

**EAST CAROLINA UNIVERSITY
2014-2015 FACULTY SENATE**

The eighth regular meeting of the 2014/2015 Faculty Senate will be held on
Tuesday, April 14, 2015, at 2:10 pm in the Mendenhall Student Center, Great Room.

AGENDA

- I. **Call to Order**
- II. **Approval of Minutes**
[February 24, 2015](#) and [March 17, 2015](#)
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Steve Ballard, Chancellor
 - D. Phyllis Horns, Vice Chancellor for Health Sciences
 - E. Andrew Morehead, Chair of the Faculty
 - F. Bill Koch, Associate Vice Chancellor with Campus Operations
Deb Garfi, Director of Parking Services
 - G. LaKesha Alston, Associate Provost for Equity and Diversity
Annual report on diversity among faculty and administration
[Resolution on Annual Report from the Office of Equity and Diversity](#)
 - H. Question Period
- IV. **Unfinished Business**
- V. **Report of Graduate Council**

Formal faculty advice on curriculum and academic matters acted on and recorded in the [March 16, 2015](#) Graduate Council meeting minutes (GC#15-8) to include the revision to Graduate Faculty Criteria for the College of Health and Human Performance; revision to the Integrated Bachelor's/Graduate Program Policy (GC#15-9); Graduate Curriculum Committee meeting minutes of [March 4, 2015](#) including curricular actions (GC#15-10) from the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, Department of Child Development and Family Relations within the College of Human Ecology, Department of Interdisciplinary Professions within the College of Education, programmatic actions (GC#15-11) forwarded to the Educational Policies and Planning Committee that included proposal of a Neonatal Clinical Nurse Specialist concentration in the MSN within the College of Nursing, proposal of a Neonatal Nurse Specialist Certificate within the College of Nursing; Graduate Curriculum Committee meeting minutes of [March 18, 2015](#) including curricular actions (GC#15-12) from the Department of Communication Sciences and Disorders within the School of Communication, Department of

Kinesiology and Department of Recreation and Leisure Studies (2 packages) within the College of Health and Human Performance, Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences, programmatic actions (GC#15-13) forwarded to the Educational Policies and Planning Committee that included a title revision of the MS in Exercise and Sport Science (to MS in Kinesiology) in the Department of Kinesiology within the College of Health and Human Performance; Graduate Curriculum Committee meeting minutes of [March 25, 2015](#) including curricular actions (GC#15-14) from the School of Social Work within the College of Human Ecology and Department of Health Education and Promotion (2 packages – MAEd and MAT) within the College of Health and Human Performance, and programmatic actions (GC#15-15) forwarded to the Educational Policies and Planning Committee that included discontinuation of the Child Welfare Studies certificate in the School of Social Work within the College of Human Ecology and a proposal of Education in Healthcare Professions certificate in the Department of Interdisciplinary Professions within the College of Education.

VI. Report of Committees

- A. Service Learning Committee, Donna Hollar
Curriculum and academic matters contained in the meeting minutes of [March 31, 2015](#) including approval of service learning (SL) designation for HNRS Global Understanding In Health Sciences; CDFR 4100 Interdisciplinary Study Abroad Program on Child Development and Nutrition; HMGT 4040 Producing Meetings, Events, and Conventions.
- B. University Curriculum Committee, Lori Flint
Curriculum and academic matters contained in the meeting minutes of [February 26, 2015](#) including curricular actions within the School of Theatre and Dance, Department of Interior Design and Merchandising, College of Education, College of Business, College of Allied Health Sciences.
- C. Calendar Committee, Tracy Carpenter-Aeby
 - 1. Proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars (attachment 1).
 - 2. Summer 2015, Fall 2015, Spring 2016 Student Application/Processing Deadlines, for information only (attachment 2).
- D. Unit Code Screening Committee, Patricia Anderson
Revised Department of [Geological Sciences](#) Unit Code of Operation.
- E. Faculty Governance Committee, Nelson Cooper
 - 1. Faculty Senate Guidelines for Faculty 5-Year Plan - to be used in conjunction with the Performance Review of Tenured Faculty and blank form (attachment 3).
 - 2. Formal faculty advice on revised Faculty Workload Policy (attachment 4).
 - 3. Formal faculty advice on proposed Salary Administration for Employees Subject to the State Human Resources Act Policy (attachment 5).
 - 4. Formal faculty advice on proposed Reduction in Force (SPA) Policy (attachment 6).
 - 5. Formal faculty advice on revised HIPAA Notification in the Event of a Breach of Unsecured Protected Health Information (PHI) Policy (attachment 7).
 - 6. Formal faculty advice on revised Notification in the Event of Breach of Unsecured Protected Health Information Policy (attachment 8).
 - 7. Formal faculty advice on revised HIPAA Sanctions Policy (attachment 9).

- F. Committee on Committees, Charles Boklage
1. Second Reading of Proposed Addition to the Distance Education and Learning Technology Committee Charge (attachment 10).
 2. Second Reading of Proposed Addition to the Service Learning Committee Charge (attachment 11).
 3. Second Reading of Proposed Addition to the University Environment Committee Charge (attachment 12).
- G. Educational Policies and Planning Committee, Ed Stellwag
1. Curriculum and academic matters included in the [March 20, 2015](#) meeting minutes, including a request for revision of the Construction Management Transfer Option and discontinuation of the General Construction, Residential Construction and Infrastructure Construction concentrations within the BS in Construction Management degree program in the Department of Construction Management within the College of Engineering and Technology; request for discontinuation of the Undergraduate Certificate in Spanish Translation in the Department of Foreign Languages and Literatures within the College of Arts and Sciences; request changes to the title and content of the Information Assurance Certificate to Cyber Security Professional Certificate in the Department of Technology Systems within the College of Engineering and Technology; request to create an Environmental Engineering concentration within the BS in Engineering degree program in the Department of Engineering within the College of Engineering and Technology; request to change the name of the Department of Child Development and Family Relations to the Department of Human Development and Family Science within the College of Human Ecology; request changes to the title and content of the BS in Merchandising to BS in Fashion Merchandising and discontinuation of the Fashion and Interiors concentrations in the retitled degree in the Department of Interior Design and Merchandising within the College of Human Ecology; request to change the name of the MAEd in Mathematics to the MAEd and Mathematics Education in the Department of Mathematics, Science and Instructional Technology within the College of Education; request the creation of a Project Management Graduate Certificate in the Department of Management Information Systems within the College of Business; and a request for authorization to plan the DrPH degree program in the Department of Public Health within the School of Medicine.
 2. [Response](#) to the External Review Recommendations of the Department of History's [Academic Program Review](#).
 3. Proposed revision to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services to redefine the University minimum number of semester hours of credit in an undergraduate minor (attachment 13).
 4. Reorganization of the College of Health and Human Performance to include the School of Social Work, Department of Interior Design and Merchandising and Department of Child Development and Family Relations from the College of Human Ecology (attachment 14).
 5. Proposed Provisional Code for the Reorganized College of Health and Human Performance (attachment 15).

6. [2015 Pilot of New Guidelines for Academic Program Review](#) and Summary of the Major Changes Proposed in the Guidelines for Academic Program Reviews (attachment 16).
- H. Foundations Curriculum and Instructional Effectiveness Committee, George Bailey
1. Curriculum matters included in the [March 16, 2015](#) meeting minutes, including approval of domestic diversity credit for FORL 2666 Latino Text; approval of global diversity credit for FORL 2600 The Holocaust, FORL 2620 French Literature in Translation, FORL 2622 Francophone Literature of the Americas in Translation, FORL 2665 Don Quixote, FORL 2680 German Literature in Translation, FORL 2690 Introduction to German Cinema, FREN 2108 Culture and Communication, FREN 2440 Readings in the Culture of France I, FREN 2441 Readings in the Culture of France II, FREN 2442 Readings in Francophone Cultures of the Americas, FREN 3560 The Contemporary French and Francophone World, GERM 2300 Introduction to German Literature, GERM 2420 Culture of the German Speaking World, GERM 3340 Civilization of the German Speaking World, SPAN 2440 Spanish Culture and Civilization, SPAN 2441 Latin American Culture and Civilization, SPAN 4558 Contemporary Spain, SPAN 4563 Latin American Texts: The Boom and Beyond, ACCT 4451 International Accounting, MGMT 3352 International Business, MGMT 4352 Management in a Global Economy, MKTG 3852 Cultural Environment of International Business, CLAS 1500 Classical Mythology, CLAS 2220 Great Works of Ancient Literature I: Greece, CLAS 2230 Great Works of Ancient Literature II,; Rome, PLAN 2030 Global Cities; Foundations Fine Art Credit for ART 1105 Ceramics Appreciation; and Foundations Social Science credit for PLAN 2030 Global Cities.
 2. Student Opinion of Instruction Survey Form, for information only (attachment 17).

VII. New Business

Faculty Senate Agenda
April 14, 2015
Attachment 1.

CALENDAR COMMITTEE REPORT

Proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars

Summer Session 2016

First Session

(Actual days First Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays,
5 Fridays, 1 day for final examinations)

March 18, Friday	Early registration for special populations begins at 1:00 pm.
March 21, Monday	Registration for Summer Session begins.
May 13, Friday	New student registration; schedule changes.
May 16, Monday	Classes begin; schedule changes.
May 17, Tuesday	Last day for registration and schedule changes (drop and add) for first session by 5:00 pm.
May 17, Tuesday	Census Day (Official enrollment count taken at 5:00 pm).
May 30, Monday	State Holiday (no classes).
June 6, Monday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
June 8, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
June 20, Monday	Classes end. Last day for submission of grade replacement requests.
June 21, Tuesday	Final examinations.
June 24, Friday	Grades due at 8:00 am.

Second Session

(Actual days Second Session: 4 Mondays, 5 Tuesdays, 5 Wednesdays, 6 Thursdays,
5 Fridays, 1 day for final examinations)

June 22, Wednesday	New student registration; schedule changes.
June 23, Thursday	Classes begin; schedule changes.
June 24, Friday	Last day for registration and schedule changes (drop and add) for Second Summer Session by 5:00 pm.
June 24, Friday	Census Day (Official enrollment count taken at 5:00 pm).
July 4, Monday	State Holiday (no classes).
July 14, Thursday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
July 18, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 28, Thursday	Classes end. Last day for submission of grade replacement requests.
July 29, Friday	Final examinations.
August 1, Monday	Grades due at noon.

Summer Session 2016

11-Week Summer Session

(Actual class days: 9 Mondays, 11 Tuesdays, 9 Wednesdays, 11 Thursdays,
10 Fridays, 1 day for final examinations)

March 18, Friday	Early registration for special populations begins at 1:00 pm.
March 21, Monday	Registration for 11-Week Summer Session begins.
May 13, Friday	New student registration; schedule changes.
May 16, Monday	Classes begin; schedule changes.
May 17, Tuesday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
May 17, Tuesday	Census Day (Official enrollment count taken at 5:00 pm).
May 30, Monday	State Holiday (no classes).
June 21-22, Tuesday and Wednesday	Midsummer Break (no classes).
June 29, Wednesday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
July 4, Monday	State Holiday (no classes).
July 5, Tuesday	Last day for graduate students to drop courses without grades by 5:00 pm.
July 28, Thursday	Classes end. Last day for submission of grade replacement requests.
July 29, Friday	Final examinations.
August 1, Monday	Grades due at noon

Fall Semester 2016

(Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.

Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

March 18, Friday	Early registration for special populations begins at 1:00 pm.
March 21, Monday	Registration for Fall Semester 2016 begins.
August 22, Monday	Classes begin; schedule changes.
August 26, Friday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
September 5, Monday	State Holiday (no classes).
September 13, Tuesday	Census Day (Official enrollment count taken at 5:00 pm).
October 8-11, Saturday-Tuesday	Fall Break.
October 12, Wednesday	8:00 am - Classes resume.
October 21, Friday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
October 24 – 28, Monday-Friday	Advising for Spring Semester 2017.
October 26, Wednesday	Last day for graduate students to drop courses without grades by 5:00 pm.
October 28, Friday	Early registration for special populations begins at 1:00 pm.
October 31, Monday	Registration for Spring Semester 2017 begins.
November 5, Saturday	Last day to apply as an undergraduate student for the Spring Semester.
November 23-27, Wednesday-Sunday	Thanksgiving Break.
November 28,	8:00 am - Classes resume.

Monday	
November 28, Monday	Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2016.
December 5, Monday	Graduate students last day to remove incompletes given during Fall 2015.
December 5, Monday	Classes end. Last day for submission of grade replacement requests.
December 6, Tuesday	Reading day.
December 7, Wednesday	Final Examinations begin.
December 14, Wednesday	Exams for Fall Semester close at 4:30 pm.
December 16, Friday	Commencement.
December 16, Friday	Grades due at 4:30 p.m.

