outlined in REG02.25.01, 'Consequences for Failure to Submit Grades.'*** “

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**Faculty Senate Agenda  
January 29, 2013  
Attachment 3.**

**FACULTY WELFARE COMMITTEE REPORT**

Formal Faculty Advice on Proposed Supplemental Pay for EPA Employees Policy

**No suggested changes are being recommended.**

Authority: Board of Trustees

History: 2/3/12 version

Related Policies: [UNC Policy Manual, § 300.1.1](#); [UNC Policy Manual, § 300.2.13](#); [ECU Faculty Manual, Appendix I](#); [ECU Policy for Employees Exempt from the State Personnel Act](#); [Office of State Personnel Policy on Dual Employment](#); [Faculty Workload REG 03.00.12](#).

Additional References: ECU Supplemental Payment and Stipend Codes; [EPA Plan for Management Flexibility to Appoint and Fix Compensation](#); [Dual Employment Form CP-30](#); EPA Supplemental Pay and Stipend Form

Contact for Info:

Chris Locklear, Associate Provost for Personnel and Resource Administration

Lisa Sutton, Associate Vice Chancellor for Health Sciences Administration and Director, BSOM Faculty Employment

Laurie Textor, Assistant Vice Chancellor for Human Resources and Director for EPA Administration

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**1. Purpose**

This Policy outlines practices for additional compensation paid to East Carolina University EPA employees: 1) faculty, 2) non-faculty (EPA-NF instructional and research), and 3) Senior Academic and Administrative Officers (SAAO) Tier I and Tier II. This Policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries nor to address compensation practices for Clinical Support Services (CSS) or employees subject to the State Personnel Act (SPA). [Note: see the ECU Policy for Employees Exempt from the State Personnel Act for more information on the non-faculty classification of EPA employees]

## 2. Definitions

- 2.1. Base Salary – Base salary is the annual permanent salary of the employee approved by the Chancellor, Board of Trustees, or Board of Governors as it appears in the employment contract or subsequent salary increase/decrease letters. The base salary does not include any supplemental payments, although such payments may be addressed in a contract letter as part of the compensation package for the contract period.
  - 2.1.1. For the purpose of defining the Base Salary, faculty in the Brody School of Medicine subject to the ECU Physicians' Clinical Faculty Compensation plan, an EPA employee's Base Salary will be the sum of the academic base and the supplement, as defined by the Clinical Faculty Compensation Plan.
- 2.2. Supplemental Payments – Supplemental Payments are compensation in excess of an EPA employee's Base Salary for temporary increases in responsibility and/or for extra duties beyond the scope of the primary appointment. Prior approval of the supervisor, department chair or school director, dean and vice chancellor is required. See Section 4, below, for a non-exclusive list of Supplemental Payment types. [Note: see the ECU Supplemental Pay Codes matrix for additional descriptors and budget coding]
- 2.3. Contract Period – For 9-month faculty the contract period is typically August 16 through May 15. For 12-month faculty the contract period is typically July 1 through June 30. The specific dates for individual employees are based on the actual employment contracts.
- 2.4. Outside the Contract Period – The specific dates of the time outside the employee's contract period is based on the actual employment contract. There is no Outside the Contract Period for 12-month employees.
- 2.5. External Funds – Grant or other non-state appropriated funding sources.
- 2.6. Dual Employment – Dual employment occurs when a university employee agrees to perform services for another state agency on a part-time or contractual basis. Approval must be obtained from the supervisor, department chair or school director, dean and vice chancellor before the service is provided in order to ascertain whether the obligation will interfere with job duties and commitments of the primary position. Dual employment must be in accordance with the State of North Carolina Policy on Dual Employment.

## 3. General Provisions

- 3.1. No Supplemental Payments, above the Base Salary, may be paid for university duties that are generally related to the position to which the individual is appointed during the Contract Period. See Section 2.2 for a definition of Supplemental Payments and the Supplemental Pay Codes matrix for additional descriptors and budget coding.
- 3.2. Assignment of additional responsibilities for which supplemental payments may be considered must comply with university established Affirmative Action and Equal Employment Opportunity policies and procedures, up to and including a formal search process when required.
- 3.3. This Policy complies with applicable federal and state restrictions on level of effort for external sponsored projects, grants, or contracts. Federal restrictions permit up to 3/9ths effort for a 9-month employee outside the Contract Period and no more than 100% of total compensated effort during the Contract Period (133% Rule). In the case of these projects, the rate of pay

for any Supplemental Payment must be the same as the base rate of pay for the contracted assignment.

