



2016-2017 FACULTY SENATE

The seventh regular meeting of the 2016/2017 Faculty Senate will be held on **Tuesday, March 28, 2017** at 2:10 p.m. in the Mendenhall Student Center **Room 244**.

Please note change in meeting location.

[Link to Mediasite](#)

AGENDA *(revised)*

I. Call to Order

II. Approval of Minutes

[December 6, 2016](#) and [January 24, 2017](#)

III. Special Order of the Day

A. Roll Call

B. [Announcements](#)

C. Cecil Staton, Chancellor

D. Mike Van Scott, Interim Vice Chancellor for Research, Economic Development and Engagement

E. Phyllis Horns, Vice Chancellor for Health Sciences
[Match Day](#) at the Brody School of Medicine and Update on [Project Unify](#)

F. Rick Niswander, Vice Chancellor for Administration and Finance

G. John Stiller, Chair of the Faculty

H. Approval of Spring 2017 Graduation List, including Honors Program graduates.

I. Question Period

IV. Unfinished Business

V. Report of Graduate Council

Graduate Council, Denise Donica

1. Formal faculty advice on curriculum and academic matters acted on and recorded in the [February 13, 2017](#) Graduate Council meeting minutes, including curriculum action items (GC 15-36) within the Graduate Curriculum Committee meeting minutes from [January 18, 2017](#), which included packages submitted by the Department of Human Development and Family

Science. Programmatic actions within the Graduate Curriculum Committee meeting minutes of [January 18, 2017](#) were forwarded to the Educational Policies and Planning Committee (EPPC), and included Discontinuation of a Degree: Career and Technical Education, MAED in the Department of Human Development and Family Science within the College of Health and Human Performance. Policy action items (GC 15-37) within the [February 13, 2017](#), Graduate Council meeting minutes, included an editorial revision to the Graduate Student Appeal policy (Notice of readmission procedure); and a catalog change to the Integrated Bachelor's to Master's degree – minimum overall 3.0 GPA required for admission instead of 3.5 GPA.

2. Formal faculty advice on curriculum and academic matters acted on and recorded in the [March 13, 2017](#) Graduate Council meeting minutes, including curriculum action items (GC 15-38) within the Graduate Curriculum Committee meeting minutes from [February 1, 2017](#), [February 15, 2017](#), and [March 1, 2017](#), which included packages submitted by the Department of Bioethics and Interdisciplinary Studies, Department of Communication Sciences and Disorders, Department of Anthropology, Department of Foreign Languages and Literatures, Department of Mathematics, Department of Interdisciplinary Professions, Department of Mathematics, Science, and Instructional Technology Education, and the Department of Marketing and Supply Chain Management. Programmatic actions within the Graduate Curriculum Committee meeting minutes of [February 15, 2017](#), and [March 1, 2017](#) were forwarded to the Educational Policies and Planning Committee (EPPC), and included two proposals within the Thomas Harriot College of Arts and Sciences - New Degree: MA in Hispanic Studies in the Department of Foreign Languages and Literatures, and Integrated Degree Pathway: Bachelor/Master of Arts in Mathematics in the Department of Mathematics; two proposals within the College of Education – (a) Discontinuation of Existing Concentration: Business and Marketing Education in the MAT, (b) Business Education MAEd, (c) Business and Marketing Education MAEd in the Department of Interdisciplinary Professions, and revision of an Existing Degree Title: Instructional Technology Education MAEd to Instructional Technology MAEd in the Department of Mathematics, Science, and Instructional Technology Education.

VI. Report of Committees *(Copies of items referenced are available in the Faculty Senate office.)*

A. Undergraduate Curriculum Committee, Jean Luc Scemama

Curriculum and academic matters acted on and recorded in the [February 9, 2017](#) and [February 23, 2017](#) meeting minutes including curricular actions within the Colleges of Allied Health Sciences, Education, Health and Human Performance, Departments of Philosophy and Religious Studies, Geography, Planning and Environment and Biology and the School of Music.