Fall Semester 2016
Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - December 14). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - December 14). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 7 - December 14). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

MATH 1066	5:00 - 7:30 Thursday, December 8
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Friday, December 9
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Monday, December 12
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Tuesday, December 13
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Wednesday, December 14

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 12
8:00 TTh	8:00 - 10:30 Tuesday, December 13
9:00 MWF	8:00 - 10:30 Wednesday, December 14

9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December 7
10:00 MWF	8:00 - 10:30 Friday, December 9
10:00 TTh	8:00 - 10:30 Thursday, December 8
11:00 MWF	11:00 - 1:30 Monday, December 12
11:00 TTh	11:00 - 1:30 Thursday, December 8
12:00 MWF	11:00 - 1:30 Wednesday, December 14
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December 7
1:00 MWF	11:00 - 1:30 Friday, December 9
1:00 TTh	11:00 - 1:30 Tuesday, December 13
2:00 MWF	2:00 - 4:30 Monday, December 12
2:00 TTh	2:00 - 4:30 Tuesday, December 13
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 14
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 8
4:00 MWF	2:00 - 4:30 Friday, December 9
4:00 TTh	2:00 - 4:30 Wednesday, December 7
5:00 MWF	5:00 - 7:30 Monday, December 12
5:00 TTh	5:00 - 7:30 Thursday, December 8

Spring Semester 2017

(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.)

October 17, Monday	Early registration for special populations begins at 1:00 pm.
October 18, Tuesday	Registration for Spring Semester 2017 begins.
January 6, Friday	Advising and schedule adjustments.
January 9, Monday	Classes begin; schedule changes.
January 13, Friday	Last day for registration and schedule changes (drop and add) by 5:00 pm.
January 16, Monday	State Holiday (no classes).
January 23, Monday	Census Day (Official enrollment count taken at 5:00 pm).
March 5-12, Sunday – Sunday	Spring Break.
March 13, Monday	8:00 am - Classes resume.
March 13-17, Monday-Friday	Advising for Summer Sessions and Fall Semester 2017.
March 15, Wednesday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
March 17, Friday	Early registration for special populations begins at 1:00 pm.
March 20, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
March 20, Monday	Registration for Summer Sessions and Fall Semester 2017 begins.
April 13, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2016
April 14-16 Friday-Saturday	State Holiday (no classes)
April 25, Tuesday	State holiday makeup day. Classes which would have met on Friday, April 14, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester;

	Tuesday classes will not meet.
April 25, Tuesday	Graduate students last day to remove incompletes given during Spring Semester and/or Summer Session 2016.
April 25, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 26, Wednesday	Reading day.
April 27, Thursday	Final examinations begin.
May 4, Thursday	Exams for Spring Semester close at 4:30 pm.
May 5, Friday	Commencement.
May 6, Saturday	Grades due at 4:30 p.m.

Spring Semester 2017
Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 27 - May 4). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, April 27
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, April 28
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, May 1
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 2
MATH 1066	5:00 - 7:30 Wednesday, May 3

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 28
8:00 TTh	8:00 - 10:30 Thursday, April 27
9:00 MWF	8:00 - 10:30 Monday, May 1
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 2
10:00 MWF	8:00 - 10:30 Wednesday, May 3
10:00 TTh	8:00 - 10:30 Thursday, May 4

11:00 MWF	11:00 - 1:30 Friday, April 28
11:00 TTh	11:00 - 1:30 Thursday, May 4
12:00 MWF	11:00 - 1:30 Monday, May 1
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 2
1:00 MWF	11:00 - 1:30 Wednesday, May 3
1:00 TTh	11:00 - 1:30 Thursday, Apr 27
2:00 MWF	2:00 - 4:30 Friday, April 28
2:00 TTh	2:00 - 4:30 Thursday, Apr 27
3:00 MWF (3:30)	2:00 - 4:30 Monday, May 1
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 4
4:00 MWF	2:00 - 4:30 Wednesday, May 3
4:00 TTh	2:00 - 4:30 Tuesday, May 2
5:00 MWF	5:00 - 7:30 Monday, May 1
5:00 TTh	5:00 - 7:30 Thursday, Apr 27

Faculty Senate Agenda

April 14, 2015

Attachment 2.

CALENDAR COMMITTEE REPORT

Summer 2015, Fall 2015, Spring 2016 Student Application/Processing Deadlines

For information only

[Guidelines for Creating and Maintaining University Student Application/Processing Deadlines](#)

(Faculty Senate Resolution #13-37, March 2013)

Summer Session 2015

First Term

April 1, Wednesday	Last day to apply for graduation for Summer
April 15, Wednesday	Undergraduate readmission application deadline for Summer
April 15, Wednesday	Second undergraduate degree application deadline for Summer
April 15, Wednesday	Transfer student application deadline for Summer
April 15, Wednesday	Visitor application deadline for Summer
May 5, Tuesday	Graduate School application deadline for Summer 1 (please check specific programs for their deadline)
May 13, Wednesday	Last day to pay without a processing fee by 5:00 p.m.
May 13, Wednesday	First schedule cancellation for anyone not paid by 5:00 p.m.
May 20, Wednesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 17, Friday	Last day to submit a thesis or dissertation for Summer graduation

Summer Session 2015

Second Term

April 1, Wednesday	Last day to apply for graduation for Summer
April 15, Wednesday	Undergraduate readmission application deadline for Summer
April 15, Wednesday	Second undergraduate degree application deadline for Summer
April 15, Wednesday	Transfer student application deadline for Summer
April 15, Wednesday	Visitor application deadline for Summer
June 15, Monday	Graduate School application deadline for Summer 2 (please check

	specific programs for their deadline)
June 22, Monday	Last day to pay without a processing fee by 5:00 p.m.
June 22, Monday	First schedule cancellation for anyone not paid by 5:00 p.m.
June 29, Wednesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 17, Friday	Last day to submit a thesis or dissertation for Summer graduation

Summer Session 2015
11-Week Summer Session

April 1, Wednesday	Last day to apply for graduation for Summer
April 15, Wednesday	Undergraduate readmission application deadline for Summer
April 15, Wednesday	Second undergraduate degree application deadline for Summer
April 15, Wednesday	Transfer student application deadline for Summer
April 15, Wednesday	Visitor application deadline for Summer
May 5, Tuesday	Graduate School application deadline for 11-Week Summer (please check specific programs for their deadline)
May 13, Wednesday	Last day to pay without a processing fee by 5:00 p.m.
May 13, Wednesday	First schedule cancellation for anyone not paid by 5:00 p.m.
May 20, Wednesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 17, Friday	Last day to submit a thesis or dissertation for Summer graduation

Fall Semester 2015

March 15, Sunday	Freshmen application deadline for Fall
May 1, Friday	Transfer student application deadline for Fall
July 1, Wednesday	Post Baccalaureate teacher licensure application deadline for Fall
July 1, Wednesday	Undergraduate readmission application deadline for Fall
July 1, Wednesday	Second undergraduate degree application deadline for Fall
July 1, Wednesday	Visitor application deadline for Fall
August 6, Thursday	Last day to pay without a processing fee by 5:00 p.m.
August 6, Thursday	First schedule cancellation for anyone not paid by 5:00 p.m.
August 15, Saturday	Graduate School application deadline for Fall (please check specific programs for their deadline)
September 2, Wednesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
September 15, Tuesday	Last day to apply for graduation for Fall semester
December 2, Wednesday	Last day to submit a thesis or dissertation for Fall graduation

Spring Semester 2016

November 1, Sunday	Transfer student application deadline for Fall
November 1, Sunday	Post Baccalaureate teacher licensure application deadline for Spring
November 1, Sunday	Undergraduate readmission application deadline for Spring
November 1, Sunday	Second undergraduate degree application deadline for Spring
November 1, Sunday	Visitor application deadline for Spring
December 14, Monday	Last day to pay without a processing fee by 5:00 p.m.
December 14, Monday	First schedule cancellation for anyone not paid by 5:00 p.m.
December 20, Sunday	Graduate School application deadline for Spring (please check specific programs for their deadline)
January 21, Thursday	Second schedule cancellation for anyone not paid by 5:00 p.m.

February 1, Monday	Last day to apply for graduation for Spring semester
April 21, Thursday	Last day to submit a thesis or dissertation for Spring graduation

Faculty Senate Agenda

April 14, 2015

Attachment 3.

FACULTY GOVERNANCE COMMITTEE REPORT

Faculty Senate Guidelines for Faculty 5-Year Plan

(to be used in conjunction with the Performance Review of Tenured Faculty)

UNC Board of Governors' revised Guidelines on Performance Review require each faculty member to develop a five-year plan at the beginning of a post-tenure review cycle. This plan may be modified by the faculty member during the five-year period as deemed appropriate based on changes in institutional, departmental, or personal circumstances. Plans should be brief, not to exceed two-pages, and be written in terms comparable to how faculty members might describe their career goals on the first day of service or after initial conferral of tenure. When no major changes in institutional, departmental or personal professional directions are expected, there may be little difference between successive five-year plans for a given faculty member.

The plan should describe, in general terms, projected activities in education, scholarship and professional service that are consistent with the duties associated with the faculty member's position and the expectations of his or her respective discipline. A five-year plan is not intended to set specific targets in teaching, scholarship/creative activity and service. It should not set benchmarks that in any way restrict a faculty member's desire or ability to pursue new intellectual, creative or professional directions; such academic freedom is the foundation of the tenure system. The five-year plan is distinct from the individual development plan for faculty members who do not meet expectations in the cumulative review of tenured faculty.

Notes:

- Do include statements of expectations that specify unit or university actions/requirements that are necessary to accomplish the goals of the five-year plan.
- Do not include accomplishment reporting. The plan is an overview of projected goals and expected activity in the next five-year period.
- Do not use language that states or implies specific dates for achieving goals; for example, statements like "this year I will ..." or "by year three I expect to..." should be avoided.

Sample statements: What follows is representative language for five-year plans; appropriate content will vary across programs and disciplines.

_____ % Teaching. Teach undergraduate and graduate courses in my field of expertise, including at least one course that fulfills a Foundations requirement. Advise undergraduates and serve on graduate student thesis/dissertation committees.

_____ % Research/Creative Activity. Carry out research in my discipline. Seek research funding and publish results in disciplinary refereed journals, keeping research output in line with expectations in my field and with teaching and service activities (As appropriate, specify other forms of scholarly or creative products using the most general descriptions reasonable for the given code unit).

% Service to the Profession and University. Be an active member of a professional society in my discipline, serving on committees and seeking leadership roles as an officer, committee chair or conference organizer. Serve on departmental, college and university committees, keeping both university and professional service in balance with expected teaching and research productivity.

 % Other (as specified in the unit code). For example, clinical service directorships may fall under this category. Use the most general descriptions reasonable, ensuring that the statement plan is consistent with the unit code and/or explicit contractual obligations.

Faculty 5-Year Plan

Name: _____

College: _____

Department: _____

Responsibilities and Mutual Expectations

(Most faculty members will have responsibilities in three or more of these, but in all cases the anticipated weights in the areas of responsibility must be consistent with those outlined in the department's unit code)

 % Teaching.

Use the most general descriptions reasonable for the code unit. Some departments want to include course numbers and semesters in which they will be taught and possibly number of advisees. Other departments want to use a more general description as given in this example.

 % Research/Creative Activity.

If appropriate specify other forms of products to document scholarship productivity. Use the most general descriptions reasonable for the code unit.

 % Service to the Profession and the University.

 % _____ (as specified in the unit code).

Use the most general descriptions reasonable for the code unit and ensure that the category is consistent with the unit code. For example clinical service directorships may fall under other specific duties.

Performance Standards

Following the procedures outlined in Part IX, Section II of the ECU Faculty Manual, meet and strive to exceed the performance standards contained for the Department of Discipline XYZ in the Unit Code.

Summary of Changes

Tenured: August xx, 19xx under the then-current *ECU Faculty Manual* and the then-current *Department of XYZ Unit code*.

Original 5-Year Plan Effective August xx, 20xx

Amended 5-Year Plan Effective August xx, 20xx

Faculty Member Signature

Date

Unit Administrator Signature

Date

Add additional lines, as needed, for signatures and dates when changes are made

Responsibilities changed to responsibilities as described above on August xx, 20xx

Faculty Senate Agenda April 14, 2015 Attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT Formal Faculty Advice on Revised Faculty Workload Policy

No revisions are being recommended to this revised policy.