- 3.3.1. Supplemental Payments, excluding approved summer research and instruction, and administrative supplements cannot be charged to a sponsored project.
- 3.4. All Supplemental Payments require the appropriate pre-approvals by the supervisor, department chair or school director, dean and vice chancellor. If the employee is in a different department/unit/division from the unit requesting service, approval of the supervisor, department chair or school director, dean and vice chancellor of the home department/unit/division is required.
- 3.5. Per the applicable hiring guidelines, less than full-time appointments during an academic or fiscal year can be increased up to full-time (1.0 FTE) with the appropriate additional compensation becoming part of their Base Salary upon approval by the supervisor, department chair or school director, dean and vice chancellor of the home department/unit/division.
- 3.6. Process for Approvals. Prior approval will be granted upon receipt and analysis of the following:
  - 3.6.1. A written request from the appropriate unit administrator, including a rationale for recommending the employee, an explanation of the activities contemplated, a clear justification as to why the activity warrants Supplemental Payments, the relationships of the activities to the primary appointment, basis for the determination of the compensation rates, duration of assignment, and, if applicable, statements relative to any conflict with the primary appointment.
  - 3.6.2. The request must be made to the supervisor, department chair or school director, dean and vice chancellor for their approval by affixing dated signatures on the request.
  - 3.6.3. In the review, the total time commitments of the individual (workload, approved supplemental activities and external activities for pay) will be considered.
  - 3.6.4. The approved request must be submitted to the Academic Affairs Personnel Administration, Health Sciences Personnel Administration, or EPA Human Resources Administration for final review and processing.
  - 3.6.5. Documentation related to Supplemental Payments must be maintained in the employee's personnel file.
- 3.7. No assignment that results in a supplemental payment may exceed one year, unless specifically approved by the appropriate vice chancellor.
- 3.8. No SAAO may be paid, in addition to his or her salary, for any services rendered to any institution-related foundation, endowment, or other entity that: 1) was established by officers of the university, 2) is controlled by the university, or 3) is tax-exempt based on being a support organization for the university.
- 3.9. All Supplemental Payments will be processed as compensation through ECU Payroll, and subject to all applicable taxes and withholdings.

3.10. Individual fund sources may have specific restrictions on compensation or may have more restrictive practices than this policy. When there is conflict between this policy and the sponsor or activity requirements, the most restrictive practice will normally be applied.

#### 4. Types of Supplemental Payments

The following is a non-exclusive list of types of Supplemental Payments:

- 4.1. Conducting Seminars, Workshops, Continuing Education Programs, and Training Approval may be granted for Supplemental Payments during the Contract Period for conducting non-credit short courses or presenting special lectures, seminars, workshops, creative activity, teaching in non-credit programs sponsored by the Office of Continuing Education, or conferences for continuing professional education.
- 4.2. Administrative Assignments EPA employees occasionally assume administrative duties for which Supplemental Payments are appropriate. Examples include, but are not limited to: (1) assignments of one year or less as coordinators of undergraduate, graduate or special programs; (2) interim appointments to a higher level of administrative responsibility, such as interim department chair, dean, or director.
- 4.3. One-Time Special Payments EPA employees sometimes perform work unrelated to their primary appointment, such a special project related to the person's expertise for which they may receive a payment
- 4.4. Overload Instruction Faculty should generally not be paid for teaching credit courses in addition to their normal course load. Instead, other arrangements should be made, such as a corresponding course reduction in the following semester. Under extraordinary circumstances, overloads may be approved consistent with the process outlined in this policy, for faculty to teach additional for credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload.
- 4.5. Summer Research and Instruction Due to government restrictions on the level of effort, a 9-month faculty member who participates in government-sponsored research outside the Contract Period can teach summer sessions as long as the combination of teaching and research effort and compensation does not exceed 3/9ths of the Base Salary. The summer teaching rate of pay is determined by the academic unit. The summer research rate of pay is based on the previous year's academic contract Base Salary and the 3/9ths requirements.
- 4.6. Instruction by EPA-NF and SAAO Employees (Tier II) EPA-NF and SAAO Employees (Tier II) may be allowed, subject to advance approval as described herein, to receive a supplemental payment for additional instructional responsibilities provided the additional responsibilities do not conflict with the duties of their primary appointment. Generally the instructional responsibilities must be carried out at times other than during the normal working hours associated with the primary appointment. However, in extraordinary circumstances, the instruction may occur during normal working hours with the approval of the supervisor, department chair or school director, dean and vice chancellor. Paid leave may not be used to account for the time associated with the additional instructional assignment, but leave without pay is an option. If leave without pay is not used to account for the time away from the primary appointment, an alternate work schedule must be approved. All such arrangements must be reviewed annually and approved by the supervisor, department chair or school director, dean and vice chancellor.