B. Educational Policies and Planning Committee, Don Chaney

Curriculum and academic matters acted on and recorded in the meeting minutes of [March 17, 2017](#) including request for discontinue degrees: BSBE Business Education, BSBE Business and Marketing Education, and BSBE Information Technologies; discontinue concentrations: MAT: Business and Marketing Education, MAED Career and Technical Education: Business Education, and MAED Career and Technical Education: Business and Marketing Education all in the Department of Interdisciplinary Professions within the College of Education; discontinue MAEd Career and Technical Education degree and BS in Child Life degree in the Department of Human Development and Family Science within the College of Health and Human Performance; rename degree title: MAEd Instructional Technology Education to MAEd Instructional Technology in the Department of Mathematics, Science and Instructional Technology Education within the College of Education; propose new minor: Disability Studies in the Department of Special Education, Foundations and Research within the College of Education; revise BS Elementary Education degree in the Department of Elementary Education and Middle Grades Education within the College of Education; propose new concentration: Pre-Law in the BA in Philosophy in the

Department of Philosophy and Religions Studies within the College of Arts and Sciences; discontinue concentrations: Organ Performance and Piano Pedagogy in the BM in Music in the School of Music within the College of Fine Arts and Communication.

C. Service Learning Committee, Marissa Nesbit

Curriculum matters acted on and recorded in the meeting minutes of [February 14, 2017](#) including service learning (SL) designation for KINE 3906: Physical Education for Special Populations (all sections).

D. General Education and Instructional Effectiveness Committee, George Bailey

1. Curriculum and academic matters acted on and recorded in the meeting minutes of [February 20, 2017](#) including approval of Global Diversity credit for GLST1000: Introduction to Global Studies and Humanities credit (3 hours) for GLST1000: Introduction to Global Studies.
2. Curriculum and academic matters acted on and recorded in the meeting minutes of [March 20, 2017](#) including credit earned by ATMO 1300/GEOG 1300 be reduced from four credit hours to three credit hours and ATMO 1300/GEOG 1300 be approved for Foundations Science credit, credit earned by PHYS 1050 be reduced from four credit hours to three credit hours and the course approved for Foundations Science credit, approval of Domestic Diversity credit for NURS 4941 and PSYC 3221 and Global Diversity credit for NURS 4614.
3. Discussion on results of Survey of Student Opinion of Instruction (SSOI) used in pilot study during 2016/2017 academic year.
4. Formal motions pertaining to the Survey of Student Opinion of Instruction (SSOI) (attachment 1). *revised*
5. Revised Procedures for Peer Review of Teaching Effectiveness (attachment 2). *revised*

E. Calendar Committee, Mark McCarthy

1. Proposed revisions to 2017/2018 University Calendars, relating to Final Exam Schedule and Reading Day (attachment 3).
2. Summer 2017 – Spring 2018 Student Application/Processing Dates (For Information Only) (attachment 4).
3. Proposed Summer 2018, Fall 2018 and Spring 2019 University Academic Calendars (attachment 5).
4. [Results of faculty survey](#) on MWF class time.

F. Committee on Committees, Crystal Chambers

First reading of proposed revisions to the Distance Education and Learning Technology Committee Charge (attachment 6).

VII. New Business

Faculty Senate Agenda

March 28, 2017

Attachment 1.

Revised

GENERAL EDUCATION AND INSTRUCTIONAL EFFECTIVENESS COMMITTEE REPORT

Formal motions pertaining to the Survey of Student Opinion of Instruction (SSOI)

Motion to recommend to the Faculty Senate the adoption of the new Survey of Students Opinion of Instruction (SSOI form) for use each fall, spring and summer session terms, beginning first summer session 2017 (form provided below).

Survey Form One: Standard Course Evaluation

Section I. University Core Questions

To what extent do you agree with the following statements?

Response Options: Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree – N/A

Relevance of Content

1. My instructor has an extensive knowledge of the subject matter.
2. My instructor demonstrates the importance and significance of the subject matter.

Teaching/Learning of Relationships and Concepts

3. My instructor explains new ideas by relating them to familiar concepts.
4. My instructor presents sufficient and relevant examples.

Discussion

5. My instructor provides opportunity for questions during class or in online course modules.
6. My instructor asks questions which challenge me to think.

Exams/Grades/Evaluation

7. My work is evaluated in ways that are helpful to my learning.

Providing Feedback to Students

8. My instructor provides useful feedback throughout the semester.

Providing Help as Needed

9. My instructor provides individual assistance when asked.

Readings and Assignments

10. Course activities/assignments help me learn the subject matter.

Overall Rating

11. Overall, I would rate the quality of instruction in this course as:
Excellent - Good - Fair - Poor - Very Poor

Section II. Student Participation and Effort

To what extent do you agree with the following statements?