Authority: Chancellor

History: June 8, 2011, to be effective July 1, 2011; Revised September 25, 2014; Second Revised Interim Effective December 1, 2014.

Related Policies:

[ECU Faculty Manual](#)

[UNC Policy Manual, 300.2.6\[G\] \(Guidelines on Reassigned Time for Faculty\)](#)

[UNC Policy Manual, 400.3.1.1 \[G\] \(Guidelines on Tenure and Teaching in the University of North Carolina\)](#) and

[UNC Policy Manual, 400.3.4 \(Monitoring Faculty Teaching Workloads\)](#)

[UNC Policy Manual 700.6.1\[R\] \(Academic Integrity Regulations\)](#)

[Supplemental Pay for EPA Employees Policy](#)

Additional References:

A Report of Faculty Teaching Workload Covering the Years 2000 to 2006 (UNC General Administration, 2008) UNC Enrollment Change Funding Model

Contact for Info: Senior Associate Provost for Academic Affairs (328-0607)

1. Purpose

As per UNC Policy 400.3.1.1 [G], teaching or instruction is the primary responsibility of each of the UNC institutions; therefore, while neither teaching nor service nor research is the sole measure of a faculty member's competence and contribution at any UNC institution, teaching should be the first consideration at all of the UNC institutions.

The purpose of this regulation is to define faculty workloads at East Carolina University as per policies established by the UNC Policy Manual and the ECU *Faculty Manual*. The Brody School of Medicine and the School of Dental Medicine are excluded from this regulation and will be governed by separate workload regulations, which must be approved by the Vice Chancellor for Health Sciences.

2. Definitions

2.1. Faculty Workload – the entirety of a faculty member's duties for the relevant period

2.2. Relevant Period – academic year, contract period, or time-frame for special duties formally or informally assigned

2.3. Instructional Load – the portion of the faculty workload spent on direct instruction and instructional activities

2.4. Overload – a workload assignment that exceeds 1.0 full-time equivalent (FTE)

2.5. Course Reduction – a reduction in the instructional load to allow time for work on non-instructional activities

2.6. Faculty Scholarly Reassignment - an approved reassignment for a defined period of time in order for a faculty member to pursue a project involving research or creative activity as addressed in UNC Policy 300.2.6 [G]

3. Workload Assignments

3.1. The duties that commonly constitute a faculty member's workload fall under the areas of instruction, research/scholarship or creative activity, service, clinical duties, community engagement and administration.

3.2. The Academic Council, in consultation with the academic deans, will establish workload and productivity criteria (see section 3.7 below) for each college for the relevant period.

3.3. The dean of each college, in consultation with the chairs and directors within the college, will establish workload and productivity criteria for each department or school in the college for the relevant period. These criteria will be guided by the requirements that the college meet workload and productivity criteria set by the Academic Council.

3.4. The chairperson or director of each department or school will establish individual workload and productivity requirements for each member of the faculty for the relevant period. These requirements will cumulatively meet the requirements for the department or school as established by the dean for the relevant period.

3.5. For faculty holding a joint appointment, the unit administrator of the faculty member's primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed, will set the workload and productivity requirements.

3.6. As a Doctoral/Research university, the University will maintain an overall instructional load equivalent of five 3-semester-hour courses per year per 1.0 FTE.

3.7. Colleges will produce at least the average student credit hours (SCH) per FTE assigned by the Academic Council (see section 3.2 above) to the respective units as defined by the current UNC Enrollment Change Funding Model.

3.8. College, department and faculty workload and productivity requirements and assignments may vary in relation to overall assignment of duties, disciplinary standards, class sizes, contact hours, accreditation requirements, and productivity goals.

3.9. As required by the Board of Governors in its Academic Integrity Regulations (UNC Policy 700.6.1[R]), ECU limits a faculty member to teaching no more than three (3) undergraduate independent studies in a semester or summer session without written approval from dean (not designee).

3.10. Department chairs and school directors will ensure that the aggregated faculty workloads for the department or school meet the productivity criteria established for the department or school by the dean. Failure to satisfy the workload and productivity criteria established by the dean for the relevant period may result in an unsatisfactory performance evaluation and/or removal of administrative duties.

3.11. As per Part VIII of the ECU *Faculty Manual*, the unit administrator's annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the Chancellor. The evaluation shall be based upon that year's assigned duties and shall consider: teaching, research and creative activities, patient care, service, and other appropriate responsibilities. The relative weight given to teaching, research/creative activity, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity.

3.12. Workload and productivity data alone are not sufficient justifications for the return of vacant faculty lines or for the allocation of new faculty lines. The Chancellor, Executive Council and/or Academic Council allocate or reallocate resources based upon a variety of factors, including but not limited to, workload and productivity data, institutional priorities, UNC General Administration initiatives, and legislative mandates.

4. Instructional Assignments and Other Responsibilities

4.1. Course Reductions and Overloads

4.1.1. With the exception of assignment of academic administration responsibilities and 100% Faculty Scholarly Reassignment, both of which require approval from the appropriate vice chancellor, a department chair or director may authorize one or more course reductions if the demands of activities, as defined in section 4.1.4 below, warrant a reduction in the instructional load.

4.1.2. Reductions in the instructional load are measured in terms of credit hours and are determined on a case by case basis.

4.1.3. A faculty member who is granted a course reduction may not receive an instructional overload assignment for additional compensation without approval from the dean and the appropriate vice chancellor.

4.1.4. The criteria for course reductions will be grouped into the following reporting categories: course/curriculum development, heavy load of academic advising, accreditation/program review, technology training for instruction, co-curricular activities, academic administration, externally funded research, institutionally supported research, institutional service, service to the public, and service to the profession.

4.1.5. At the end of the academic year, the dean is responsible for generating a report which will identify all faculty course reductions for the academic year and the associated outcomes using the unit guidelines established for monitoring productivity. This report will be compiled for the unit and shall be due to the appropriate vice chancellor by the end of the fiscal year.

4.1.6. Faculty may not receive additional compensation (supplemental pay) for teaching courses for academic credit in excess of the full-time assigned course load except as defined in this section, 4.1.6. Instead of receiving additional compensation, other arrangements should be made, such as corresponding course reduction in the following semester. Under extraordinary circumstances, overload compensation may be approved consistent with the process outlined in the Supplemental Pay for EPA Employees Policy, for faculty to teach an additional course. Supplemental pay is only allowable if it does not create a conflict of commitment with other assigned duties and provided that the faculty member is assigned a workload consistent with approved university policies.

4.2. Faculty Scholarly Reassignment

4.2.1. Administrators shall adhere to guidelines established for 100% Faculty Scholarly Reassignments per UNC Policy 300.2.6[G] and ECU's Faculty Scholarly Reassignment Regulation.

5. Effective Date

5.1. This regulation is effective _____[upon approval by the Chancellor].

¹ UNC Enrollment Change Funding Model

Program Category	SCH per Instructional Position		
	Undergraduate	Master's	Doctoral
Category I	708.64	169.52	115.56
Category II	535.74	303.93	110.16
Category III	406.24	186.23	109.86
Category IV	232.25	90.17	80.91

Category I Disciplines: Communications & Journalism; English; Mathematics; Philosophy & Religion; Psychology; Corrections & Criminal Justice; Social Sciences; History; Other

Category II Disciplines: Area, Ethnic, Cultural & Gender Studies; Education; Foreign Languages, Literatures & Linguistics; Family & Consumer Sciences; Liberal Arts & Sciences, Humanities; Multi/Interdisciplinary Studies; Parks, Recreation, Leisure & Fitness; Business, Management & Marketing

Category III Disciplines: Agriculture; Natural Resources & Conservation; Architecture; Computer & Information Sciences; Engineering-related Technologies; Library Science; Biological Sciences; Physical Sciences; Public Administration & Services; Visual & Performing Arts; Health Professions

Category IV Disciplines: Engineering; Nursing

As per Board of Governors action, student credit hours for student teaching in Education are placed in Category III for all campuses. Medicine and Dentistry are excluded from this model due to distinct funding by the General Assembly.

Faculty Senate Agenda

April 14, 2015

Attachment 5.

FACULTY GOVERNANCE COMMITTEE REPORT

Formal Faculty Advice on Proposed Salary Administration for Employees
Subject to the State Human Resources Act Policy

No revisions are being recommended to this proposed policy.

Authority: Office of State Human Resources
History: First Issued: See policy history links within each section
Last Reviewed: same as first issued

Related Policies: [Office of State Human Resources](#), [ECU Career Banding Salary Administration Plan](#), [ECU Pay Management Guidelines for Career Banded Positions](#), [Fair Labor Standards Act \(FLSA\)](#), [General Pay Policies](#), [Career Banding Salary Administration](#), [Comprehensive Compensation Policy](#), [Extended Duty for Medical Personnel](#), [Compensation of Foreign Service Employees](#), [Holiday Premium Pay](#), [Hours of Work and Overtime Compensation](#), [Initial Classification](#), [Longevity](#), [On-Call and Emergency Callback Pay](#), [Redeployment](#), [Shift Premium Pay](#), [Sign-On Bonus Policy](#), [Supplemental Salary](#)

Additional References: N/A

Contact for Info: Director of Classification and Compensation, Department of Human Resources 252-328-9847.

1. [Introduction](#)

East Carolina University utilizes a variety of salary administration policies to manage pay for employees subject to the State Human Resources Act (“SHRA”). With regard to any salary administration policies listed below that are not specifically addressed in ECU’s Clinical Support Services (“CSS”) policies and/or regulations, ECU also applies the policies and regulations expressed herein to CSS employees. For details about each salary administration policy, please see the policy website of the Office of State Human Resources (“OSHR”), which can be accessed at the links provided below and/or located above in the Related Policies section. In the event that there is a conflict between the contents of this regulation and a state or federal statute, the statute shall control.

2. [General Pay Policies](#)

General pay policies summarize various salary administration policies to include compensation, salary ranges, pay status, overtime pay, availability of funds, and payment of salary.

3. [Career Banding Salary Administration](#)

It is the policy of the State to compensate its employees at a level sufficient to encourage excellence of performance and to maintain the labor market competitiveness necessary to recruit, retain and develop a competent and diverse work force.

4. [Comprehensive Compensation Policy](#)

It is the policy of the State to compensate its employees at a level sufficient to encourage excellence of performance and to maintain the labor market competitiveness necessary to recruit and retain a competent work force. To this end, salary increases to State employees shall be implemented through the Comprehensive Compensation System based upon the individual performance of each State employee.

5. [Compensation of Foreign Service Employees](#)

A foreign service employee is defined as any full-time employee subject to the SHRA who is transferred from North Carolina to a foreign assignment to live and work for a period of time greater than three months. Foreign nationals employed in and assigned to work in their country of origin are not included in this policy.

6. [Extended Duty for Medical Personnel](#)

Critical shortages of coverage on evening and weekend shifts in certain medically related areas sometimes make it impossible to maintain an adequate staff to meet all workload requirements. In order to meet such workloads, an employee of the State who is exempt from the hours of work and overtime provisions of FLSA may, if the employee agrees, be scheduled to work additional hours beyond the regular work schedule and receive pay on a straight-time basis.

7. [Holiday Premium Pay](#)

Employees who are required to work on designated holidays shall be given, in addition to regular salary, premium pay equal to one-half of their regular straight-time hourly rate for such hours as are worked on these days. In addition, holiday compensatory time off shall be given, not to exceed 8 hours. This covers both FLSA non-exempt and exempt employees.

8. [Hours of Work and Overtime Compensation](#)

Defines Fair Labor Standards Act in its application to State and local governments as declared by the Supreme Court.

9. [Initial Classification](#)

Initial classification occurs in the following situations: when a position or a group of positions is classified and brought under the SHRA and when a position under the SHRA, but not officially classified, is reviewed and a permanent classification and salary range is assigned.

10. [Longevity](#)

Longevity pay is to recognize long-term service. An eligible employee who has at least ten (10) years of total State service shall receive a lump sum payment annually. Payment shall be made during the same monthly pay period or by the second biweekly pay period following the date the employee is eligible to receive longevity pay. This includes employees on workers' compensation leave.

11. [On-Call and Emergency Callback Pay](#)

It is the policy of the State of North Carolina to provide additional compensation to designated FLSA non-exempt employees who are required to serve in on-call status and/or who are called back to work. Management should carefully weigh the costs and benefits of alternatives before authorizing on-call or emergency call back pay. Reasonableness and fairness shall be exercised in administering this policy.

12. [Redeployment](#)

Redeployment is the movement of an employee from one position to another position within the same agency or the movement of an employee, or an employee and a position, from one agency to another under the following circumstances: the move is due to an enterprise-wide project that results in the need to utilize an employee's competencies for greater effectiveness in another area of an agency or in another agency, and there is no break in service.