#### 4.7. External Funds

4.7.1. For 9-month faculty, Supplemental Payments can be earned outside the Contract Period for university-sponsored research that is externally funded by a government agency as approved by the department chair or school director, dean and vice chancellor and Office of Grants and Contracts. The maximum payment is 3/9ths of the Base Salary or 100% of time.

4.7.2. Government sponsors do not permit compensation beyond the base rate of pay during the Contract Period. As a general rule, faculty (9-month and 12-month) involved in sponsored research during the Contract Period should have their other assigned responsibilities reduced. All compensation rates and periods of appointment must be approved by the Office of Grants and Contracts. Individual sponsors may have more restrictive requirements than applicable university policies. The most restrictive policy will be applied for sponsored project compensation.

#### 5. Effective Date

This Policy is effective [insert date] and shall supersede any previous supplemental pay policies at East Carolina University.

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**Faculty Senate Agenda  
January 29, 2013  
Attachment 4.**

**COMMITTEE ON COMMITTEES**  
Election of UNC Faculty Assembly Delegate and Alternates

**NEED one delegate and two alternates**

**Nominees:**

Tim Fitzgerald, Medicine  
Derek Maher, Philosophy  
Ralph Scott, Academic Library Services  
Marieke VanWilligen, Sociology  
Marianna Walker, Allied Health Sciences

Cheryl McFadden, Education (for Alternate seat only)

<i><b>Faculty Assembly Delegates</b></i>	<i><b>Academic Unit</b></i>	<i><b>Term</b></i>	<i><b>Office Location</b></i>	<i><b>Tele #</b></i>
<a href="#">Mark Sprague</a>	Chair of the Faculty* Physics	2013	Howell Science E310	328-1862
<a href="#">Ralph Scott</a>	Academic Library Services	2013	Joyner 4106	328-0265
<a href="#">Dale Knickerbocker</a>	Foreign Languages and Literatures	2014	Bate 3304	328-6521
<a href="#">Andrew Morehead</a>	Chemistry	2014	Science & Tech 564	328-9798
<a href="#">Mark Taggart</a>	Music	2015	Fletcher 366	328-4278

\*Chair of the Faculty terms begin and end with term in office.

<i><b>Faculty Assembly Alternates</b></i>	<i><b>Academic Unit</b></i>	<i><b>Term</b></i>	<i><b>Office Location</b></i>	<i><b>Tele #</b></i>
<a href="#">Mike Felts</a>	Health and Human Performance	2013	Belk 2039	328-4636
<a href="#">Christine Zoller</a>	Art and Design	2013	Jenkins 131	328-1321
<a href="#">Britton Theurer</a>	Music	2014	Fletcher 379	328-6248
<a href="#">James Holloway</a>	Business	2014	Slay 330	737-1042
<a href="#">Robert Kulesher</a>	Allied Health Sciences	2015	Health Sc 4340	744-6174

**Faculty Senate Agenda**  
**January 29, 2013**  
**Attachment 5.**

**COMMITTEE ON COMMITTEES REPORT**  
First Reading of Proposed Revisions to the  
Distance Education and Learning Technology Committee Charge