Response Options: Strongly Agree – Agree – Neutral – Disagree – Strongly Disagree – N/A

12. This course has been challenging.

13. I always prepare before class.

Section III. Student Comments

14. What do you feel are the strengths of this course?

15. What would you change to improve this course?

Additional Questions for Distance Education, Lab, and Field-Based Courses

DE Specific Questions

- My instructor encourages interaction among students.
- The course is organized to encourage interaction with the instructor.
- When I contact the instructor Monday to Friday, I receive a response within 24 hours.
- The instructional materials are accessible and easy to use.
- The design of this course is effective for online delivery.

Lab Course Specific Questions

- My instructor demonstrates how to apply concepts and methodologies in the lab.
- Lab procedures are clearly presented to me.
- Assistance is always available throughout lab sessions.
- Lab safety regulations are strictly enforced.

Field-Based Course Specific Question

- This course has challenged me to acquire skills related to my professional and academic ambitions.

Motion to recommend to the Faculty Senate that the individual faculty SSOI report will contain quantitative results (a listing of individual student responses, frequencies and means) and qualitative results (student comments) and that the summary SSOI report will contain the frequencies and means for all questions for all sections of each course.

Motion to recommend to the Faculty Senate the use of the linked instructor report form.

The [Instructor Report Form](#) for the Student Survey of Instruction is an example of what instructors and unit administrators received after the fall 2016 SSOI. The report begins with a cover page showing the name of the course section, the semester, and the response rate. On a real report the instructor's name would also appear, but this report was generated using fictional data. Section one contains frequencies for each question. For illustration purposes, this draft report includes all of the standard, DE, lab, and field-based questions. Section 2 contains comparative scores, were the course section is compared to all other course sections at the same level within the department. For example, ABCD 2401-001 is compared to all 2000-level ABCD courses. Currently the comparative score tables include response count, mean, and standard deviation. Section 3 contains verbatim student comments, again using fictional data for this example. In fall 2016 the comments were only

available to the instructor, and were excluded in the version of the reports provided to chairs and deans. This form will be sent to the course instructor and the unit administrator.

Motion to recommend to the Faculty Senate the use of one or the other or both of the linked summary report forms (Version 1 and Version 2).

The [Summary Report Form Version 1](#) and the [Summary Report Form Version 2](#) of the Student Survey of Instruction are new report forms that have not yet been distributed and are designed for department chairs, deans and the provost at his or her request. One or the other or both of these forms will be sent to the faculty member, the unit administrator and the next higher administrator, unless that administrator is the provost. The provost may see this form upon request.

Summary report from Version 1 allows department chairs to quickly compare course ratings across all sections and all instructors. Because it is created in Excel, it allows the chairs to conduct further analyses, e.g., examination of course ratings by delivery mode, course level and course prefixes. This provides a starting point for the chairs to discover general patterns and issues by using the survey results. Version 1 includes total respondents and survey item means, while leaving out other important information, such as response distribution, median, and standard deviation.

Summary report form Version 2 provides a quick summary of SSOI results by survey item and course level. Department chairs will receive four reports, organized by class level (i.e., 1000-, 2000-, 3-4000- and graduate levels). A report includes total respondents and frequency distribution, mean, median and standard deviation of each survey item, while leaving out faculty names. Because Version 2 is created in PDF, chairs can't alter the report or conduct further analyses.

Further alteration to Versions 1 and 2 are possible. Neither summary report will include student comments. Overall, both summary reports require the unit administrator to use the results appropriately and comply with the teaching evaluation policy stated in the Faculty Manual.

Motion to recommend to the Faculty Senate the adoption of the following “best practices” for administering the SSOI:

- (a) Faculty members who have students in face-to-face classes will set aside time in class for students to complete the SSOI on their digital devices.
- (b) Faculty members will leave their class during the times students are completing the SSOI.
- (c) Faculty members teaching online courses are encouraged to remind online students to complete their surveys when they log into Blackboard.
- (d) Faculty members are encouraged to remind their students of the value and importance of completing the SSOI, stressing the anonymity of student responses, the importance of the survey, how the university uses the results, and how the faculty member utilizes the results for improvement.
- (e) Faculty members are encouraged to include information on their course syllabus on when the SSOI will be administered and to provide students with instructions on how to complete the SSOI.
- (f) Faculty members are encouraged to use the “Announcements” page in Blackboard to remind students of when and how to complete the surveys.
- (g) ECU will indicate in the University Academic Calendar the dates each semester that the SOIS surveys are available.
- (h) During the times that the SSOI is available to students, ECU will advertise the SSOI via multiple media including social media and LED screens on campus.