13. Shift Premium Pay

The State shall provide additional compensation for employees who are regularly scheduled to work on either an evening or night shift, or on a weekend shift for certain classes when determined to be necessary to be competitive with the labor market. Shifts will be defined within the agency based on operating requirements and work environment. SHRA employees who occupy positions which are scheduled on a regular, recurring basis to work on shifts in which more than half of the working hours occur between 4:00 p.m. and 8:00 a.m. are eligible for shift premium pay.

14. Sign-On Bonus Policy

A sign-on bonus is a lump sum payment that serves as a recruitment incentive to aid in the employment of individuals in critical positions that have labor market shortages which affect the business needs of the agency and which impair the delivery of essential services.

15. Supplemental Salary

Supplemental salary is any compensation from an affiliated public charity, foundation or other private source paid to a State employee for services that are part of the employee's regular job and is in addition to the employee's base salary paid by the State and any other compensation authorized by Human Resources Commission policies but which the private source is not obligated to pay and on which the Retirement System is not obligated to accept contributions.

Faculty Senate Agenda April 14, 2015 Attachment 6.

FACULTY GOVERNANCE COMMITTEE REPORT Formal Faculty Advice on Proposed Reduction in Force (SPA) Policy

No revisions are being recommended to this proposed policy.

Authority: Vice Chancellor of Administration and Finance

History: Revised March 2009, July 2011, October 2014

Related Policies: [Insert related PRRs and hyperlinks.]

Additional References:

[Office of State Personnel Human Resources – Reduction in Force Policy](#)

[Office of State Personnel Human Resources – Reduction in Force Guidelines](#)

[Office of State Personnel Human Resources - Reduction in Force Priority Policy](#)

[Office of State Human Resources - Severance Salary Continuation Policy](#)

[NC Employment Security Commission - Resources for Individuals](#)

Contact for Info: HR, Employee Relations, 252-328-9848

1. Introduction to the Policy

The North Carolina Office of State Human Resources requires the University to develop guidelines for reductions in force. A Reduction in Force ("RIF") may occur when there are budget constraints, a shortage of work, a need to abolish SPA positions, or other material changes in duty or organization.

A RIF decision requires an evaluation of the need for specific SPA positions as they contribute to the department's mission, goals, and provision of services. Separation of employees through reduction in force should occur only after management has considered other feasible alternatives that might avoid it.

2. Covered Employees

2.1 This policy applies to SPA employees (full-time and part-time) who are considered career status employees.

2.2 Within organizational units as defined by the Chancellor

2.3 Neither temporary, probationary, nor trainee employees in their initial 24 months of training shall be retained in the same or any related classes where employees with a permanent appointment (those who have satisfactorily completed a probationary or equivalent trial period) must be separated.

2.4 Temporary employees or employees with time-limited permanent appointments may be laid off without following the reduction in force procedures.

3. Development of a RIF Plan

3.1. If it becomes necessary for any department of East Carolina University to implement a RIF, the head of that department must consult Employee Relations within the Department of Human Resources regarding the desire to initiate a RIF. Employee Relations will provide the department with the necessary information to develop a RIF plan.

3.2 After consultation with Human Resources, the head of the department should request, in writing, permission from the appropriate Vice Chancellor to initiate the RIF plan. Once this written approval is received, Employee Relations will assist the head of the department in the preparation/design of a RIF plan. (Note: Whenever a Vice Chancellor is not available to perform a duty assigned to him or her in this policy, including but not limited to consideration of a RIF within the Chancellor's Division, the Chancellor may designate, as he or she deems appropriate, another person to carry out that duty.)

3.3 The RIF Plan must provide the rationale behind the selection of particular employees to be separated and the ones to be retained. The classifications of positions selected by management for RIF and a list of all persons in affected classifications must be reviewed by the head of the department prior to selecting a particular employee for RIF. Consideration for reduction in force of career status employees includes, but is not limited to, the following factors: i) Type of appointment, ii) Relative efficiency (skills, knowledge and productivity of employees), iii) Consideration of equal employment factors to avoid adverse impact, v) Length of service of employees (but not seniority-driven). The RIF Plan must incorporate, at a minimum, the following:

3.3.1 Narrative description of the issue(s) resulting in the need to abolish positions, including discussion of at least the following: i) Organization structure including overall purpose of department ii) Impact of the proposed RIF on overall program objectives and/or services; iii) iv) Legal and organizational requirements for the services affected; v) Alternatives considered, including possible transfers, reallocation of resources and/or funding.

3.3.2. The following identifying data for the employees in positions selected for RIF: i) Performance history, including evaluations and any disciplinary actions; ii) Length of service in current classification and total state service (Note: In determining the length of service, an eligible veteran shall be

accorded one year of state service for each year or fraction thereof of military service, up to a maximum of five (5) years credit.); iii) Age; iv) Race; v) Gender; vi) Ethnicity.

3.3.3 Description of all other alternatives explored by management.

3.3.4 Copy of appropriate Vice Chancellor approval to initiate RIF plan required pursuant to 3.2 above.

3.4 The plan must be signed and dated to indicate approval by the appropriate Department Director, Divisional Vice Chancellor, Equity Officer, University Counsel and forwarded to the Associate Vice Chancellor for Human Resources for review and approval. The plan will then be forwarded to the Chancellor for final review and approval.

4. Notification of Employees

Once the Chancellor has approved a RIF, the director or department head will consult with Employee Relations to create the notification letter. The notification letter to the employee(s) selected for RIF must be issued at least 30 calendar days prior to the effective date of separation and include the following information: i) The reason for the RIF; ii) The effective date of the RIF; and iii) Information related to eligibility for Reduction-in-Force Priority Consideration, applicable appeal rights and other benefits as indicated below.

5. Reduction-in-Force Priority Reemployment and Other Benefits

5.1 Reduction-in-Force Priority Reemployment

Employees with career status who have received official written notification of imminent separation due to RIF are eligible for reduction in force priority as detailed in the Office of State Human Resources Policy regarding Reduction in Force Priority Reemployment. Refer to OSHR policy at: [Office of State Human Resources - Reduction in Force Priority Policy](#)

5.2 Severance Salary Continuation

5.2.1 Severance Salary Continuation: Eligible employees affected by RIF shall be paid severance salary continuation as detailed in the Office of State Human Resources Policy regarding Severance Salary Continuation. Refer to OSHR policy at: [Office of State Human Resources - Severance Salary Continuation Policy](#).

5.3 Leave Balances

5.3.1 Vacation Leave: Employees may elect, subject to approval by management, to exhaust vacation leave prior to their separation date and be paid in a lump sum for accumulated vacation leave balance not to exceed 240 hours. If an employee has over 240 hours at the time of a RIF, the excess leave will be reinstated if the individual is reemployed by a state agency within one year.

5.3.2 Sick Leave: Sick leave balances may not be paid out. Instead, employees separated due to RIF shall be informed that their sick leave balance shall be reinstated if employed in any state agency within five years.

5.3.3 Legislative Bonus Leave: Employees shall be paid in a lump sum up to the maximum allowed for accrued legislative bonus leave and/or applicable balances of special leave awards.

5.3.4 Compensatory Time: Compensatory time balances are paid out for non-exempt employees. If an employee is exempt from overtime, compensatory time is forfeited.

5.3.5 Community Service Leave: The balance of community service leave can be transferred to other State agencies.

5.4 Insurances

5.4.1 Health Insurance: The University will continue to pay health insurance premiums for up to twelve months for employees with twelve or more months of service who are separated due to RIF. These employees may continue to pay for spouse and/or dependent children coverage. At the end of the twelve month period, the employees may begin paying for their own coverage as well as the coverage for spouse and/or dependent children indefinitely via direct billing with the NC State Health Plan.

5.4.2 Other Insurances: Employees affected by a RIF may be eligible for continuation of other insurances. University Benefits Specialists can provide specific information regarding continuation options.

5.5 Retirement Options

Employees affected by RIF have the option of: a) leaving contributions in the retirement system and maintaining all of the earned creditable service as of the date of separation, b) receiving a refund of contributions to the retirement system, or c) having their contributions transferred to an IRA or other qualified retirement plan. Please note, early withdrawal and/or rollover may result in tax penalties or loss of future health benefits. Employees affected by RIF may also be eligible for retirement benefits, including Discontinued Service Retirement. University Benefits Specialists can provide retirement information/options specific to the affected employee.

5.6 Unemployment Insurance

Employees affected by the RIF are eligible to apply for Unemployment Insurance through the NC Employment Security Commission. Employees are not eligible to receive unemployment insurance while they are receiving severance.

More information on Unemployment Insurance, including the ability to receive an estimate of eligible benefits, can be found on the NC Employment Security Commission website at:

<http://www.ncesc.com/individual/default.asp>.

5.7 Longevity

Longevity pay is paid to employees with at least 10 years of state service. Payment is made annually based on an employee's salary and total state service. Eligible employees who affected by RIF receive a pro-rated payment in accordance with North Carolina longevity pay policies.

6. Appeal Rights

Appeals of separation due to RIF may be made as defined in, and in accordance with, the East Carolina University Mediation and Grievance Procedure for SPA Employees PRR which can be located on the ECU PRR website at: <http://www.ecu.edu/cs-ecu/PRR/customcf/pdf.cfm?policyNumber-06.35.02> .

7. Policy Access

The RIF Policy can be obtained from the University Department of Human Resources, or PRR website. The RIF Policy will be filed with the Office of State Human Resources as a public record.

Faculty Senate Agenda
April 14, 2015
Attachment 7.

FACULTY GOVERNANCE COMMITTEE REPORT

Formal Faculty Advice on Revised HIPAA Notification in the Event of a Breach of Unsecured Protected Health Information (PHI) Policy

No revisions are being recommended to this revised policy.

History: : September 19, 2013 Revised: February 2, 2010; October 12, 2010; September 18, 2013 Transitioned from Interim to Permanent: July 17, 2014.

Related Policies:

ECU HIPAA Training
Privacy Complaint Process
Sanctions

Additional References:

45 CFR 164 Subpart D: Notification in the Case of Breach of Unsecured Protected Health Information
Department of Health & Human Services: Breach of Unsecured Personal Health Information
ECU Healthcare Components
Guidelines for Media Sanitization

1. Purpose

1.1. East Carolina University's Health Care Components ("ECU's Health Care Components") have a legal duty to provide certain types of notification in the event of a breach of unsecured protected health information ("PHI"). The purpose of this Regulation is to define how ECU's Health Care Components will implement this notification requirement.

2. Definitions

2.1. Breach means the acquisition, access, use or disclosure of PHI in a manner not permitted under the Federal HIPAA privacy rules which compromises the security or privacy of PHI.

2.1.1. A breach does not include:

2.1.1.1. Any unintentional acquisition, access or use of PHI by a workforce member or person acting under the authority of an ECU Health Care Component if such acquisition, access or use was made in good faith and within the scope of authority of any such individual and does not result in any further improper use or disclosure of PHI.

2.1.1.2. Any inadvertent disclosure of PHI by an individual who is authorized to access PHI at any ECU Health Care Component to another individual authorized to access PHI at the same ECU Health Care Component, business associate or Vidant Medical Center (as part of our organized health care arrangement), provided that the PHI received as a result of such disclosure does not result in any further improper use or disclosure of PHI.

2.1.1.3. A disclosure of PHI where an ECU Health Care Component has a good faith belief that an unauthorized individual to whom such disclosure was made would not reasonably have been able to

retain such information.

2.2. Compromises the Security or Privacy of PHI: A breach is presumed unless the ECU Health Care Component can demonstrate that there is a low probability that the PHI has been compromised, based on assessment of a group of risk factors.

2.2.1. Risk factors:

2.2.1.1. The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;

2.2.1.2. Whether the PHI disclosed violates the minimum necessary standard;

2.2.1.3. The unauthorized person who used the PHI or to whom the disclosure was made;

2.2.1.4. Whether the PHI was actually acquired or viewed; and

2.2.1.5. The extent to which the risk to PHI has been mitigated by the ECU Health Care Component.

2.3. Unsecured Protected Health Information means PHI that is not rendered unusable, unreadable or indecipherable to unauthorized persons through one or more of the following:

2.3.1. Electronic PHI has been encrypted as specified in the HIPAA Security Rules (45 C.F.R. Section 164.304); or

2.3.2. The media on which the PHI is stored or recorded has been destroyed in one of the following ways:

2.3.2.1. Paper, film or other hard copy media have been shredded or destroyed such that the PHI cannot be read or otherwise cannot be reconstructed. [Redaction is excluded as a means of data destruction.]