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

1. Name: Distance Education and Learning Technology Committee
2. Membership:  
8 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one Faculty Senator selected by the Chair of the Faculty, the Chief Information Officer or an appointed representative, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. **The committee reviews and recommends policies and procedures to enhance faculty teaching and student learning in distance education.** ~~The committee reviews program quality and policies and future directions relating to distance education.~~
  - B. **The committee reviews reports from the University Online Quality Council relevant to the effectiveness of the University's distance education policies and procedures.** ~~The committee examines and recommends policies relating to distance education.~~
  - C. The committee ensures timely, informed faculty opinion on any technology action in any area that may affect significantly the University's academic mission. The committee recommends policy related to the academic use of technology. [All information technology actions that affect more than one academic unit or that are initiated above the academic College or School department levels are recognized as actions that may affect significantly the University's academic mission.
  - D. The committee initiates, reviews, and makes recommendations on proposals to plan, implement, revise or eliminate technology initiatives, goals, standards, policies, procedures or actions that significantly impact the University's academic mission.
  - E. The committee prepares and makes available a format for proposals requesting permission to plan, implement, revise or eliminate an information technology initiative, goal, standards, policy, procedure or action.
  - F. The Committee reviews at least annually those sections within the *University*

*Undergraduate Catalog and University Graduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.

- G. The chair and vice chair or appointed representatives serve as ex-officio members on the administrative Information Resources Coordinating Council (IRCC) and the chair serves as a member of the administrative Technology Steering Committee.
- H. The chair serves as a liaison between the Faculty Senate and Chief Information Officer.
- I. **The chair or appointed representative serves as ex-officio member on the University Online Quality Council.**

- 5. To Whom The Committee Reports:  
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria, **and effectiveness** cited in 4. above.
- 6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
- 7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to advise the appropriate personnel as described in 4. above.
- 8. Standard Meeting Time:  
The committee meeting time is scheduled for the fourth Wednesday of each month.

~~(The formation of this Standing University Academic Committee combines both the [Continuing and Career Education Committee](#) and the [Faculty Information Technology Review Committee](#) into one Standing University Academic Committee.)~~

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**Faculty Senate Agenda**  
**January 29, 2013**  
**Attachment 6.**

**COMMITTEE ON COMMITTEES REPORT**  
Second Reading of Proposed Revisions to the  
Student Scholarships, Fellowships, and Financial Aid Committee Charge

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

- 1. Name: Student Scholarships, Fellowships, and Financial Aid Committee
- 2. Membership:  
7 elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Director of Financial Aid**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he

or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
  4. Committee Responsibilities:
    - A. The committee recommends policy guidelines for granting scholarships, fellowships, and other financial aid programs.
    - B. The committee recommends recipients of specified student financial aid and student scholarships.
    - C. The committee **advocates for students to have up-to-date and easily accessible information about scholarships and fellowships** ~~keeps up-to-date information on scholarships and fellowships available to students.~~
    - D. The committee reviews **an annual report from the Director of Financial Aid** on periodically the overall operation of the **Office of Student Financial Aid Office**.
    - E. **The committee works with the Honors College in their scholarship selection and awarding process.** ~~Committee members can participate in the Scholarship Weekend activities.~~
    - F. **The committee works with the Admissions/Enrollment Services offices on the implementation of scholarships for new, entering freshman.**
    - G. The Committee reviews at least annually those sections within the *University Undergraduate Catalog and Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.
  5. To Whom The Committee Reports:

The committee makes its recommendations concerning policies and procedures to the Faculty Senate. The committee recommends recipients of specified student financial aid scholarships to the Director of Financial Aid. The committee recommends recipients of other specified student scholarships to the appropriate authorities, as needed.
  6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to make recommendations regarding the granting of specified student financial aid scholarships. **The committee is empowered to make recommendations to the Honors College regarding scholarship selection and awarding process. The committee is empowered to make recommendations to Admissions/Enrollment Services offices on the implementation of scholarships for new, entering freshman.**
  8. Standard Meeting Time:

The committee meeting time is scheduled for the fourth Monday of each month.
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**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the Committee on Committees Charge

