



# 2017-2018 FACULTY SENATE

The third regular meeting of the 2017-2018 Faculty Senate will be held on **Tuesday, November 14, 2017**, at 2:10 in the Mendenhall Student Center Great Room.

**\*REVISED**  
**FULL AGENDA**  
[Video live stream link](#)

- I. Call to Order
- II. Approval of Minutes  
  
[October 17, 2017](#)
- III. Special Order of the Day
  - A. Roll Call
  - B. Announcements
  - C. John Fletcher, Associate Provost Enrollment Services and Dave Meredith, Director of Undergraduate Admissions  
Annual report on 2017 Freshman Class
  - D. Kate Scarabelli, Office of Equity and Diversity  
Pregnancy and Lactation Accommodations for Faculty, Staff, and Students
  - E. George Bailey, Faculty Assembly Delegate  
Report on [October 20, 2017](#) UNC Faculty Assembly Meeting including "[Does Disruption Violate Free Speech](#)"
  - F. John Stiller, Chair of the Faculty
  - G. Approval of Fall 2017 Graduation Roster, including honors program graduates
  - H. Question Period
- IV. Unfinished Business
- V. Graduate Council, Ron Preston  
The October 16, 2017 Graduate Council meeting was canceled (no new business). The Graduate Curriculum Committee meeting minutes of [October 4, 2017](#) contained one level 1 curriculum item (new course HUMS 7101) approved by its delegated authority and being reported here for informational purposes.

## VI. Report of Committees

### A. Service Learning Committee, Nancy Winterbauer

Curriculum and academic matters contained in the meeting minutes of [October 3, 2017](#), including service learning (SL) designation for HNRS 2013(section 4): Communication, Conflict, and Community Engagement and removal of SL designation for NURS 3340/3341: Nursing Care of Children.

### B. University Curriculum Committee, Jean-Luc Scemama

Curriculum and academic matters recorded in the minutes of [September 14, 2017](#), [September 28, 2017](#), [October 12, 2017](#) and [October 26, 2017](#) which all contain level 1 curriculum items approved by its delegated authority and being reported here for informational purposes.

### C. University Athletics Committee, Eli Hvastkovs

Report on ECU's association with [The Coalition on Intercollegiate Athletics](#).

### D. General Education and Instructional Effectiveness Committee, George Bailey

Proposed policy on credit hours (attachment 1).

### E. Faculty Governance Committee, Tracy Carpenter-Aeby

Proposed revisions to the *ECU Faculty Manual*, Part II, section III. Vetting of Administrative PRRs in Matters Relating to Faculty (attachment 2).

### F. University Environment Committee, Brian Glover

Resolution supporting Paris Agreement on Global Climate Change (attachment 3).

### G. Educational Policies and Planning Committee, Don Chaney

1. Curriculum and academic program matters contained in the meeting minutes of [October 13, 2017](#) including a proposal to change four concentration names within the Bachelor of Industrial Technology (Mechanical Technology to Mechanical Design Technology, Architectural Technology to Architectural Design Technology, Manufacturing Systems to Industrial Engineering Technology, Industrial Supervision to Industrial Management) and a reduction of the overall credit hours to 120 within the Department of Technology Systems in the College of Engineering and Technology; proposal to reduce the number of credit hours to 120 for the BA in History and a reduction of the overall credit hours to 18 for the minor in Public History within the Department of History in the College of Arts and Sciences; Program Review revision response for the Department of Communication Sciences & Disorders within the College of Allied Health Sciences.
2. \*Curriculum and academic program matters contained in the meeting minutes of [November 10, 2017](#) including a Department of English program review response, updated policies and guidelines for new certificate programs (attachment 4) and approval of process to identify faculty for a possible new Department of Coastal Studies.

### H. Research/Creative Activities Committee, Ken Ferguson

\*Proposed revisions to 2018 Research/Creative Activities Award Guidelines (attachment 5).

### I. Admission and Retention Policies Committee, Guglielmo Fucci

Proposed designation in Banner for courses that have zero textbook costs (attachment 6).

## VII. New Business

**Faculty Senate Agenda  
November 14, 2017  
Attachment 1.**

**GENERAL EDUCATION AND INSTRUCTIONAL EFFECTIVENESS COMMITTEE REPORT**  
Proposed Policy on Credit Hours

The Committee recommends the following policy:

“Unless prohibited by a degree program requirement, credit hours earned in one general education area (humanities, fine arts, social sciences, natural sciences or mathematics) may count towards a major in that area.”