2.3.2.2. Electronic media have been cleared, purged or destroyed consistent with NIST Special Publication 800-00, Guidelines for Media Sanitization, such that PHI cannot be retrieved.

3. Procedure

3.1. Notification to ECU HIPAA Privacy Office

3.1.1. A workforce member or agent of an ECU Health Care Component who suspects that a potential breach has occurred shall immediately notify the ECU HIPAA Privacy Office by calling: 252-744-5200 or 1-866-515-4587; or by email at: healthcareprivacy@ecu.edu.

3.2. Notification to Individuals

3.2.1. Time Period for Notification

The ECU HIPAA Privacy Office shall notify an individual without unreasonable delay and in no case later than sixty (60) calendar days after discovery of a breach of such an individual's unsecured PHI

by the ECU Health Care Component.

3.2.2. Breaches Treated as Discovered

A Breach shall be treated as discovered by an ECU Health Care Component as of the first day on which such breach is known or, by exercising reasonable diligence, should have been known to any person.

3.2.3. Content of Notification

Notification as required under this section shall be written in plain language and include, to the extent possible:

3.2.3.1. A brief description of the event, including the date of the breach and the date of discovery of the breach, if known; provided, however, that such description shall not include any information related to any personnel actions taken as a result of such breach;

3.2.3.2. A description of the types of unsecured PHI that were involved in the breach (e.g., name, social security number, date of birth, home address, account number, diagnosis, etc.);

3.2.3.3. Any steps an affected individual should take to protect themselves from potential harm resulting from the breach;

3.2.3.4. A brief description of actions the relevant Health Care Component is taking or has taken to investigate the breach, mitigate harm to affected individuals and to protect against any potential further breaches of unsecured PHI; and

3.2.3.5. Contact procedures for affected individuals to obtain additional information which shall include a toll-free telephone number, email address, website or postal address.

3.2.4. Methods of Individual Notification

3.2.4.1. Written Notice: Notification as required by this Section shall be in writing and sent via first-class mail to the last known address of the affected individual or, if such individual agrees to electronic notice and such agreement has not been withdrawn, by electronic mail. If the Health Care Component has knowledge that the affected individual is deceased, the Health Care Component may provide such written notification to the next of kin or personal representative of the deceased. Notification required by this section may be provided in one or more mailings as information is available.

3.2.4.2. Substitute Notice: In the event written notification to the affected individual is not possible as a result of insufficient or out-of-date contact information, a substitute form of notice reasonably calculated to reach such individual shall be provided by Health Care Component.

3.2.4.2.1. Substitute notice is not required in the event of insufficient or out-of-date contact information of the next of kin or personal representative of a deceased individual.

3.2.4.2.2. In the event there is insufficient or out-of-date contact information for fewer than ten (10) affected individuals by a breach, substitute notice may be provided by an alternative form of written notice, telephone or other means.

3.2.4.2.3. In the event there is insufficient or out-of-date contract information for ten (10) or more individuals affected by a breach, such substitute notice shall:

3.2.4.2.3.1. Be in the form of either a conspicuous posting for a period of ninety (90) days where an individual can learn whether such individual's unsecured PHI may have been included in the breach.

3.2.4.2.3.2. Include a toll-free phone number that remains active for at least ninety (90) days where an individual can learn whether such individual's unsecured PHI may have been included in the breach.

3.2.4.3. Additional Notice in Urgent Situations: In any case deemed to require urgent notification due to possible imminent misuse of unsecured PHI, such Health Care Component may provide information to affected individuals by telephone or other means, as appropriate, in addition to any written notice as required under this Regulation.

3.3. Notification to the Media

3.3.1. Requirement

In the event of a breach of unsecured PHI involving more than five-hundred (500) residents of a State or jurisdiction, an ECU Health Care Component shall, without unreasonable delay and in no case later than sixty (60) calendar days after discovery of breach, notify prominent media outlets serving such State or jurisdiction.

3.3.2. Content of Notification

Any notification provided to the media pursuant to this Section shall contain all information as required under Article 3.2.3 above.

3.4. Notification to the Secretary of Health and Human Services

3.4.1. Requirement for breaches involving 500 or more individuals

In the event of a breach of unsecured PHI involving five-hundred (500) or more individuals, the University shall, except as provided in 42 C.F.R. Sect. 164.412 (Law Enforcement Delay), provide the notification to the Secretary of Health and Human Services ("HHS") in the manner specified by HHS at the time of such breach.

3.4.2. Requirement for breaches involving less than 500 individuals

In the event of a breach of unsecured PHI involving fewer than five-hundred (500) individuals, the University shall maintain a log or other documentation of such breaches and, not later than sixty (60) days following the end of each calendar year, provide notification to HHS of breaches discovered during the preceding calendar year, in the manner specified by HHS at the time of such required reporting.

3.5. Application of Other ECU HIPAA Privacy Regulations

3.5.1. Training regarding this Regulation shall be provided as set forth in the ECU HIPAA Training, ECU REG 12.60.06.

3.5.2. Complaints regarding failure to comply with this Regulation may be issued pursuant to Privacy Complaint Process, ECU REG 12.60.08.

3.5.3. Sanctions against members of the workforce of any ECU Health Care Component for failure to comply with this Regulation shall be applied as set forth in Sanctions, REG 12.60.07.

3.6. Institutional Determination of Whether Notification is Required under this Regulation

3.6.1. Once it has been determined by the ECU HIPAA Privacy Officer that there has been an impermissible accession, use, or disclosure of PHI by an individual according to the HIPAA Privacy Rules, the ECU HIPAA Privacy Office shall conduct a risk assessment to determine whether any notification or reporting of such use or disclosure of PHI is required pursuant to this Regulation.

3.6.2. In the event the ECU HIPAA Privacy Office determines that notification is required under this Regulation, such notification shall be performed by the ECU HIPAA Privacy Office.

3.6.2.1. In the event the ECU HIPAA Privacy Office determines that notification is not required, the ECU HIPAA Steering Committee shall conduct an additional risk assessment to confirm or reject the determination of the HIPAA Privacy Officer.

3.6.2.2. In the event the ECU HIPAA Privacy Office is unable to definitively whether notification is required under this regulation, the ECU HIPAA Steering Committee shall conduct the risk assessment to **definitively** determine whether any notification or reporting of such use or disclosure of PHI is required.

3.6.3. The ECU HIPAA Privacy Office shall be responsible to provide any notification to HHS that may be required under this Regulation.

3.7 Coordination with the ECU Identify Theft Protection Committee

3.7.1 If the unsecured PHI that was Breached includes Personal Identifying Information, as defined by N.C. Gen. Stat. § 75-61 to -66, the ECU HIPAA Privacy Office will notify the IT Security Officer.

Faculty Senate Agenda April 14, 2015 Attachment 8.

FACULTY GOVERNANCE COMMITTEE REPORT Formal Faculty Advice on Revised Notification in the Event of Breach of Unsecured Protected Health Information Policy

No revisions are being recommended to this revised policy.

Authority: Board of Trustees
History: Effective: September 23, 2009
Revised: February 2, 2010
October 12, 2010
[enter new revision date]

Additional References:
(45 CFR 164 Subpart D – Notification in the Case of Breach of Unsecured Protected Health Information – <http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=34e701754473b94a5b572a6e9438921f&rgn=div6&view=text&node=45:1.0.1.3.78.4&idno=45>)

(Department of Health & Human Services – Breach of Unsecured Personal Health Information – <http://www.hhs.gov/ocr/privacy/hipaa/administrative/breachnotificationrule/>)
(ECU Healthcare Components – <http://www.ecu.edu/cs-dhs/hipaa/privacy/upload/2012-Health-Care-Components.pdf>)
(Guidelines for Media Sanitization – <http://www.csrc.nist.gov/>)

Contact for Info: ECU HIPAA Privacy Office, 252-744-5200

1. Purpose

- 1.1. East Carolina University's Health Care Components ("ECU's Health Care Components") have a legal duty to provide certain types of notification in the event of a breach of unsecured protected health information ("PHI"). The purpose of this policy is to define how ECU's Health Care Components will implement this notification requirement.

2. Definitions

- 2.1. Breach means the acquisition, access, use or disclosure of PHI in a manner not permitted under the Federal HIPAA privacy rules which compromises the security or privacy of PHI.
 - 2.1.1. A breach does *not* include:
 - 2.1.1.1. Any unintentional acquisition, access or use of PHI by a workforce member or person acting under the authority of an ECU Health Care Component if such acquisition, access or use was made in good faith and within the scope of authority of any such individual and does not result in any further improper use or disclosure of PHI.
 - 2.1.1.2. Any inadvertent disclosure of PHI by an individual who is authorized to access PHI at any ECU Health Care Component to another individual authorized to access PHI at the same ECU Health Care Component, business associate or Vidant Medical Center (as part of our organized health care arrangement), provided that the PHI received as a result of such disclosure does not result in any further improper use or disclosure of PHI.
 - 2.1.1.3. A disclosure of PHI where an ECU Health Care Component has a good faith belief that an unauthorized individual to whom such disclosure was made would not reasonably have been able to retain such information.
- 2.2. Compromises the Security or Privacy of PHI: A breach is presumed unless the ECU Health Care Component can demonstrate that there is a low probability that the PHI has been compromised, based on assessment of a group of risk factors.
 - 2.2.1. Risk factors:
 - 2.2.1.1. The nature and extent of the PHI involved, including the types of identifiers and the likelihood of re-identification;
 - 2.2.1.2. Whether the PHI disclosed violates the minimum necessary standard;
 - 2.2.1.3. The unauthorized person who used the PHI or to whom the disclosure was made;
 - 2.2.1.4. Whether the PHI was actually acquired or viewed; and
 - 2.2.1.5. The extent to which the risk to PHI has been mitigated by the ECU Health Care Component.

- 2.3. Unsecured Protected Health Information means PHI that is not rendered unusable, unreadable or indecipherable to unauthorized persons through one or more of the following:
- 2.3.1. Electronic PHI has been encrypted as specified in the HIPAA Security Rules (45 C.F.R. Section 164.304); or
 - 2.3.2. The media on which the PHI is stored or recorded has been destroyed in one of the following ways:
 - 2.3.2.1. Paper, film or other hard copy media have been shredded or destroyed such that the PHI cannot be read or otherwise cannot be reconstructed. [Redaction is excluded as a means of data destruction.]
 - 2.3.2.2. Electronic media have been cleared, purged or destroyed consistent with NIST Special Publication 800-00, Guidelines for Media Sanitization, such that PHI cannot be retrieved.

3. Procedure

3.1. Notification to ECU HIPAA Privacy Office

- 3.1.1. A workforce member or agent of an ECU Health Care Component who suspects that a potential breach has occurred shall immediately notify the ECU HIPAA Privacy Office by calling: 252-744-5200 or 1-866-515-4587; or by email at: healthcareprivacy@ecu.edu.

3.2. Notification to Individuals

3.2.1. Time Period for Notification

The ECU HIPAA Privacy Office shall notify an individual without unreasonable delay and in no case later than sixty (60) calendar days after discovery of a breach of such an individual's unsecured PHI by the ECU Health Care Component.

3.2.2. Breaches Treated as Discovered

A Breach shall be treated as discovered by an ECU Health Care Component as of the first day on which such breach is known or, by exercising reasonable diligence, should have been known to any person.

3.2.3. Content of Notification

Notification as required under this section shall be written in plain language and include, to the extent possible:

- 3.2.3.1. A brief description of the event, including the date of the breach and the date of discovery of the breach, if known; provided, however, that such description shall not include any information related to any personnel actions taken as a result of such breach;
- 3.2.3.2. A description of the types of unsecured PHI that were involved in the breach (e.g., name, social security number, date of birth, home address, account number, diagnosis, etc.);
- 3.2.3.3. Any steps an affected individual should take to protect themselves from potential harm resulting from the breach;
- 3.2.3.4. A brief description of actions the relevant Health Care Component is taking or has taken to investigate the breach, mitigate harm to affected individuals and to protect against any potential further breaches of unsecured PHI; and

3.2.3.5. Contact procedures for affected individuals to obtain additional information which shall include a toll-free telephone number, email address, website or postal address.

3.2.4. Methods of Individual Notification

3.2.4.1. Written Notice: Notification as required by this Section shall be in writing and sent via first-class mail to the last known address of the affected individual or, if such individual agrees to electronic notice and such agreement has not been withdrawn, by electronic mail. If the Health Care Component has knowledge that the affected individual is deceased, the Health Care Component may provide such written notification to the next of kin or personal representative of the deceased. Notification required by this section may be provided in one or more mailings as information is available.