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

1. Name: Committee on Committees
  2. Membership:  
6 **7** elected faculty members, ~~3 of whom are~~ elected to the committee by the Faculty Senate for ~~two-year terms~~ at the organizational meeting of the Faculty Senate each spring semester. Ex-officio members (with vote): the Chair of the Faculty, the immediate Past Chair of the Committee on Committees, and the immediate Past Chair of the Faculty in residence, ~~who shall not serve in the event of the reelection of the present chairperson.~~
  3. Quorum: 4 elected members exclusive of ex-officio.
  4. Committee Responsibilities:
    - A. The committee considers the overall structure of all Faculty Senate committees, the membership of these committees, and continuity within the membership of each committee.
    - B. The committee studies and evaluates the functions of Faculty Senate committees and recommends changes in these functions as well as the creation of new committees and the elimination of old committees as deemed necessary or desirable.
    - C. At the Faculty Senate organizational meeting each spring the committee recommends to the Faculty Senate slates of candidates to fill vacancies on all committees except Agenda **and** Committee on Committees, ~~Due Process, Grievance Board, Hearing, and Reconsideration.~~
  5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate.
  6. How Often The Committee Reports:  
The committee reports to the Faculty Senate each year at the organizational meeting and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
  8. Standard Meeting Time:  
**The committee meeting time is scheduled for the Tuesday of each month following the Agenda Committee.**  
~~The committee does not have a standard meeting time.~~
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**Faculty Senate Agenda**  
**January 29, 2013**  
**Attachment 8.**

**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the Admission and Retention Policies Committee Charge

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

1. Name: Admission and Retention Policies Committee
2. Membership:  
7 **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers matters related to undergraduate **and graduate** recruitment, admission, advising, and retention of students.
  - B. The committee recommends to the Faculty Senate policies and procedures governing undergraduate **and graduate** recruitment, admissions, advising, retention, and readmission.
  - C. The committee considers and proposes to the Faculty Senate policies and procedures pertaining to academic credits and standards. This includes, but is not limited to, auditing and repetition of courses, advanced placement credit, grading, course attendance, scholastic eligibility requirements, academic probation and suspension, degrees with distinction, honors listings (Honor Roll, Dean's List, Chancellor's List), schedule changes, withdrawal from the University, course-load limitation, residence requirements for graduation and other similar items.
  - D. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* **and University Graduate Catalog** that correspond to the Committee's charge and recommends changes as necessary.
5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
None

8. Standard Meeting Time:  
The committee meeting time is scheduled for the first Monday of each month.
- 

**Faculty Senate Agenda**  
**January 29, 2013**  
**Attachment 9.**

**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the Calendar Committee Charge

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

1. Name: Calendar Committee
2. Membership:  
7-8 elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
- A. The committee considers calendar matters for university units, except the School of Medicine.
  - B. The committee is concerned with the number of days the University shall be in session during the regular terms, each semester, and summer-session terms. The committee also recommends the beginning and closing dates of the regular terms, each semester, and summer-session terms.
  - C. The committee schedules examination, holiday, and vacation periods.
  - D. The committee develops and presents calendar guidelines to the Faculty Senate. The committee makes recommendations based on these approved guidelines and other matters affecting the calendar.
  - E. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and ***University Graduate Catalog*** that correspond to the Committee's charge and recommends changes as necessary.
5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at the March meeting and at other times as necessary.



7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
  8. Standard Meeting Time:  
The committee does not have a standard meeting time.
- 

**Faculty Senate Agenda**  
**January 29, 2013**  
**Attachment 10.**

**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the Student Academic Appellate Committee Charge

(Additions are noted in **bold** print and deletions noted in ~~strike through~~.)

1. Name: Student Academic Appellate Committee
2. Membership:  
7 ~~8~~ elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Research and Graduate Studies or an appointed representative** the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee serves as an appeals board for entering students who do not meet admission requirements.
  - B. The committee serves as an appeals board for students denied permission to drop a course.
  - C. The committee serves as an appeals board for students who wish to appeal administrative decisions involving the interpretation and enforcement of policies pertaining to academic credits and standards.
  - D. The committee serves as an appeals board for students seeking readmission after being declared academically ineligible to return.
  - E. The committee serves as an appeals board for students appealing financial aid decisions.
  - F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog and University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.
5. To Whom The Committee Reports:  
The committee reports its appellate decisions to the appropriate administrative office.