- (i) Faculty members are encouraged to promote the informal use of the survey question at mid-term to provide the mid-term feedback and to show students that their feedback is being utilized.
 - (j) ECU is encouraged to increase administrative commitment to appropriate use of SOIS information.
 - (k) ECU is encouraged to provide workshops for unit administrators on how to evaluate teaching and the proper use of the SSOI.
-

Motion to recommend to the Faculty Senate that at end of each fall and spring semester and each summer session, the individual faculty report and the summary course sections report of the results of the SSOI be reported to the faculty member's course coordinator (when appropriate), department chair or school director, and college dean. The provost may access reports.

**Faculty Senate Agenda
March 28, 2017
Attachment 2.**

Revised

GENERAL EDUCATION AND INSTRUCTIONAL EFFECTIVENESS COMMITTEE REPORT

Revised Procedures for Peer Review of Teaching Effectiveness

[Current procedures](#), Faculty Senate Resolution #93-44, February 1994

[Current Peer Review Instrument](#), Faculty Senate Resolution #16-60, November 2016

Conditions Governing Peer Review

1. Unit codes can require peer review for any personnel action that involves an evaluation of a faculty member's teaching effectiveness.
2. A code unit that requires peer review for any personnel actions for which the Faculty Manual does not require peer review shall state this in their unit code and shall provide in their code criteria for reviews and their use.
3. Any full-time faculty member, whether fixed-term, tenure-track or tenured who has undergone peer review training is eligible to serve as a peer reviewer.
4. Any full-time faculty member, whether fixed-term, tenure-track or tenured is eligible to undergo peer review training.
5. Peer review instrument and procedures are to be used to assess and improve teaching;
6. Departments may use other instruments and procedures providing that they are approved by the appropriate vice chancellor.

Further, in accordance with the spirit of multiple evaluation procedures, the professor is recommended to supplement the results of the observations with any additional appropriate evidence of effective teaching such as portfolios, student evaluations, etc.

Training Outline

- I. Observation/Documentation
 - A. Clarification of categories and items.
 - B. Methods of documenting what is observed.
 - C. Practice documentation.
 - D. Analysis of observed/documented behaviors.

II. Conferences

A. Pre-conference.

1. Interview guide
2. Scheduling

B. Post-conference.

1. Interview guide
2. Giving and receiving feedback

C. Faculty Development Plan.

III. Procedures for Observation

A. Two observers per observation.

1. One trained observer to be selected by the professor's department chair and/or personnel committee.
2. One trained observer selected by the professor.

B. Selection of trained observers

Unit Codes may contain guidelines regarding which faculty members can serve as a peer evaluator, based on the rank or title of the instructor evaluated and the purpose of the evaluation; however, all tenured faculty in a department shall have the opportunity to be trained and to be included in the pool of those available for peer evaluations.

1. All observers must complete training.
2. The most suitable observers are faculty who are attentive to details, highly organized, and active listeners.
3. Where possible the observers shall come from the department/discipline of the faculty member being observed.

C. Reviews that are required for Tenure-track faculty members

Observation cycle (minimum).

1. During the professor's first year -- two observations with feedback.
2. During the professor's fourth year -- two observations with feedback.

D. Reviews that are required for Fixed-term faculty members

Each fixed-term faculty member shall have at least one peer review during the first semester of employment and every fourth semester from the semester of initial employment.

E. Other Reviews

Peer reviews can be conducted and used for any personnel action that involves an evaluation of a faculty member's teaching effectiveness, provided this is addressed in the unit code. This includes the annual evaluation, promotion to professor and post-tenure review.

F. Additional Observation Procedures

1. Pre-observation conference (observers and professor).
 - a. Professor provides observers with copies of handouts and a list of materials to be used during class plus a current syllabus and any other pertinent information.
 - b. Observer selected by professor provides a self-evaluation form to professor.
2. Schedule and course selection.
 - a. Professor chooses the classes to be observed.
 - b. Observers coordinate a date/time for the observation.

3. Post-observation conference (within 5 working days of observation with both observers).
 - a. Go over observation and self-evaluation.
 - b. Discuss strengths, any needs for improvements, and search for strategies to improve.
 - c. Write a Faculty Development Plan.