3.2.4.2. Substitute Notice: In the event written notification to the affected individual is not possible as a result of insufficient or out-of-date contact information, a substitute form of notice reasonably calculated to reach such individual shall be provided by Health Care Component.

3.2.4.2.1. Substitute notice is not required in the event of insufficient or out-of-date contact information of the next of kin or personal representative of a deceased individual.

3.2.4.2.2. In the event there is insufficient or out-of-date contact information for fewer than ten (10) affected individuals by a breach, substitute notice may be provided by an alternative form of written notice, telephone or other means.

3.2.4.2.3. In the event there is insufficient or out-of-date contract information for ten (10) or more individuals affected by a breach, such substitute notice shall:

3.2.4.2.3.1. Be in the form of either a conspicuous posting for a period of ninety (90) days where an individual can learn whether such individual's unsecured PHI may have been included in the breach.

3.2.4.2.3.2. Include a toll-free phone number that remains active for at least ninety (90) days where an individual can learn whether such individual's unsecured PHI may have been included in the breach.

3.2.4.3. Additional Notice in Urgent Situations: In any case deemed to require urgent notification due to possible imminent misuse of unsecured PHI, such Health Care Component may provide information to affected individuals by telephone or other means, as appropriate, in addition to any written notice as required under this Policy.

3.3. Notification to the Media

3.3.1. Requirement

In the event of a breach of unsecured PHI involving more than five-hundred (500) residents of a State or jurisdiction, an ECU Health Care Component shall, without unreasonable delay and in no case later than sixty (60) calendar days after discovery of breach, notify prominent media outlets serving such State or jurisdiction.

3.3.2. Content of Notification

Any notification provided to the media pursuant to this Section shall contain all information as required under Article 3.2.3 above.

3.4. Notification to the Secretary of Health and Human Services

3.4.1. Requirement for breaches involving 500 or more individuals

In the event of a breach of unsecured PHI involving five-hundred (500) or more individuals, the University shall, except as provided in 42 C.F.R. Sect. 164.412 (*Law Enforcement Delay*), provide the notification to the Secretary of Health and Human Services (“HHS”) in the manner specified by HHS at the time of such breach.

3.4.2. Requirement for breaches involving less than 500 individuals

In the event of a breach of unsecured PHI involving fewer than five-hundred (500) individuals, the University shall maintain a log or other documentation of such breaches and, not later than sixty (60) days following the end of each calendar year, provide notification to HHS of breaches discovered during the preceding calendar year, in the manner specified by HHS at the time of such required reporting.

3.5. Application of Other ECU HIPAA Privacy Policies

3.5.1. Training regarding this Policy shall be provided as set forth in the HIPAA Privacy Policy #0018.

3.5.2. Complaints regarding failure to comply with this Policy may be issued pursuant to HIPAA Privacy Policy #0003.

3.5.3. Sanctions against members of the workforce of any ECU Health Care Component for failure to comply with this Policy shall be applied as set forth in ECU HIPAA Privacy Policy #0002.

3.6. Institutional Determination of Whether Notification is Required under this Policy

3.6.1. Once it has been determined by the ECU HIPAA Privacy Officer that there has been an impermissible accession, use, or disclosure of PHI by an individual according to the HIPAA Privacy Rules, the ECU HIPAA Steering Committee shall conduct a risk assessment to determine whether any notification or reporting of such use or disclosure of PHI is required pursuant to this Policy.

3.6.2. In the event the HIPAA Steering Committee determines that notification is required under this Policy, such notification shall be performed by the ECU HIPAA Privacy Office.

3.6.3. The ECU HIPAA Privacy Office shall be responsible to provide any notification to HHS that may be required under this Policy.

3.7 Coordination with the ECU Identify Theft Protection Committee

3.7.1 If the unsecured PHI that was Breached includes Personal Identifying Information, as defined by N.C. Gen. Stat. §§ 75-61 to -66, the ECU HIPAA Privacy Office will notify the IT Security Officer.

No revisions are being recommended to this revised policy.

History: September 19, 2013

Revised: January 8, 2004; July 24, 2006; December 6, 2007; October 8, 2010; September 18, 2013
Transitioned from Interim to Permanent: July 17, 2014.

Related Policies:

Additional References:

45 CFR 164 Subpart E: Privacy of Individually Identifiable Health Information

"Modification to the HIPAA Privacy, Security, Enforcement and Breach Notification Rules Under the Health Information Technology for Economic and Clinical Health Act and the Genetic Information Nondiscrimination Act Other Modifications to the HIPAA Rules Final Rule," 78 Federal Register 17 (25 January 2013), pp. 5566-5702.

ECU Healthcare Components

1. Purpose

1.1. East Carolina University's Health Care Components ("ECU's Health Care Components") have a duty to protect the privacy of protected health information ("PHI"). The purpose of this regulation is to define the violation levels and sanctions for noncompliance with ECU's HIPAA privacy and security regulations.

2. Definitions

2.1. Disclosure means the release, transfer, provision of access to, or divulging in any manner of PHI outside of an ECU Health Care Component. This includes PHI from Vidant Medical Center or any other covered entity to which a Workforce member has access by virtue of their Workforce status with ECU.

2.2. Protected Health Information means:

2.2.1. Individually identifiable information, that is a subset of health information, including demographic information collected from an individual, and:

2.2.1.1. (1) is created or received by a health care provider, health plan, employer, or health care clearinghouse; and

2.2.1.2. (2) relates to the past, present, or future physical or mental health or condition of a subject; the provision of health care to a subject; or the past, present, or future payment for the provision of health care to a subject; and

2.2.1.2.1. That identifies the subject; or

2.2.1.2.2. With respect to which there is reasonable basis to believe the information can be used to identify the individual.

2.2.2. PHI can be:

2.2.2.1. Transmitted by electronic media;

2.2.2.2. Maintained in electronic media; or

2.2.2.3. Transmitted or maintained in any other form or medium.

2.2.3. PHI excludes individually identifiable information that is:

2.2.3.1. In education records covered by the Family Educational Rights and Privacy Act, as amended, 20 U.S.C. 1232g;

2.2.3.2. In records described at 20 U.S.C. 1232g(a)(4)(B)(iv);

2.2.3.3. In employment records held by a covered entity in its role as employer; and

2.2.3.4. Regarding a person who has been deceased for more than 50 years.

2.3. Use means the sharing, employment, application, utilization, examination, or analysis of PHI within ECU's Health Care Components.

2.4. Workforce means employees, volunteers, trainees, learners, faculty, students and other persons whose conduct in the performance of work for an ECU Health Care Component, is under the direct control of such ECU Health Care Component, whether or not they are paid by the ECU Health Care Component.

3. Regulation

3.1. It is the policy of ECU to have and apply appropriate sanctions against members of its Workforce who fail to comply with ECU's privacy regulations and procedures to protect the confidentiality and security of PHI.

3.2. Sanctions will be imposed based on the severity of the violation, whether it was intentional or unintentional, and whether the violation indicated a pattern or practice of improper Use or Disclosure. The following violation levels outline some, but not all, types of violations that may occur:

3.2.1. Level 1 : Failure to demonstrate appropriate care and safeguards in handling PHI. These are usually unintentional with no improper exposure of the information. Examples of Level 1 violations may include failing to log-off of a system, leaving PHI unattended in a non-secure area, or other minor first-time violations of regulations.

3.2.2. Level 2 : Intentional or unintentional exposure of PHI or internal inappropriate access, unauthorized access to PHI, or repeated Level 1 violations. These result in no improper further exposure inside an ECU Health Care Component or no Disclosure outside of an ECU Health Care Component or, if applicable, the University setting. Examples of Level 2 violations may include sharing ID/passwords with other staff that result in internal inappropriate access, accessing PHI for which the individual has no responsibility or which is needed as part of assigned duties.

3.2.3. Level 3 : Intentional or unintentional exposure of PHI inside an ECU Health Care Component or Disclosure outside of an ECU Health Care Component or, if applicable the University setting, or repeated Level 2 violations. Examples of Level 3 violations may include providing passwords to unauthorized individuals that result in a Disclosure outside ECU's Health Care Components, sharing of PHI with unauthorized individuals, and failing to perform the necessary responsible actions that would prevent disclosure of PHI.

3.2.4. Level 4 : Intentional Abuse of PHI. Examples of Level 4 violations may include large-scale disclosures of PHI, using PHI for personal gain, or altering, tampering with, or destroying PHI.

3.3. Sanctions for members of the Workforce include documented performance counseling up to dismissal depending on the level of violation and management's consideration of all relevant factors. Violations and recommended sanctions are:

3.3.1. Staff (SPA/CSS Employees):

3.3.1.1. Level 1 Violations : Documented performance counseling and warning by the first line supervisor in accordance with East Carolina University's Disciplinary Policies and Procedures for State Personnel Act (SPA) and Clinical Support Services (CSS) employees.

3.3.1.2. Level 2 Violations : First line supervisor and next immediate manager work with the Department of Human Resources to initiate a Written Warning in accordance with East Carolina University's Disciplinary Policies and Procedures for State Personnel Act (SPA) and Clinical Support Services (CSS) employees.

3.3.1.2.1 If the exposure of PHI is the result of a minor lapse or oversight by the employee (e.g. keyboard error); and does not involve highly sensitive PHI, a large amount of PHI or present a significant level of risk to the patient (If a question arises to the level of risk, the first line supervisor and representative from Human Resources shall consult with the HIPAA Privacy Office.) then the Department of Human Resources and the first line supervisor responsible for operations in the department may together determine that a coaching/education session is a sufficient penalty for the violation. This coaching/education session shall include at minimum: a full review of the incident; the employee's role; discussions regarding potential mitigation; and the identification of appropriate preventative actions. If a formal coaching/education session is selected as the appropriate remedy, the first line supervisor responsible for such session will notify the ECU HIPAA Privacy Office when that session is completed. The option of a formal coaching/education session should not be used when the employee has committed the same offense multiple times.

3.3.1.3. Level 3 Violations : Most senior staff member directly responsible for operations works with the Department of Human Resources to initiate a Written Warning or formal disciplinary action up to and including dismissal in accordance with East Carolina University's Disciplinary Policies and Procedures for State Personnel Act (SPA) and Clinical Support Services (CSS) employees.

3.3.1.3.1 If the exposure of PHI is the result of a minor lapse or oversight by the employee (e.g. keyboard error); and does not involve highly sensitive PHI, a large amount of PHI or present a significant level of risk to the patient (If a question arises to the level of risk, the senior staff member and representative from Human Resources shall consult with the HIPAA Privacy Office.) then the Department of Human Resources and the most senior staff member responsible for operations in the department may together determine that a coaching/education session is a sufficient penalty for the violation. This coaching/education session shall include at minimum: a full review of the incident; the employee's role; discussions regarding potential mitigation; and the identification of appropriate preventative actions. If a formal coaching/education session is selected as the appropriate remedy, the senior staff member responsible for such session will notify the ECU HIPAA Privacy Office when that session is completed. The option of a formal coaching/education session should not be used when the employee has committed the same offense multiple times.

3.3.1.4. Level 4 Violations - Most senior staff member responsible for overall operations works with the Department of Human Resources to initiate dismissal in accordance with East Carolina University's Disciplinary Policies and Procedures for State Personnel Act (SPA) and Clinical Support

Services (CSS) employees. Other departmental resources may be included to assist at his/her discretion.

3.3.2. University Faculty and Exempt from Personnel Act (EPA) Employees:

3.3.2.1. Level 1 Violations : Documented performance counseling and warning by the person with immediate supervisory responsibilities.

3.3.2.2. Level 2 Violations : Documented performance counseling and warning from the appropriate Dean and Vice Chancellor. Further actions may be initiated per University policies and procedures for Teaching and Non-Teaching Exempt from the Personnel Act employees.

3.3.2.3. Level 3 Violations : Referral to the Vice Chancellor with supervisory authority for possible initiation of disciplinary actions per University policies and procedures for Teaching and Non-Teaching Exempt from the Personnel Act employees.

3.3.2.4. Level 4 Violations : Referral to the Vice Chancellor with supervisory authority for discharge or suspension per University policies and procedures for Teaching and Non-Teaching Exempt from the Personnel Act employees.

3.3.3. University Students (Non-Medical):

3.3.3.1. Level 1 Violations : Documented counseling by the appropriate program coordinator or Department Chair.

3.3.3.2. Level 2 Violations : Documented counseling by the appropriate Dean. The Dean may refer violations to the Vice Chancellor, Student Life or Student Attorney General for further actions per the Student Handbook, University Policies and Regulations.

3.3.3.3. Level 3 Violations : Referral to the Vice Chancellor, Student Life or Student Attorney General for penalties per the Student Handbook, University Policies and Regulations to include possible probation or suspension.