6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to make appellate decisions regarding students as outlined in its committee responsibilities.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the first Wednesday of each month.
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**Faculty Senate Agenda**  
**January 29, 2013**  
**Attachment 11.**

**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the Libraries Committee Charge

(Additions are noted in **bold** print.)

1. Name: Libraries Committee
2. Membership:  
7 elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Director of Academic Library Services, the Director of Health Sciences Library, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers the development of collections of books, periodicals, and other materials; library services; and the apportionment of University library budgets.
  - B. The committee recommends policies and procedures concerning the development of library collections, services, facilities, and apportionment of library budgets.
  - C. The committee interprets the problems and policies of both libraries to the faculty and conveys faculty opinion and needs to the library staff, **the Faculty Senate, and the Chancellor.**
  - D. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and **University Graduate Catalog** that correspond to the Committee's charge and recommends changes as necessary.
5. To Whom The Committee Reports:  
The committee makes recommendations to the Faculty Senate concerning policies and procedures relating to the development of library collections and apportionment of library

budgets. The committee makes recommendations to the Director of Academic Library Services and the Director of Health Sciences Library on matters relating to the services and facilities of the libraries and reports their recommendations to the Faculty Senate.

6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to make recommendations concerning the policies and procedures relating to the development of library collections, services, facilities, and the apportionment of library budgets.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the third Wednesday of each month.
- 

**Faculty Senate Agenda**  
**January 29, 2013**  
**Attachment 12.**

**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the University Athletics Committee Charge

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

1. Name: University Athletics Committee
2. Membership:  
8 faculty members. 5 elected by the Faculty Senate, 3 appointed by the Chancellor.  
  
Ex-officio members (with vote): The Chair of the Faculty, **one faculty senator selected by the Chair of the Faculty**, NCAA Faculty Athletics Representative, President of the Student Government Association, President of the Alumni Association, and President of the Pirate Club or their alternates.  
  
Ex-officio member (without vote but with all other parliamentary privileges): Chancellor, Provost/Vice Chancellor for Academic Affairs, Director of Athletics, Assistant Director of Athletics for Student Development, Director of Compliance, Chair of the University Foundations Curriculum and Instructional Effectiveness Committee; or their designees, and the President of the Student Athlete Advisory Council.
3. Quorum: 5 faculty members exclusive of ex-officio.
4. Committee Functions:
  - A. The Committee is concerned with issues pertaining to intercollegiate athletics at East Carolina University.
  - B. The Committee's primary functions are oversight responsibility in the area of academic integrity, compliance with NCAA rules and regulations, and the overall development of student athletes.

- C. The Committee is also concerned with general issues such as budget, conference matters, fund-raising, and public relations are inclusive in the charge, but not restricted to those cited.
  - D. The Academic Integrity Subcommittee, composed of the faculty members on the committee, will report on the academic quality of the athletic program.
  - E. The Committee reviews at least annually those sections within the *University Undergraduate Catalog and University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.
5. To Whom the Committee Reports:
- A. The Committee makes recommendations concerning the implementation and administration of policies and procedures pertaining to intercollegiate athletics at East Carolina University to the Chancellor.
  - B. The Committee reports to the Faculty Senate concerning its recommendations to the Chancellor and/or requests it has received from the Chancellor.
  - C. The Committee makes recommendations concerning academic policies that impact the academic integrity of the athletic programs to the Faculty Senate.
  - D. The Academic Integrity Subcommittee will report its evaluations of the academic integrity of the athletic programs to the Chancellor and to the Faculty Senate.
6. How Often the Committee Reports:  
The Committee reports to the Faculty Senate at least once a year and other times as necessary. The Academic Integrity Subcommittee will report to the Chancellor and to the Faculty Senate each **Fall spring**.
7. Power of the Committee to Act Without Faculty Senate Approval:  
The Committee makes recommendations concerning the implementation and administration of policies and procedures regarding academic oversight to the Chancellor. The Committee makes recommendations concerning academic policies and procedures that impact the academic quality of the athletic program to the Faculty Senate.
8. Standard Meeting Time:  
The committee does not have a standard meeting time.
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**COMMITTEE ON COMMITTEES REPORT**  
Second Reading of Proposed Revisions to the  
Educational Policies and Planning Committee Charge