Faculty Senate Agenda
March 28, 2017
Attachment 3.

CALENDAR COMMITTEE REPORT

Proposed revisions to 2017/2018 University Calendars

Changes include removing Chemistry from common exam times, changing back to a full Reading Day and moving 5 pm MW and TTh exams into common exam time slots

Fall Semester 2017

December 4, Monday	Classes end. Last day for submission of grade replacement requests.
December 5, Tuesday	Reading day 8:00 am – 4:00 pm.
December 5, Tuesday December 6, Wednesday	Final Examinations begin
December 13, Wednesday	Last day for faculty to remove Incompletes for Graduate Courses from Fall Semester 2016.
December 13, Wednesday	Exams for Fall Semester close at 4:30 pm.
December 15, Friday	Commencement.
December 15, Friday	Grades due at 4:30 p.m.

Fall Semester 2017

Examination Schedule

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Wednesday, December 6
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Thursday, December 7
MATH 1066	5:00 - 7:30 Friday, December 8
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Monday, December 11
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Tuesday, December 12

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 11
8:00 TTh	8:00 - 10:30 Tuesday, December 12
9:00 MWF	8:00 - 10:30 Wednesday, December 13
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December 6
10:00 MWF	8:00 - 10:30 Friday, December 8
10:00 TTh	8:00 - 10:30 Thursday, December 7
11:00 MWF	11:00 - 1:30 Monday, December 11
11:00 TTh	11:00 - 1:30 Thursday, December 7

12:00 MWF	11:00 - 1:30 Wednesday, December 13
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December 6
1:00 MWF	11:00 - 1:30 Friday, December 8
1:00 TTh	11:00 - 1:30 Tuesday, December 12
2:00 MWF	2:00 - 4:30 Monday, December 11
2:00 TTh	2:00 - 4:30 Tuesday, December 12
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 13
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 7
4:00 MWF	2:00 - 4:30 Friday, December 8
4:00 TTh	2:00 - 4:30 Wednesday, December 6
5:00 MWF	7:00 - 9:30 Tuesday, December 5 5:00 - 7:30 Monday, December 11
5:00 TTh	4:00 - 6:30 Tuesday, December 5 5:00 - 7:30 Tuesday, December 12

Spring Semester 2018

April 12, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2017
April 24, Tuesday	State holiday makeup day. Classes which would have met on Friday, March 30, 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 24, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 25, Wednesday	Reading day 8:00 am - 4:00 pm.
April 25, Wednesday April 26, Thursday	Final examinations begin
May 3, Thursday	Last day for faculty to remove Incompletes for Graduate Courses from Spring Semester 2017.
May 3, Thursday	Exams for Spring Semester close at 4:30 pm.
May 4, Friday	Commencement.
May 5, Saturday	Grades due at 4:30 p.m.

Spring Semester 2018

Examination Schedule

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, April 26
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, April 27
FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Monday, April 30
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 1
MATH 1066	5:00 - 7:30 Wednesday, May 2

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 27
8:00 TTh	8:00 - 10:30 Thursday, April 26
9:00 MWF	8:00 - 10:30 Monday, April 30
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 1

10:00 MWF	8:00 - 10:30 Wednesday, May 2
10:00 TTh	8:00 - 10:30 Thursday, May 3
11:00 MWF	11:00 - 1:30 Friday, April 27
11:00 TTh	11:00 - 1:30 Thursday, May 3
12:00 MWF	11:00 - 1:30 Monday, April 30
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 1
1:00 MWF	11:00 - 1:30 Wednesday, May 2
1:00 TTh	11:00 - 1:30 Thursday, Apr 26
2:00 MWF	2:00 - 4:30 Friday, April 27
2:00 TTh	2:00 - 4:30 Thursday, Apr 26
3:00 MWF (3:30)	2:00 - 4:30 Monday, April 30
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 3
4:00 MWF	2:00 - 4:30 Wednesday, May 2
4:00 TTh	2:00 - 4:30 Tuesday, May 1
5:00 MWF	7:00 - 9:30 Wednesday, April 25 5:00 - 7:30 Friday, April 27
5:00 TTh	4:00 - 6:30 Wednesday, April 25 5:00 - 7:30 Thursday, April 26

Faculty Senate Agenda
March 28, 2017
Attachment 4.