3.3.3.4. Level 4 Violations : Referral to the Vice Chancellor, Student Life or Student Attorney General for penalties per the Student Handbook, University Policies and Regulations for suspension or expulsion.

3.3.4. University Medical Students:

3.3.4.1. Level 1 Violations : Documented counseling by the Assistant Dean, Student Affairs.

3.3.4.2. Level 2 Violations : Documented counseling by the Assistant Dean, Student Affairs and Dean, Brody School of Medicine. Further actions per the Medical Student Handbook, Educational Policies of the Brody School of Medicine and Code of Student Conduct may be taken.

3.3.4.3. Level 3 Violations : Referral to the Assistant Dean, Student Affairs and the Dean, Brody School of Medicine for penalties per the Medical Student Handbook, Educational Policies of the Brody School of Medicine and Code of Student Conduct to include probation or suspension.

3.3.4.4. Level 4 Violations : Referral to the Assistant Dean, Student Affairs and the Dean, Brody School of Medicine for penalties per the Medical Student Handbook, Educational Policies of the Brody School of Medicine and Code of Student Conduct for suspension or expulsion.

3.4. Non ECU Employees and Students and ECU Visitors/Volunteers:

3.4.1. ECU will refer violation to the host institution or HIPAA Privacy Officer of the facility in which the infraction occurred.

3.5. Exceptions to Sanctions Requirement

3.5.1. Disclosures by Whistleblowers

3.5.1.1. ECU does not have to apply sanctions against a member of its Workforce who discloses PHI provided that:

3.5.1.1.1. The Workforce member believes in good faith that an ECU Health Care Component has engaged in conduct that is unlawful or otherwise violates professional or clinical standards, or that the care, services, or conditions provided by ECU potentially endangers one or more patients, workers, or the public; and

3.5.1.1.2. The disclosure is to

3.5.1.1.2.1. A health oversight agency or public health authority authorized by law to investigate or otherwise oversee the relevant conduct or conditions of an ECU Health Care Component or to an appropriate health care accreditation organization for the purpose of reporting the allegation of failure to meet professional standards or misconduct by a Component; or

3.5.1.1.2.2. An attorney retained by or on behalf of the Workforce member for the purpose of determining the legal options of the Workforce member with regard to the conduct described in paragraph 3.5.1.1.1.

3.5.2. Disclosures by Workforce Members who are Victims of a Crime

3.5.2.1. ECU does not have to apply sanctions to a member of its Workforce who is the victim of a criminal act and discloses PHI to a law enforcement official, provided that:

3.5.2.1.1. The PHI disclosed is about the suspected perpetrator of the criminal act; and

3.5.2.1.2. The PHI disclosed is limited to the purpose of identifying or locating a suspected perpetrator and can only include:

3.5.2.1.2.1. Name and address;

3.5.2.1.2.2. Date and place of birth;

3.5.2.1.2.3. Social security number;

3.5.2.1.2.4. ABO blood type and rh factor;

3.5.2.1.2.5. Type of injury;

3.5.2.1.2.6. Date and time of treatment;

3.5.2.1.2.7. Date and time of death, if applicable; and

3.5.2.1.2.8. A description of distinguishing physical characteristics, including height, weight, gender, race, hair and eye color, presence or absence of facial hair (beard or moustache), scars, and tattoos.

4. Procedure

4.1. Upon receiving report of a possible HIPAA violation, the ECU HIPAA Privacy Officer will conduct a confidential investigation of the alleged violation.

4.1.1. If appropriate, the ECU HIPAA Privacy Officer will interview any person who may have knowledge of the alleged violation.

4.2. The ECU HIPAA Privacy Officer will determine if a violation has occurred in accordance with the violation levels outlined in paragraph 3.2.

4.2.1. If a violation has occurred, the decision will be documented in writing and sanctions will be applied in accordance with paragraph 3.3.

Faculty Senate Agenda April 14, 2015 Attachment 10.

COMMITTEE ON COMMITTEES REPORT Second Reading of Proposed Addition to the Distance Education and Learning Technology Committee Charge

(Changes are noted in highlighted ~~strike through~~ and **bold** print.)

1. Name: Distance Education and Learning Technology Committee

2. Membership:
8 9 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.
- B. The committee reviews reports from the University Online Quality Council relevant to the effectiveness of the University's distance education policies and procedures.
- 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 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.

Faculty Senate Agenda
April 14, 2015
Attachment 11.

COMMITTEE ON COMMITTEES REPORT
Second Reading of Proposed Addition to the Service Learning Committee Charge

(Changes are noted in highlighted ~~strikethrough~~ and **bold** print.)

- 1. Name: Service Learning Committee
- 2. Membership:
The committee membership, including ex-officio members, should encompass a wide variety of disciplinary expertise.

§ 9 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 & Graduate Studies or an appointed representative, the Chair of the Faculty or an appointed representative, one Faculty Senator selected by the Chair of the Faculty, the one student member from the Student Government Association, and one member from the Graduate and Professional Student Senate.

Ex-officio (without vote): The administrative leader of the Volunteer and Service Learning Center or an appointed representative.

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 makes recommendations to the Faculty Senate regarding proposed changes in the service learning requirements and regarding the service learning designation for individual courses. The committee makes recommendations to the Faculty Senate regarding individual courses carrying service learning designation and reports those recommendations to the University Curriculum Committee and the Graduate Curriculum Committee.
 - B. The committee serves as a liaison between the Volunteer and Service Learning Center and the Faculty Senate, reviews the activities of the Volunteer and Service Learning Center, and advises the administrative leadership of that center about service learning.
 - C. 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.
 - D. The committee sponsors and coordinates the annual ECU Service-Learning Conference and promotes and advocates for service learning across the curriculum, including learning outcomes and development of service learning courses.
5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommendations of policies, procedures, and criteria cited in 4, above. The committee recommends curricular changes to the university's service learning requirement 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 advise the Volunteer and Service Learning Center as described in 4.B. above.

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

Faculty Senate Agenda
April 14, 2015
Attachment 12.

COMMITTEE ON COMMITTEES REPORT

Second Reading of Proposed Addition to the University Environment Committee Charge

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

1. Name: University Environment Committee

2. Membership:

7 elected faculty members **(no more than one of whom may be fixed term)**.

(5 from the Division of Academic Affairs and 2 from the Division of Health Sciences.)

Ex-officio members (with vote): The Chancellor or appointed representative, the Provost or appointed representative, the Vice Chancellor for Health Sciences or appointed representative, the Vice Chancellor for Administration and Finance or appointed representative, the Vice Chancellor for Student Life or 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 deemed necessary by the chair.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee recommends policies to preserve, improve and advance the general physical environment of the University.
- B. The committee provides recommendations to mitigate the loss of habitat that includes repairing or replacing landscaping of the university that have been displaced owing to planned or unplanned actions.
- C. The committee makes recommendations relating to traffic flow patterns, hardened sidewalk designs, speed limits, and parking facilities in and around the University campuses.
- D. The committee indexes and recommends policies for maintenance of those trees of significant size and type, culturally historic landscape features, and ground covers possessing aesthetic, historic, and/or environmental value.
- E. The committee reviews potential and actual effect of university projects upon water quality and quantity, runoff, and other physical impacts upon the community.
- F. The committee shall be familiar with the current East Carolina University master plan and intended placement of buildings and other construction approved by the Board of Trustees. The Committee shall consult with planning officers regarding future land use, changes to the current master plan, and future campus development.
- G. The committee promotes sustainability efforts on campus, which include energy and resource

conservation, recycling, and the reduction of waste.

H. The committee raises awareness of, and promotes, sustainability issues in the curriculum and in faculty research.

5. To Whom The Committee Reports:

The committee reports to the Faculty Senate its recommended policies, procedures, and other procedural criteria.

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 may draft reports, hold hearings, or seek advice as necessary.

8. Standard Meeting Time:

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

Faculty Senate Agenda

April 14, 2015

Attachment 13.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Proposed Revision to the University Undergraduate Catalog, Academic Advisement, Progression and Support Services to Redefine the University Minimum Number of Semester Hours of Credit in an Undergraduate Minor

Revise the University Undergraduate Catalog, Academic Advisement, Progression and Support Services to read as follows: (changes are noted in **highlight**)

“Major, minor, cognate, core curriculum, and/or certification requirements are presented in the department and school listings. If the degree program requires a minor, the minor must be identified at the time the student declares his or her major and must be approved by the major chairperson or dean or his or her designee. A minor shall be **24 18-30** semester hours of credit. All BA degrees require a minor, unless the degree requirements include a concentration and/or specified cognates; however, some BA degrees may require a concentration or cognates in addition to a minor.”

The reasons for lowering the requirement include the following:

* ECU is out of conformity with national norms, including other institutions in the UNC system (17.6 average) and our national peers (18.67 average).

* None of the other schools in the UNC system and only two of our national peers require a minimum of 24 semester hours for a minor.

* ECU’s higher requirement poses an unwelcome and needless obstacle to timely degree completion and may cause some students to become subject to the Tuition Surcharge Policy.

* ECU's current policy minimizes the achievements of our students, thereby disadvantaging them in the workplace and other spheres of life.

Number of semester hours in an undergraduate minor

NC System	Minor Credit hours	Peer Universities	Minor Credit hours
Appalachian State University	18	Central Michigan University	24
Elizabeth City State Univ.	21-24	East Tennessee State University	21
Fayetteville State University	18	Florida International University	15-18
North Carolina A&T Univ.	18	Northern Illinois University	18
North Carolina Central Univ.	21-24	Ohio University- Main Campus	21
North Carolina State Univ.	15-18	Old Dominion University	12
UNC Asheville	18-24	Southern Illinois University Carbondale	15-18
UNC Chapel Hill	12-18	Texas Tech University	18
UNC Charlotte	18	University at Buffalo	21
UNC Greensboro	15-18	University of Louisville	18
UNC Pembroke	18-21	University of Missouri-Kansas City	18
UNC Wilmington	18-24	University of Nevada-Reno	18
Western Carolina University	18	University of North Dakota	21
Winston-Salem University	18	University of South Carolina- Columbia	18
NC School of Science & Math	18-21	University of Southern Mississippi	18
		Virginia Commonwealth University	21
Average minimum	17.6	Western Michigan University	15-18
		Wright State University- Main Campus	24
		Average minimum	18.67

Faculty Senate Agenda
April 14, 2015
Attachment 14.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Reorganization of the College of Health and Human Performance to include the School of Social Work, Department of Interior Design and Merchandising and Department of Child Development and Family Relations from the College of Human Ecology

Proposal: Units presently comprising the College of Health and Human Performance (Department of Health Education and Promotion, Department of Kinesiology, Department of Recreation and Leisure Studies, and Military Programs) and three units presently organized within the College of Human Ecology, including the Department of Child Development and Family Relations, the School of Social Work, and the Department of Interior Design and Merchandising, propose reorganizing as one college. Initially this college will be entitled College of Health and Human Performance, with confirmation of a final college name expected on or before January 1, 2016. The proposed reorganization becomes effective upon approval of this proposal and associated provisional code by

the Educational Policies and Planning Committee, the Faculty Senate, and the Chancellor. The provisional code will remain in effect until superseded by one or more final approved unit codes or three academic semesters, whichever occurs first.

Approved unit codes for each of these organizational units are incorporated in this Provisional Code by reference. While the Provisional Code remains in effect, these units will continue to operate in accordance with their respective approved unit codes and/or approved college, school, and/or department standard operating procedures and guidelines for all matters including, but not limited to, voting faculty eligibility; graduate faculty criteria; all curriculum-related matters; faculty workload assignments; evaluations for appointment, reappointment, promotion and tenure; salary and compensation matters; and performance review of tenured faculty, except where university policies do not permit. In all cases where conflicts arise, established university policies, rules, regulations, and standard operating procedures prevail. Some guidelines under which the respective units operate are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

MEMORANDUM

To: Dr. Edmund Stellwag Chair, EPPC, ECU
From: Dr. Ron Mitchelson Provost and VC, Academic Affairs
Date: March 16, 2015
Re: Movement of Departments of CDFR, IDMR, and SOCW from CHE to CHHP

In recognition of the ECU Faculty Manual (Part IV) statement on changes to code units, I concur with the faculty recommendations to move the Departments of Child Development and Family Relations, Interior Design and Merchandising, and Social Work from the College of Human Ecology in Academic Affairs to the College of Health and Human Performance also in Academic Affairs.