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**Faculty Senate Agenda  
November 14, 2017  
Attachment 2.**

**FACULTY GOVERNANCE COMMITTEE REPORT**  
Proposed Revisions to the ECU Faculty Manual, Part II,  
Section III. Vetting of Administrative PRRs in Matters Relating to Faculty

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

“III. Vetting of Administrative Policies, Rules, and Regulations (PRRs) in matters relating to Faculty

The following outlines the internal Faculty Senate process for obtaining Formal Faculty Advice on Administrative Policies, Rules, and Regulations (PRRs).

Based on the [East Carolina University Policy Manual](#), the official repository of all approved PRRs at East Carolina University, **and the regulation that governs Formatting, Adopting, and Publishing Policies, Regulations, and Rules**, the following process ~~and revised procedures have~~ **has** been established for the solicitation and provision of faculty advice on matters involving faculty in the areas of academic policies, faculty welfare, and university governance (~~ECU Regulation for Policy Development 01.15.01~~).

When the need for an administrative PRR is determined ~~which pertains to faculty, the appropriate authority (Chancellor) or delegated authority (e.g. Provost, Academic Council) will inform the Chair of the Faculty.~~ **the appropriate delegated authority forwards the proposed PRR to the Chair of the Faculty.** ~~The appropriate delegated authority provides the Chair of the Faculty with a draft of the proposed administrative policy.~~ **The Chair of the Faculty reviews and consults with Faculty Officers to determine whether the proposed PRR pertains to faculty and requires faculty review and vetting by Faculty Senate. If it is determined by the Faculty Officers that the proposed PRR does not pertain to faculty, the Chair provides written notification to the University Policy Committee (UPC). If a proposed PRR requires faculty review, the Chair of the Faculty asks the appropriate university academic/appellate committee to review and provide recommendations to the Chair and Faculty Senate as a means of formal faculty advice. During the faculty review, the appropriate Vice Chancellor will determine whether an interim PRR shall be posted [online](#).** ~~The Chair of the Faculty asks the appropriate university academic/appellate committee to review and provide feedback and recommendations to the Faculty Senate within a~~

~~specific time frame, as designated by the Chancellor or issuing authority.~~ **If the committee determines that no formal faculty advice is required, the committee provides written notification to the Chair of the Faculty who reports to the UPC.**

**Those PRRs considered by Faculty Officers not to pertain to faculty, and those for which a Senate committee determines no formal advice is required, will be reported as announcements that provide the full Senate an opportunity to reconsider whether formal advice is needed.**

**When a committee determines that revisions are necessary to a proposed PRR, recommendations are forwarded to the Chair of the Faculty and Faculty Senate as formal faculty advice.** ~~Following committee review and vetting, the committee will submit the recommendation to the Faculty Senate as a means of formal faculty advice on the proposed PRR.~~ **The Chair of the Faculty forwards the committee recommendations to the delegated authority responsible for the proposed PRR to facilitate discussion and agreement.**

**If edits are made to a proposed PRR during faculty review or after Faculty Senate action, a new proposed PRR will be forwarded to the Chair of the Faculty who consults with the Faculty Officers to determine if the edits necessitate further faculty review and Faculty Senate action. If the Officers determine that further review is not necessary, the Chair provides written notification to the UPC. If additional review is necessary, the Chair asks the appropriate committee to review and provide recommendations to the Chair and Faculty Senate as additional formal faculty advice.**

~~The Faculty Senate will vote on the recommendation of the university committee as formal advice for the proposed PRR.~~ **The Faculty Senate votes on university committee recommendations as formal faculty advice.** ~~If the formal advice on the a proposed PRR is approved by the Faculty Senate, it the formal advice will be submitted to the Chancellor following the normal established approval/review process. , in addition to the appropriate delegated authority for the PRR (e.g. Provost, Academic Council).~~ **The Chancellor will act according to the established process and notify the Chair of the Faculty that the faculty's formal advice has been received.** ~~The formal advice will be documented following the same recordkeeping process as all other Faculty Senate actions and resolutions.~~

**Formal faculty advice on PRRs will be documented following the same recordkeeping process as all other Faculty Senate actions and resolutions.** ~~The Chair of the Faculty and the Faculty Senate will receive formal notification from the appropriate authority (Chancellor) or delegated authority (e.g. Provost, Academic Council) following approval of the proposed administrative policy.~~ **A history of the Faculty Senate recommendation/formal advice will be maintained in the Faculty Senate office in the same manner as all other Senate actions and resolutions and maintained as feedback to the PRR policy when published in the University Policy Manual. (FS Resolution #12-66, April 2012)**