For Information Only
CALENDAR COMMITTEE REPORT

Summer 2017, Fall 2017, Spring 2018 Student Application/Processing Deadlines

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

Summer Session 2017

First Term

April 1, Saturday	Last day to apply for graduation for Summer
April 24, Monday	Undergraduate readmission application deadline for Summer
April 24, Monday	Second undergraduate degree application deadline for Summer
April 3, Monday	Transfer student application deadline for Summer
April 24, Monday	Visitor application deadline for Summer
May 5, Friday	Graduate School application deadline for Summer 1 (please check specific programs for their deadline)
May 10, Wednesday	Last day to pay without a processing fee by 5:00 p.m.
May 10, Wednesday	First schedule cancellation for anyone not paid by 5:00 p.m.
May 16, Tuesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 14, Friday	Last day to submit a thesis or dissertation for Summer graduation

Summer Session 2017

Second Term

April 1, Saturday	Last day to apply for graduation for Summer
-------------------	---

April 24, Monday	Undergraduate readmission application deadline for Summer
April 24, Monday	Second undergraduate degree application deadline for Summer
April 3, Monday	Transfer student application deadline for Summer
April 24, Monday	Visitor application deadline for Summer
June 15, Thursday	Graduate School application deadline for Summer 2 (please check specific programs for their deadline)
June 19, Monday	Last day to pay without a processing fee by 5:00 p.m.
June 19, Monday	First schedule cancellation for anyone not paid by 5:00 p.m.
June 26, Monday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 14, Friday	Last day to submit a thesis or dissertation for Summer graduation

Summer Session 2017
11-Week Summer Session

April 1, Saturday	Last day to apply for graduation for Summer
April 24, Monday	Undergraduate readmission application deadline for Summer
April 24, Monday	Second undergraduate degree application deadline for Summer
April 24, Monday	Transfer student application deadline for Summer
April 24, Monday	Visitor application deadline for Summer
May 5, Friday	Graduate School application deadline for 11-Week Summer (please check specific programs for their deadline)
May 10, Wednesday	Last day to pay without a processing fee by 5:00 p.m.
May 10, Wednesday	First schedule cancellation for anyone not paid by 5:00 p.m.
May 16, Tuesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
July 14, Friday	Last day to submit a thesis or dissertation for Summer graduation

Fall Semester 2017

March 1, Wednesday	Freshmen application deadline for Fall
April 3, Monday	Transfer student application deadline for Fall
July 31, Monday	Post Baccalaureate teacher licensure application deadline for Fall
July 31, Monday	Undergraduate readmission application deadline for Fall
July 31, Monday	Second undergraduate degree application deadline for Fall
July 31, Monday	Visitor application deadline for Fall
August 3, Thursday	Last day to pay without a processing fee by 5:00 p.m.
August 3, Thursday	First schedule cancellation for anyone not paid by 5:00 p.m.
August 15, Tuesday	Graduate School application deadline for Fall (please check specific programs for their deadline)

August 29, Tuesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
September 15, Friday	Last day to apply for graduation for Fall semester
December 1, Friday	Last day to submit a thesis or dissertation for Fall graduation

Spring Semester 2018

November 1, Wednesday	Transfer student application deadline for Spring
November 1, Wednesday	Post Baccalaureate teacher licensure application deadline for Spring
November 1, Wednesday	Undergraduate readmission application deadline for Spring
November 1, Wednesday	Second undergraduate degree application deadline for Spring
November 1, Wednesday	Visitor application deadline for Spring
December 13, Wednesday	Last day to pay without a processing fee by 5:00 p.m.
December 13, Wednesday	First schedule cancellation for anyone not paid by 5:00 p.m.
December 20, Wednesday	Graduate School application deadline for Spring (please check specific programs for their deadline)
January 17, Wednesday	Second schedule cancellation for anyone not paid by 5:00 p.m.
February 1, Thursday	Last day to apply for graduation for Spring semester
April 20, Friday	Last day to submit a thesis or dissertation for Spring graduation

**Faculty Senate Agenda
March 28, 2017
Attachment 5.**

CALENDAR COMMITTEE REPORT
Proposed 2018/2019 University Calendars

Summer Session 2018
First Session

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

March 16, Friday	Early registration for special populations begins at 1:00 pm.
March 19, Monday	Registration for Summer Session begins.
May 11, Friday	New student registration; schedule changes.
May 14, Monday	Classes begin; schedule changes.
May 15, Tuesday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) for first session by 5:00 pm.
May 16, Wednesday	Census Day (Official enrollment count taken at 5:00 pm).
May 28, Monday	State Holiday (no classes).
June 5, Tuesday	Last day for undergraduate and graduate 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 18, Monday	Classes end. Last day for submission of grade replacement requests.
June 19, Tuesday	Last day for faculty to remove Incompletes for Graduate Courses from first Summer Semester 2017.
June 19, Tuesday	Final examinations.
June 22, Friday	Grades due at 8:00 am.