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

1. Name: Educational Policies and Planning Committee
2. Membership:  
8 elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers the adequacy, balance, and excellence of all of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
  - B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.
  - C. The committee reviews information concerning proposals for all new curricula, programs, and academic policies, or for revisions in all existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses information regarding university academic standards and resources as the basis for its reviews.  
**The committee reviews Seven Year Unit Program Evaluations (*ECU Faculty Manual, Part IV, Section III*) and unit responses to same, and provides written reports to the unit reviewed and Office of Academic Programs.**
  - D. The committee acts upon requests for permission to plan and establish all new degree programs and requests for permission to establish new minors. The committee shall use information regarding university academic standards and resources as the basis for its review.
  - E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual, Appendix D: Part IX, Section I. Tenure and Promotion Policies and Procedures*).

F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog and University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.

**G. The chair or appointed representative serves as ex-officio member on the University Online Quality Council.**

5. To Whom The Committee Reports:  
The committee advises the Chancellor through their report to the Faculty Senate as described in 4.B. above. The committee reports to the Faculty Senate concerning requests it has received from the Chancellor. The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors.
  6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to advise the Chancellor as described in 4.B above.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the second Friday of each month.
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**Faculty Senate Agenda  
January 29, 2013  
Attachment 14.**

**COMMITTEE ON COMMITTEES REPORT**  
Second Reading of Proposed Revisions to the  
Foundations Curriculum and Instructional Effectiveness Committee Charge

(Additions are noted in **bold** print.)

1. Name: Foundations Curriculum and Instructional Effectiveness
2. Membership:  
8 elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:  
A. The committee recommends policies to improve and advance faculty teaching and student learning.

- B. The committee promotes teaching excellence and recommends means to identify faculty teaching success, including development of peer review instruments for teaching face-to-face and distance education courses. The committee assists units requesting aid in developing teaching evaluation instruments for personnel decisions. The committee recommends policies and programs to improve the physical environment in which teaching occurs. The committee provides a forum for faculty opinion concerning the design of new academic buildings and renovation of existing academic buildings.
- C. The committee makes recommendations regarding proposed changes, including individual courses, in the Foundations Curriculum. The committee makes recommendations to the Faculty Senate regarding proposed changes in the Foundations Curriculum requirements.
- D. The committee reviews the annual report of the Director of the Writing Across the Curriculum Program and the Dean of The Honors College.
- E. The chair or appointed representative serves as an ex-officio member of the University Athletics Committee and Honors College Advisory Committee.
- F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog and University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.
- G. The chair or appointed representative serves as ex-officio member on the University Online Quality Council.**

- 5. To Whom The Committee Reports:  
The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited above. The committee recommends curricular changes in Foundations Curriculum to the Faculty Senate.
- 6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
- 7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
- 8. Standard Meeting Time:  
The committee meeting time is scheduled for the third Monday of each month.

**Faculty Senate Agenda  
January 29, 2013  
Attachment 15.**

**COMMITTEE ON COMMITTEES REPORT**  
Second Reading of Proposed Revisions to the  
University Curriculum Committee Charge

(Additions are noted in **bold** print.)

- 1. Name: University Curriculum Committee
- 2. Membership:  
8 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings regardless of mode of course delivery.
  - B. The committee recommends policies and procedures governing the acceptability of programs and courses.
  - C. The committee reviews requests for permission to establish new degree programs and requests to establish new minors.
  - D. The committee reviews and acts on proposals for new courses and programs and modifications of existing programs, the banking and deletion of courses (and programs), and standards and requirements for admission to, and retention in, degree programs.
  - E. The committee considers other items that affect the curriculum of undergraduate programs.
  - F. The committee acts on recommendations from the Council of Teacher Education regarding proposed changes in teacher education requirements.
  - G. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.
  - H. The chair or appointed representative serves as ex-officio member on the University Online Quality Council.**
5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.
6. How Often The Committee Reports:

The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:

The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.
8. Standard Meeting Time:

The committee meeting time is scheduled for the second and fourth Thursday of each month.