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**Faculty Senate Agenda  
November 14, 2017  
Attachment 3.**

**UNIVERSITY ENVIRONMENT COMMITTEE REPORT**

Resolution Supporting the Goals of the Paris Agreement on Global Climate Change

WHEREAS, according to the aspirational terms of East Carolina University's mission statement, our university "Prepares students with the knowledge, skills and values to succeed in a global, multicultural society; develops tomorrow's leaders to serve and inspire positive change; [and] discovers new knowledge and innovations to support a thriving future for eastern North Carolina and beyond"; and

WHEREAS the major challenges of our own generation and the next will certainly include both mitigating the already-unavoidable effects of global climate change and preventing further acceleration of the problem; and

WHEREAS eastern North Carolina, a low-lying coastal region in a major hurricane path, whose economy is heavily concentrated in agriculture, fisheries, tourism, and real estate, depends for its economic well-being on survivable climactic conditions; and

WHEREAS the federal government of the United States had, under the terms of the United Nations Paris Climate Agreement of 2015, pledged to lower its overall carbon emissions, before the current administration revoked that pledge in June of 2017; and

WHEREAS more than 180 universities throughout the United States, as well as hundreds of businesses and cities and nine state governments, including that of North Carolina, have pledged publicly to uphold the goals of the Paris Agreement, regardless of the federal position on the issue.

THEREFORE BE IT RESOLVED, that the Faculty Senate asks the Chancellor to affirm ECU's commitment to the goals of the Paris Agreement by signing the open letter to the international community at: <https://www.wearestillin.com/we-are-still-declaration>.

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**Faculty Senate Agenda  
November 14, 2017  
Attachment 4.**

**EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT**

Updated Policies and Procedures for New Certificate Programs  
(to reflect ECU's new curriculum and program management system, [Curriculog](#))

A. Introduction

Students may be awarded certificates upon completion of a well-defined program of coursework. The certificate program is not defined as a degree, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. However, the certificate is not viewed as a guaranteed means of entry into a degree program. While the courses comprising a certificate may be used as evidence in support of a student's application for admission to a degree program, the certificate itself is not

considered to be a prerequisite. The didactic material encompassed within a certificate program may represent a more practice-oriented subset of an existing discipline. The title of any certificate program may or may not contain the word “certificate,” depending on the tradition in the discipline proposing the program.

#### B. Process of Approval for New Certificate Programs

Proposals for new certificate programs are created and submitted through Curriculog by constituent faculty at the appropriate program level for campus review. Each proposal must include endorsement by all of the department chairperson(s) and dean(s) of the college or professional school(s) contributing to the organization and administration of the certificate. In the case of interdisciplinary certificate programs, the administrator ultimately responsible must be identified. New certificate programs offered in collaboration with other universities must also be endorsed by the collaborating department(s) at the other institutions and must meet the requirements of UNC General Administration (UNC GA).

##### Graduate:

The Graduate Curriculum Committee (GCC) reviews certificate proposals and submits them to the Graduate Council for approval. The Graduate Council considers the merit of all graduate certificate proposals, and makes recommendations for approval/disapproval of graduate action items to the chancellor. Once approved by the Graduate Council, the certificate proposal is reviewed by the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate provides formal faculty advice to the chancellor. The Academic Council reviews Graduate Council actions and Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor. The Office of the Chancellor will authorize notification of approved certificates to UNC-GA and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

##### Undergraduate:

The Undergraduate Curriculum Committee (UCC) reviews certificate proposals and submits them to the Faculty Senate for approval through Curriculog. The certificate proposal will be reviewed by the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate considers the merit of all undergraduate certificate proposals, and makes recommendations for approval/disapproval through resolutions to the chancellor. The Academic Council reviews the Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor. The Office of the Chancellor will authorize notification of approved certificates to UNC-GA and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

#### C. Criteria for Approval of Certificate Programs

Criteria for approval of new certificate programs include the following:

1. A demonstrated need for the certificate must exist.
2. The proposed coursework must meet a clear and appropriate educational objective at the program's level.
3. The proposed program must achieve its educational objective(s) [learning outcome(s)] in a well-designed, cohesive, and timely manner.
4. The certificate program must comprise an appropriate number of credit hours.

##### Graduate:

The number of graduate credits may not be less than nine semester hours, or more than one-half of the semester hours necessary for a related graduate degree.