Second Session

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

June 20, Wednesday	New student registration; schedule changes.
June 21, Thursday	Classes begin; schedule changes.
June 22, Friday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) for second session by 5:00 pm.
June 25, Monday	Census Day (Official enrollment count taken at 5:00 pm).
July 4, Wednesday	State Holiday (no classes).
July 13, Friday	Last day for undergraduate and graduate 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 26, Thursday	Classes end. Last day for submission of grade replacement requests.
July 27, Friday	Last day for faculty to remove Incompletes for Graduate Courses from second Summer Semester 2017.
July 27, Friday	Final examinations.
July 30, Monday	Grades due at noon.

Summer Session 2018

11-Week Summer Session

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

March 16, Friday	Early registration for special populations begins at 1:00 pm.
March 19, Monday	Registration for 11-Week Summer Session begins.
May 11, Friday	New student registration; schedule changes.
May 14, Monday	Classes begin; schedule changes.
May 15, Tuesday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) for 11 week session by 5:00 pm.
May 16, Wednesday	Census Day (Official enrollment count taken at 5:00 pm).
May 28, Monday	State Holiday (no classes).
June 19-20, Tuesday and Wednesday	Midsummer Break (no classes).
June 27, Wednesday	Last day for undergraduate and graduate 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, Wednesday	State Holiday (no classes).
July 26, Thursday	Classes end. Last day for submission of grade replacement requests.
July 27, Friday	Last day for faculty to remove Incompletes for Graduate Courses from 11-week Summer Semester 2017.

July 27, Friday	Final examinations.
July 30, Monday	Grades due at noon.

Fall Semester 2018

(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 16, Friday	Early registration for special populations begins at 1:00 pm.
March 19, Monday	Registration for Fall Semester 2018 begins.
August 17, Friday	Faculty Convocation at 9:00 am; Faculty meetings.
August 20, Monday	Classes begin; schedule changes.
August 24, Friday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) by 5:00 pm.
August 31, Friday	Census Day (Official enrollment count taken at 5:00 pm).
September 3, Monday	State Holiday (no classes).
October 6-9, Saturday-Tuesday	Fall Break.
October 10, Wednesday	8:00 am - Classes resume.
October 22 – 26, Monday-Friday	Advising for Spring Semester 2019.
October 29, Monday	Last day for undergraduate and graduate 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.
November 2, Friday	Early registration for special populations begins at 1:00 pm.
November 5, Monday	Registration for Spring Semester 2019 begins.
November 21-25, Wednesday-Sunday	Thanksgiving Break.
November 26, Monday	8:00 am - Classes resume.
November 26, Monday	Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2018.
December 3, Monday	Classes end. Last day for submission of grade replacement requests.
December 3, Monday	Last day for faculty to remove Incompletes for Graduate Courses from Fall Semester 2017.
December 4, Tuesday	Reading day.
December 5, Wednesday	Final Examinations begin.
December 12, Wednesday	Exams for Fall Semester close at 4:30 pm.
December 14, Friday	Commencement.
December 14, Friday	Grades due at 4:30 p.m.

Fall Semester 2018

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 5 - December 12). 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 5 - December 12). 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 5 - December 12). 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:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Wednesday, December 5
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Thursday, December 6
MATH 1066	5:00 - 7:30 Friday, December 7

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 10
8:00 TTh	8:00 - 10:30 Tuesday, December 11
9:00 MWF	8:00 - 10:30 Wednesday, December 12
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December 5
10:00 MWF	8:00 - 10:30 Friday, December 7
10:00 TTh	8:00 - 10:30 Thursday, December 6
11:00 MWF	11:00 - 1:30 Monday, December 10
11:00 TTh	11:00 - 1:30 Thursday, December 6
12:00 MWF	11:00 - 1:30 Wednesday, December 12
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December 5
1:00 MWF	11:00 - 1:30 Friday, December 7
1:00 TTh	11:00 - 1:30 Tuesday, December 11
2:00 MWF	2:00 - 4:30 Monday, December 10
2:00 TTh	2:00 - 4:30 Tuesday, December 11
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 12
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 6
4:00 MWF	2:00 - 4:30 Friday, December 7
4:00 TTh	2:00 - 4:30 Wednesday, December 5
5:00 MWF	5:00 - 7:30 Monday, December 10
5:00 TTh	5:00 - 7:30 Tuesday, December 11

Spring Semester 2019

(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.)