I have participated in a number of faculty discussions concerning these moves and am aware of the positive votes rendered by the tenured faculty and all faculty members. I have met with the UCFS working group (and its chair, Mike McCammon) and the deans of CHE and CHHP to discuss this matter. The process has been inclusive and transparent. While the short-term might provide expected levels of disruption, I believe the longer term potential gains far outweigh these initial costs. Moreover, these movements will contribute to the UCFS goal of reducing the number of colleges by at least one with savings in administrative costs then realized.

I am confident that the unit faculties have analyzed the strengths and weaknesses of the move and their recommendations are both rational and reasonable. Please feel free to contact me with additional questions or concerns (mitchelsonr@ecu.edu or 328-5419). Thank you for your attention to this important matter.

MEMORANDUM

To: Dr. Edmund Stellwag and Members of the EPPC
From: Dr. Judy A. Siguaw, Dean and Professor, College of Human Ecology
Date: March 18, 2015
Subject: Vote on the Proposed Relocation of CDFR, IDMR, and SSW

I have received notice that more than two-thirds of the tenured faculty members of the Department of Child Development and Family Relations (CDFR), Department of Interior Design and Merchandising (IDMR), and the School of Social Work (SSW) have voted to approve the provisional code to merge into a new college with the departments currently housed in the College of Health and Human Performance. In accordance with the Faculty Manual, Part 4, Section 3.4e, I am filing a vote of concurrence with these moves

cc: Dr. Glen Gilbert, Dean and Professor, College of Health and Human Performance
Dr. Ron Mitchelson, Provost and Vice-Chancellor of Academic Affairs

MEMORANDUM

To: Dr. Edmund Stellwag and Members of the EPPC
From: Dr. Glen G. Gilbert, Professor, College of Health & Human Performance
Date: March 19, 2015
Subject: Vote on the proposed relocation of CDFR, IDMR, and SSW and
Provisional Code

On Wednesday March 18, 2015, the tenured faculty members of the College of Health & Human Performance voted (22-2), with a quorum present, to approve the Provisional Code to support the reorganization of the Department of Child Development and Family Relations (CDFR), Department of Interior Design and Merchandising (IDMR), and the School of Social Work (SSW) with the College of Health and Human Performance. All faculty voted at department meetings Monday March 16th to support the reorganization and the move of the units mentioned above. In accordance with the Faculty Manual, Part 4, Section 3.4e, I am filing a vote of concurrence supporting the proposal for reorganization of CDFR, IDMR, and SSW and the Provisional Code.

cc: Dr. Judy Siguwaw, Dean College of Human Ecology
Dr. Ron Mitchelson, Provost and Vice-Chancellor of Academic
Affairs
Mr. Michael McCammon, Chair, Working committee on
reorganization

MEMORANDUM

TO: Dr. Edmund Stellwag, Chair, Educational Policies and Planning Committee
FROM: Mike McCammon, Chair and Linda Ingalls, Committee Member
CHE/CHHP Work Group
DATE: March 19, 2015

The purpose of this memorandum is to formally request the EPPC to consider approval of the Proposal to Reorganize that was developed by our committee and the Provisional Code. A formal vote, following procedures outlined in part IV of the faculty manual, was taken the week of March 16, 2015 and overwhelmingly approved by faculty from the Colleges of Human Ecology and Health and Human Performance. Following is a brief description of our committee's charge and the process by which the Proposal to Reorganize and the Provisional Code were developed.

On January 8, 2015, Dr. Ron Mitchelson appointed a work group (Code Unit Proposal Committee) in accordance with Part IV of the ECU *Faculty Manual*. Members of the group represent faculty and other constituents from the College of Health and Human Performance and the College of Human Ecology. The Committee, known as the “CHE/CHHP Work Group,” was charged to consider proposing a reorganization of existing code units within the two colleges following provisions regarding changes to existing code units in the *Faculty Manual* Part IV.

Initial results of the surveys and discussions resulted in a vote by faculty in three of the code units in the College of Human Ecology to pursue reorganizing with other colleges in the university. Specifically, the Department of Nutrition Science decided to continue pursuing its reorganization with the College of Allied Health Sciences. Members of the Department of Criminal Justice are planning to reorganize with the College of Arts and Sciences, and the School of Hospitality Management is working with the College of Business.

Faculty and constituents of the College of Health and Human Performance, the Department of Child Development and Family Relations, the Department of Interior Design, and the School of Social Work decided to pursue reorganizing into one college. The following steps ensued:

- 1) the Proposal Committee met with faculty and other constituents in each of the potentially affected units;
- 2) conducted surveys using Qualtrics and informally through discussions in faculty meetings, and;
- 3) developed documents, including a Proposal to Reorganize and a Provisional Code, that address input and comments from all affected constituencies.

To provide all faculty members and constituents in units affected by the proposed changes an opportunity to recommend approval or disapproval of the proposed changes, representatives from the CHE/CHHP Work Group conducted a secret ballot vote on the Proposal to Reorganize. The results of that vote are as follows:

- College of Health and Human Performance results:
 - Health Education and Promotion: 20 approve, 6 disapprove
 - Kinesiology: 15 approve, 1 disapprove
 - Recreation and Leisure Studies: 10 approve, 1 disapprove
- College of Human Ecology results:
 - Department of Interior Design and Merchandising: unanimous approve
 - Department of Child Development and Family Relations: 20 approve, no disapprove
 - School of Social Work: 14 approve, no disapprove

Further, following the provisions as outlined in the *Faculty Manual*, a Provisional Code consistent with the Proposal to Reorganize was developed by the Work Group and subsequently voted on by the eligible permanently tenured voting faculty and administrators who meet the voting eligibility requirements in Part IV. The results of the tenured faculty vote is as follows:

- College of Health and Human Performance results: 22 approve, 2 disapprove
- College of Human Ecology results:
 - Department of Interior Design and Merchandising: exact number not known, was unanimous and a quorum was present
 - Department of Child Development and Family Relations: 9 approve, no disapprove
 - School of Social Work: 10 approve, no disapprove

Following the results from the Proposal to Reorganize and the Provisional Code it is apparent that the reorganization is supported by the majority of the faculty.

The CHE/CHHP work group committee has closely followed the steps as outlined in part IV of the Faculty Manual regarding the development of the Proposal to Reorganize and the Provisional Code and are thus requesting that the EPPC evaluate the documents presented to them earlier in the week for approval of our request to reorganize the College of Health and Human Performance with the units of the School of Social Work, the Department of Interior Design and Merchandising and the Department of Child Development and Family Relations.

Thank you for considering our reorganization and provisional code approval request.

Faculty Senate Agenda
April 14, 2015
Attachment 15.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Proposed Provisional Code for the Reorganized College of Health and Human Performance

Preamble: This provisional code allows for faculty participation in and establishes procedures for the College's internal affairs and is consistent with all applicable provisions of the East Carolina University Faculty Manual, East Carolina University Policy Manual, and all policies established by, or under delegated authority of, the University of North Carolina Board of Governors, the East Carolina University Board of Trustees, and/or the Chancellor.

Organization of the College:

The Dean of the College of Health and Human Performance is the chief administrative officer of the reorganized college, which is comprised of the following units:

Department of Child Development and Family Relations

Department of Health Education and Promotion

Department of Interior Design and Merchandising

Department of Kinesiology

Department of Recreation and Leisure Studies

School of Social Work

Military Programs--Aerospace Studies/Air Force ROTC

Military Science/Army ROTC

The Department of Health Education and Promotion, Department of Kinesiology, Department of Recreation and Leisure Studies, and Military Programs will continue to operate under the approved standard operating procedures, guidelines, and unit code of the College of Health and Human Performance, incorporated herein by reference [<http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/healthandhp.pdf>], except where provisions of the unit code are in

conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The Department of Child Development and Family Relations will continue to operate under approved standard operating procedures, guidelines, and the unit code of the Department, incorporated herein by reference [<http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/cdfr.pdf>], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The School of Social Work will continue to operate under approved standard operating procedures, guidelines, and the unit code of the School, incorporated herein by reference [<http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/socialwork.pdf>], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The Department of Interior Design and Merchandising will continue to operate under approved standard operating procedures, guidelines, and the unit code of the Department, incorporated herein by reference [<http://www.ecu.edu/cs-acad/fsonline/customcf/unitcodes/interiordesign.pdf>], except where provisions of the unit code are in conflict with established university policies, rules, regulations, and standard operating procedures or where superseded by this Provisional Code. Some guidelines under which the unit operates are contained in approved documents that are not incorporated in the unit code, the Faculty Manual, or in other university publications. Examples include, but are not limited to, Faculty Workload Regulations, Performance (Post-tenure) Review Standards, unit-approved Student Surveys, and other approved operating guidelines. Except where university policies prevail, these approved unit guidelines will continue to be followed by the unit until such time as a final unit code is approved by the Chancellor.

The Dean of the College of Health and Human Performance (HHP) will appoint additional administrative members to the College Executive Committee representing the Department of Child Development and Family Relations, the Department of Interior Design and Merchandising, and the School of Social Work until one or more approved unit codes are approved to replace the Provisional Code. Representatives from units comprising the reorganized College on university-level committees and boards will serve as representatives of all programs, departments, and schools within the College.

To facilitate greater collaboration among members of the College, the voting faculty and/or the Dean will provide opportunities for representation through new or expanded College-level leadership groups, standing or ad hoc committees, and teams, as appropriate.

Enabling: This Provisional Code becomes effective after review and approval by the Educational Policies and Planning Committee, the Faculty Senate, the Chancellor of East Carolina University, and the University of North Carolina Board of Governors' approval of the Reorganization of the College of Health and Human Performance to include the School of Social Work, Department of Interior Design and Merchandising and Department of Child Development and Family Relations from the College of Human Ecology. It will remain in effect until superseded by one or more approved unit codes.

Faculty Senate Agenda
April 14, 2015
Attachment 16.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Summary of the Major Changes Proposed in the Guidelines for Academic Program Reviews

[2015 Pilot of new Guidelines for Academic Program Review](#)

Review Process:

1. Inclusion of an orientation meeting 1 year prior to APR to prepare units for upcoming reviews
2. Inclusion of an internal review committee (Dean of the Unit, Dean of the Grad School, EPPC representative, Dir of IA, and a possible inclusion of another IPAR representative)
3. Change of the role of EPPC (i.e., involved throughout the process)
4. Selection of external reviewers: more input from the unit and the Internal Review Committee
5. Shortening of the APR process (from submission of Self-Study to Final Action Plan Meeting) from 18 months to 4 months
6. Change Biennial Reports to Progress Reports 1-year and 3-year after the Final Action Plan Meeting

Self-Study:

7. Complete revision of the content of the Self-Study:
 - a. Shortening the self-study template from 9 to 4 pages
 - b. Changing the framework: from a compliance report to an in-depth analysis of program quality
8. Definition of IPAR data package to support APR:
 - a. Clearly defining two levels of data (program level vs. department level);
 - b. Providing data beyond headcount to include completion rate and time-to-degree for graduate programs
 - c. Eventually dynamic data will be available through ECU Analytics Portal
9. Integration of student learning outcomes assessment and academic program reviews
10. IPAR providing more data and assessment support to units under review to improve the quality of the self-study
11. Articulated charge to the External Review Committee

Next Step:

12. IPAR will further develop an APR handbook

Faculty Senate Agenda
April 14, 2015
Attachment 17.

FOUNDATIONS CURRICULUM AND INSTRUCTIONAL EFFECTIVENESS COMMITTEE REPORT
Student Opinion of Instruction Survey Form
For information only

Goals: increase student response rate. Solicit only information considered most useful. Reduce variety of forms used for different sorts of classes (DE vs. face-to-face). Allow for student comments only seen by the instructor.

Options: using a paper form is not an option, due to costs. Going with an external vendor is an option. Using a smart phone app to do the survey is an option and is favored by both the Foundations Committee members and the IPAR work group on determining a delivery method.

Under consideration: have two student comment questions (“what did you like most about the course,” “what did you like least about the course”) where responses are provided to the unit administrator (and to members of the unit evaluation committee, where appropriate).

Foundations Committee Recommendation: Effective spring semester 2016, discontinue the use of SPOTS and implement the use of a Student Opinion of Instruction Survey containing the questions stated below.

- The instructor treated me with respect.
- The instructor provided feedback on my performance.
- The instructor responded to my communications.
- The instructor kept me engaged
- The course assignments helped me learn.
- The course challenged me.
- I would recommend this course to other students.

Use a 5 point response scale, with 5 being strongly agree to 1 strongly disagree.

“strongly agree agree neutral disagree strongly disagree”

Report the number of students responding in the course and the number of students enrolled in the course.

Report the number of responses to each option for each question and the median for the question.

Provide for student comments only to be shared with the instructor.

Use this evaluation for all types of teaching (DE and face-to-face, for example).