### Undergraduate:

The number of undergraduate credits may not be less than twelve semester hours or more than one-half of the semester hours necessary for a related undergraduate degree.

## D. Policies Governing Certificate Admission Criteria and Subsequent Admission to Graduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to graduate degree programs include the following:

1. An earned baccalaureate degree, or its equivalent from a regionally accredited college or university, is required.
2. Each certificate program sets the minimum admissions requirements for the certificate (e.g. grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to, and completion of, a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to a graduate degree program.
3. Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the department offering the degree program.
4. Graduate students currently enrolled in a graduate degree program may simultaneously pursue a graduate certificate if approved by their graduate program director and the certificate program director. The electronic *Request to Add a Certificate* form must be submitted by the student to obtain proper permissions for pursuit of the certificate. This form is electronically routed to the graduate program director, the certificate program director, and the Graduate School for permissions before being sent to the Office of the Registrar to become part of the student's academic record.
5. Certificate-seeking graduate students who are not currently enrolled in a master's program must apply and be admitted as certificate seeking students into a separate classification within the Graduate School, as "Certificate Graduate" students. This separate classification will permit keeping of university-wide statistical and enrollment data for certificate programs, and will allow inclusion of such efforts in the annual reports and academic planning. Successful completion of a certificate program will be noted on the student's transcript and a certificate will be issued by the Office of the Registrar.
6. With the support of the graduate program director, up to one-third of the credit hours in a graduate certificate may be transferred from a regionally accredited college or university, but in all cases, students must earn at least one-half of the credit hours in a graduate certificate at East Carolina University. Programs may set lower transfer hour limits. (*Graduate Council, December 8, 2014*)
7. Students pursuing a graduate certificate will be required to meet the academic retention requirements approved by the Graduate Council for the certificate program.

A certificate graduate student may enroll on either a part-time or a full-time basis, as determined by the certificate program coordinator. Certificate graduate students enrolled as non-degree students will not be eligible for graduate assistantships. Not all certificate programs are approved for financial aid; the list of approved certificates is maintained by the Office of Student Financial Aid.

The rationale for requiring formal enrollment in graduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students equal access to the desired graduate courses. Departments and programs are better able to plan offerings

of the appropriate graduate courses if they are aware of the upcoming demand for such courses. This demand can best be gauged by knowledge of the number of students in the program. By registering as graduate students, the certificate-seeking students will have timely access to graduate courses offered by departments and schools.

**E. Certificate Program Review**

All graduate certificate programs will be reviewed within the course of regular graduate program assessment and review, as defined by the Graduate Council.

**F. Completion of the New Certificate Program Application Form**

All new certificate program proposal packages must be completed in Curriculog on the New Certificate Form, including documents required by the unit, college/school curriculum committee, GCC, Graduate Council, EPPC, or other approving bodies.

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**Faculty Senate Agenda**

**November 14, 2017**

**Attachment 5.**

**RESEARCH/CREATIVE ACTIVITIES COMMITTEE REPORT**

Proposed revisions to 2018 Research/Creative Activities Award Guidelines

All dispensed funds will need to be spent by June 30, 2019.

**The Research/Creative Activities Committee funds the following expenses:**

*Stipends for Research/Creative Activity*

Faculty stipends will only be available for 9-month faculty, and only for either the first summer session. Keep in mind that the stipend amounts must be in line with the aforementioned budget guidelines and that the committee strongly urges faculty to cap proposal requests at \$6,250. Applicants cannot teach during the Summer Session in which he/she receives a stipend.

*Project Expenses*

These funds are for expenses related to the proposed project. Project expense funds should be expended or encumbered by June 30, 2019, the end of the funding fiscal year. Funds do not carry over to the following fiscal year. Guidelines for budget preparation and the justification for requested funds are included in the application packet.

*Stipend for Research/Creative Activity and Project Expenses (dual)*

Applicants who are eligible may apply with proposals that will award money for a stipend plus project expenses. Project expense funds should be expended or encumbered by June 30, 2019, the end of the funding fiscal year. Funds are not available in the following fiscal year. Guidelines for budget preparation are included in the application packet.

Final reports are due no later than September 15, 2019 of the fiscal year following that of the award.