November 2, Friday	Early registration for special populations begins at 1:00 pm.
November 5, Monday	Registration for Spring Semester 2019 begins.
January 4, Friday	Advising and schedule adjustments.
January 7, Monday	Classes begin; schedule changes.
January 11, Friday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) by 5:00 pm.
January 18, Friday	Census Day (Official enrollment count taken at 5:00 pm).
January 21, Monday	State Holiday (no classes).
March 3-10, Sunday – Sunday	Spring Break.
March 11, Monday	8:00 am - Classes resume.
March 11-15, Monday-Friday	Advising for Summer Sessions and Fall Semester 2019.
March 20, Wednesday	Last day for undergraduate and graduate 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 22, Friday	Early registration for special populations begins at 1:00 pm.
March 25, Monday	Registration for Summer Sessions and Fall Semester 2019 begins.
April 11, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2018
April 19 - 20 Friday-Saturday	State Holiday (no classes)
April 23, Tuesday	State holiday makeup day. Classes which would have met on Friday, April 19, 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 23, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 23, Tuesday	Last day for faculty to remove Incompletes for Graduate Courses from Spring Semester 2018.
April 24, Wednesday	Reading day.
April 25, Thursday	Final examinations begin.
May 2, Thursday	Exams for Spring Semester close at 4:30 pm.
May 3, Friday	Commencement.
May 6, Monday	Grades due at 8:00 a.m.

Spring Semester 2019

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 25 - May 2). 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 25 - May 2). 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 25 - May 2). 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:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Monday, April 29
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, April 30
MATH 1066	5:00 - 7:30 Wednesday, May 1

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 26
8:00 TTh	8:00 - 10:30 Thursday, April 25
9:00 MWF	8:00 - 10:30 Monday, April 29
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, April 30
10:00 MWF	8:00 - 10:30 Wednesday, May 1
10:00 TTh	8:00 - 10:30 Thursday, May 2
11:00 MWF	11:00 - 1:30 Friday, April 26
11:00 TTh	11:00 - 1:30 Thursday, May 2
12:00 MWF	11:00 - 1:30 Monday, April 29
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, April 30
1:00 MWF	11:00 - 1:30 Wednesday, May 1
1:00 TTh	11:00 - 1:30 Thursday, Apr 25
2:00 MWF	2:00 - 4:30 Friday, April 26
2:00 TTh	2:00 - 4:30 Thursday, Apr 25
3:00 MWF (3:30)	2:00 - 4:30 Monday, April 29
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 2
4:00 MWF	2:00 - 4:30 Wednesday, May 1
4:00 TTh	2:00 - 4:30 Tuesday, April 30
5:00 MWF	5:00 - 7:30 Friday, April 26
5:00 TTh	5:00 - 7:30 Thursday, April 25

Faculty Senate Agenda
March 28, 2017
Attachment 6.

COMMITTEE ON COMMITTEES REPORT

First Reading of Proposed Revisions to the Distance Education and Learning Technology Committee Charge

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

1. Name: Distance Education and Learning Technology Committee
2. Membership:
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, **Economic Development and Engagement 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: 5 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~~ **policies** from the **Office of Continuing Studies** ~~University Online Quality Council~~ relevant to the effectiveness of the University's distance education policies and procedures **and recommends changes as necessary**.
 - 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 Committee reviews at least annually those policies within Part VI, Section III of the ECU Faculty Manual that corresponds to the Committee's charge and recommends changes as necessary.**
- H. ~~The chair and vice chair or~~ **Two** appointed representatives serve as ex-officio members on the administrative Information Resources Coordinating Council (IRCC) and ~~the chair serves as a member~~ **one appointed representative serves on** the administrative ~~Technology Steering~~ **Copyright** Committee.
- I. 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.