**Budget and Budget Justification:**

Faculty must attach a complete budget justification and are strongly encouraged to limit requested funds to no more than \$6,250. Stipends are available at the rate of 16.67% of the applicant's salary, up to a cap equal to the prevailing cap on full-time teaching in one summer session. We anticipate that the proposed cap falls below some faculty members' compensation for other first summer session activities and suggest that those faculty members ask only for a portion of their first summer session to be covered. The committee also recognizes that some faculty will be forced to choose



between using the funds for salary buyout and purchasing materials for the project. We ask that applicants consider all aspects of the proposal carefully and only apply for an award if the research or creative activity can be completed within the budget constraints. Applicants must use the *ECU Business Manual* (copies are available in all departments) in preparing the budget to determine which budget line is appropriate for requested funds and what current rates are allowable.

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**Faculty Senate Agenda**  
**November 14, 2017**  
**Attachment 6.**

**ADMISSION AND RETENTION POLICIES COMMITTEE REPORT**  
Proposed Designation in Banner for Courses that have Zero Textbook Costs

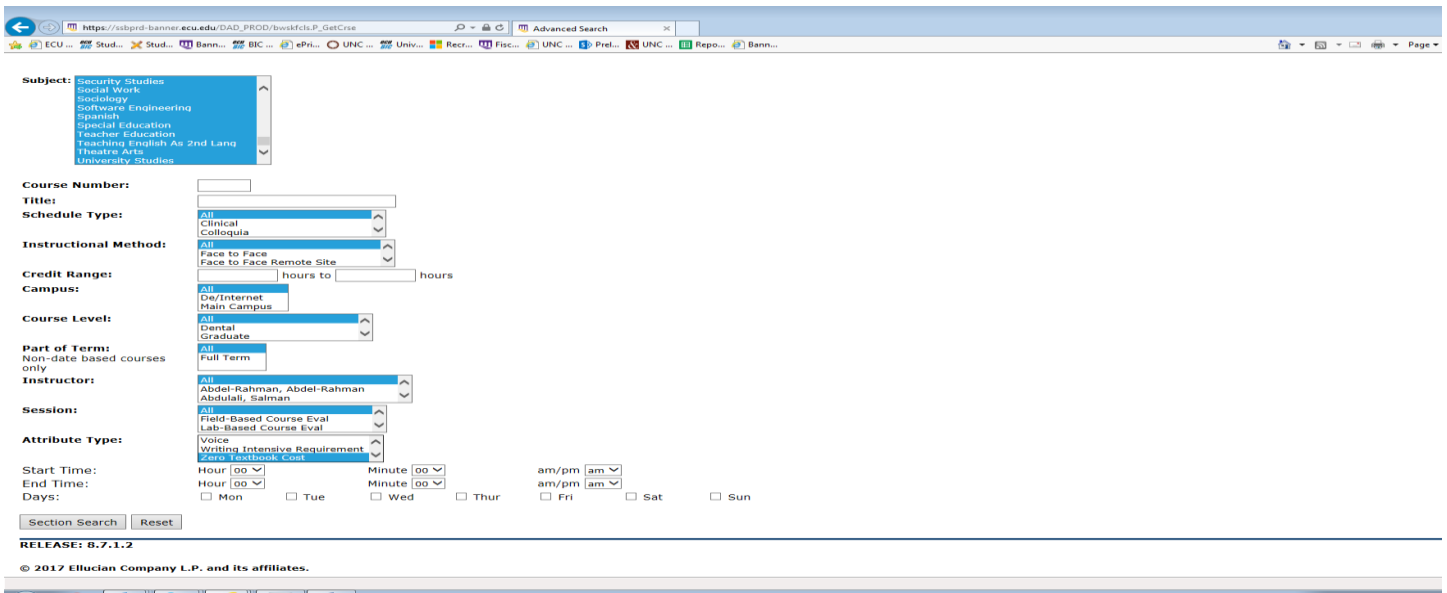
The Committee heard a presentation from Professor Joseph Thomas (Academic Library Services) regarding placing a designation in the catalog for courses that have zero textbook costs. The designation would be placed by section.

INB form SSADETL – department would add the attribute ZTC to the course section detailed information (same location as other attributes).

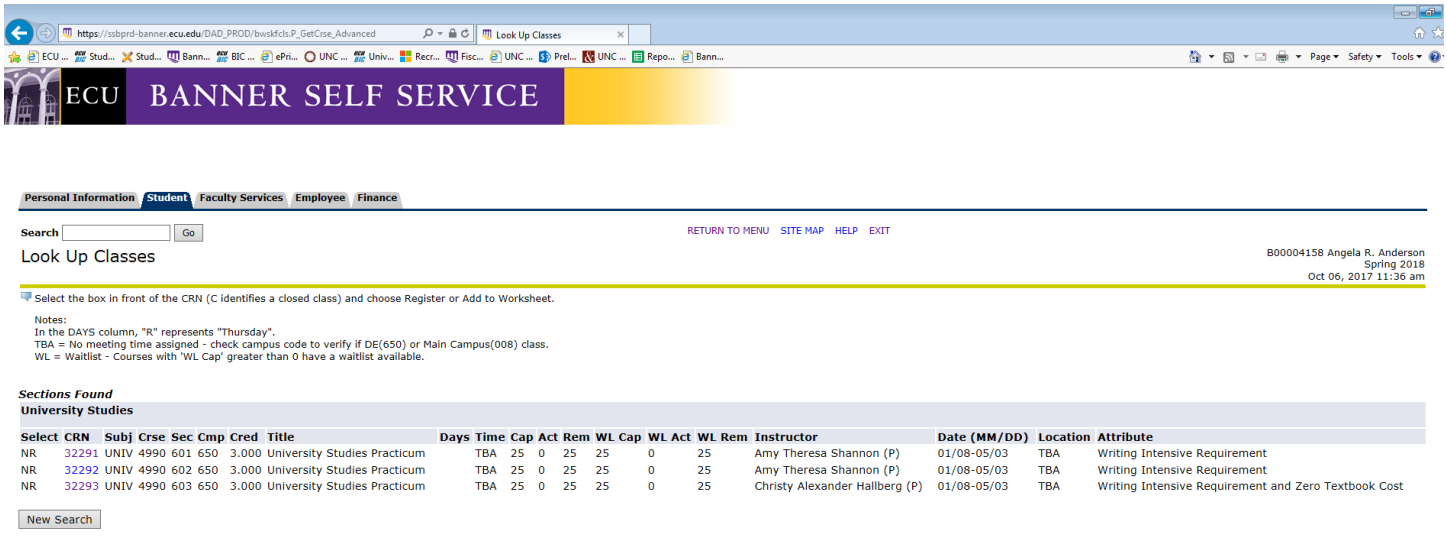
The screenshot shows the Oracle Fusion Middleware Forms Services interface for the SSADETL form. The browser window title is 'Oracle Fusion Middleware Forms Services: Open > SSADETL'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various navigation and editing icons. The form header displays the following information: Term: 201830, CRN: 32293, Subject: UNIV, Course: 4990, Title: University Studies Practicum. Below the header are four tabs: Section Links and Corequisites, Section Fees, Degree Program Attributes (which is selected), and Contract and Block Schedule Information. The main content area is titled 'Degree Program Attributes' and contains a table with two columns: Attribute and Description. The table has a dropdown arrow next to the Attribute column header. The data rows are as follows:

Attribute	Description
WRIT	Writing Intensive Requirement
ZTC	Zero Textbook Cost

This is how a student can search for all sections of ZTC courses in Banner Self Service.



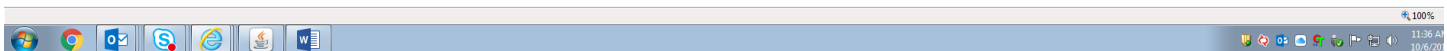
This is where you can see the section with the attribute in Banner Self Service when looking at multiple sections of a course.



[ [Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#) ]

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This is how it appears in SSB (looking under the detailed course information for a specific section).

The screenshot shows a web browser window with the URL [https://ssbprd-banner.ecu.edu/DAD\\_PROD/bwvckschd.p\\_disp\\_listcrse?term\\_in=20183](https://ssbprd-banner.ecu.edu/DAD_PROD/bwvckschd.p_disp_listcrse?term_in=20183). The page header features the ECU logo and the text "BANNER SELF SERVICE". Below the header is a search bar with a "Go" button and links for "SITE MAP", "HELP", and "EXIT". The main content area is titled "Class Schedule Listing" and includes a section for "Sections Found" with the course "University Studies Practicum - 32293 - UNIV 4990 - 603".

**Sections Found**  
**University Studies Practicum - 32293 - UNIV 4990 - 603**

Associated Term: Spring 2018  
Registration Dates: Nov 03, 2017 to Jan 12, 2018  
Levels: Undergraduate  
Attributes: Writing Intensive Requirement, Zero Textbook Cost

De/Internet Campus  
Practicum Schedule Type  
Internet or World Wide Web Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Regular Instruction	TBA	TBA	TBA	Jan 08, 2018 - May 03, 2018	Practicum	Christy Alexander Hallberg (P)

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