



2017-2018 FACULTY SENATE

The first regular meeting of the 2017-2018 Faculty Senate will be held on **Tuesday, September 12, 2017**, at 2:10 pm in the Mendenhall Student Center Great Room.

FULL AGENDA
([link to video live stream](#))

Reminder of reception for Faculty Senators/Alternates and all academic and appellate committee members immediately following this meeting in the Mendenhall Gallery from 4-5:30 pm.

- I. **Call to Order**
- II. **Approval of Minutes**
[March 28, 2017](#), [April 18, 2017](#) and [April 25, 2017](#) minutes
- III. **Special Order of the Day**
 - A. Roll Call
 - B. Announcements
 - C. Cecil Staton, Chancellor
 - D. Jay Golden, Vice Chancellor for Research, Engagement and Economic Development
 - E. Jeff Compher, Director of Athletics
 - F. Cal Christian, NCAA Faculty Athletics Representative
Report on University Athletic Committee's Academic Integrity Subcommittee
 - G. John Stiller, Chair of the Faculty
 - H. Anne Ticknor, Faculty Assembly Delegate
Report on [April 21, 2017](#) UNC Faculty Assembly Meeting
 - I. Question Period
- IV. **Unfinished Business**

V. Report of Graduate Council

Graduate Council, Ron Preston

Formal faculty advice on curriculum and academic matters acted on and recorded in the [August 28, 2017](#), Graduate Council meeting minutes, including curriculum action item (GC 15-40) within the Graduate Curriculum Committee meeting minutes from [April 12, 2017](#), which included a package submitted by the Department of Public Health. Programmatic action item (GC 17-1) within the Graduate Council meeting minutes of [August 28, 2017](#), was forwarded to the Educational Policies and Planning Committee (EPPC), which included a request to establish a Joint PhD in Integrative Coastal and Marine Sciences (ICMS) between ECU and UNC-W.

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

A. Undergraduate Curriculum Committee, Jean-Luc Scemama

Curriculum and academic matters acted on and recorded in the [April 13, 2017](#) meeting minutes including curricular actions within the School of Art and Design, College of Engineering and Technology and Departments of Psychology, Anthropology and History.

B. Service Learning Committee, Nancy Winterbauer

Curriculum and academic matters contained in the revised meeting minutes of [November 10, 2015](#) to correctly reflect approval of ENGL 2201 as SL* (selected sections).

C. Writing Across the Curriculum, Jen Scott Mobley

Curriculum and academic matters contained in the meeting minutes of [April 10, 2017](#) including writing intensive designation (WI) for NURS 4614 and WI removal of SPED 5501, ICTN 4020 and ICTN 4022.

D. Educational Policies and Planning Committee, Don Chaney

Curriculum and academic matters acted on and recorded in the [September 8, 2017](#) meeting minutes, including consideration of a [request for authorization to establish](#) a Joint PhD in Integrative Coastal and Marine Sciences (ICMS) between ECU and UNC-W and a request for authorization to establish a MA in Hispanic Studies (material available via Curriculog).

E. General Education and Instructional Effectiveness Committee, George Bailey

1. Revised Procedures for Peer Review of Teaching Effectiveness (attachment 1).
2. Support of ECU Student Government Association's resolution requesting the creation of a voluntary syllabus bank to assist students in registering for courses (attachment 2).

F. Faculty Governance Committee, Tracy Carpenter-Aeby

Resolution in Support of an Ombuds Office at East Carolina University (attachment 3).

G. Committee on Committees, Nancy Winterbauer

Election of one new member to the Appellate Faculty Grievance Committee (attachment 4).

VII. New Business

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

Revisions requested to make it clear that:

- Code units are permitted to do peer reviews on fixed-term, tenure-track and tenured faculty.
- All full-time faculty (fixed-term, tenure-track and tenured) are eligible to serve as peer reviewers once trained.
- Unit codes will contain the unit's peer review policy (will say how peer reviewers are selected, whether tenured faculty undergo peer review, when, etc.).

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

<p>Procedures for Peer Review of Teaching Effectiveness PEER REVIEW PROCEDURES and a sample copy of a Peer Review Instrument</p>
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~~Peer Review Procedures and Sample Instrument with the following caveats:~~

- ~~1) that the instrument and procedures be used to assess and improve teaching;~~
- ~~2) that all observers be trained to evaluate teaching through special sessions to be designed and implemented later;~~
- ~~3) that the Chancellor appoint a committee of no fewer than three members to do a three-year validation study on this instrument, the results of which may necessitate additions and/or deletions in the procedures and/or instrument; and~~
- ~~4) that departments have the option of selecting other instruments and procedures which would be approved by the appropriate vice chancellor.~~

POLICIES 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 is eligible to undergo peer review training.**
- 4) 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, unless otherwise specified by the unit code.**
- 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. Conference
 - 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~~

PROCEDURES FOR PEER OBSERVATION

- I. Two observers per observation.
 - A. One trained observer to be selected by the professor's department chair and/or personnel committee.
 - B. One trained observer selected by the professor.
- II. 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.

~~All tenured faculty in a department shall have the opportunity to be trained.~~

- NOTES:
- 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.

- III. Observation cycle (minimum).
 - A. During the professor's first year – two observations with feedback.
 - B. During the professor's fourth year – two observations with feedback.
 - IV. Observation procedures.
 - A. Pre-observation conference (observers and professor).
 - 1. 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.
 - 2. Observer selected by professor provides a self-evaluation form to professor.
 - B. Schedule and course selection.
 - 1. Professor chooses the classes to be observed.
 - 2. Observers coordinate a date/time for the observation.
 - C. Post-observation conference (within 5 working days of observation with both observers).
 - 1. Go over observation and self-evaluation.
 - 2. Discuss strengths, any needs for improvements and search for strategies to improve.
 - 3. Write a Faculty Development Plan.
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Faculty Senate Agenda
September 12, 2017
Attachment 2.

GENERAL EDUCATION AND INSTRUCTIONAL EFFECTIVENESS COMMITTEE REPORT
Support of ECU Student Government Association's resolution requesting the creation of a voluntary syllabus bank to assist students in registering for courses

Informational links provided by the Student Government Association:

<http://syllabi.ua.edu/front/#/Browse>

<https://education.uky.edu/courses-and-syllabi/>

<http://harbert.auburn.edu/students/current/academic-advising/course-syllabi-fall14.php>

<http://www.apsanet.org/RESOURCES/For-Faculty/Syllabi-in-Political-Science>

STUDENT ASSEMBLY OF THE EAST CAROLINA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

1st SESSION, 2016-2017

ASSEMBLY RESOLUTION 18

RESOLUTION

To provide students with a more transparent registration process by creating a database of old syllabi that will allow students to browse faculty syllabi before registering for classes.

Primary Sponsor: Representative Giovanni Triana

Cosponsor(s): Representative Erik Panarusky

First Reading: 15 March 2017

Referred to: Academic Affairs

Second Reading: 22 March 2017

1 *Resolved,*

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3 **SECTION 1. SHORT TITLE**

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5 This resolution may be cited as, "The Syllabus Bank Resolution".

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7 **SECTION 2. SYLLABUS BANK FOR CLASS REGISTRATION**

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9 **WHEREAS,** the process of signing up for classes can be stressful and the course descriptions offered on Pirate Port are short with few details. Students often feel unsure about textbook costs and the course load each class requires of them; and,

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13 **WHEREAS,** transparency during the class registration process can help increase both academic performance and overall satisfaction for both students and faculty members. By utilizing the right resources, students can more effectively weigh options and choose the class that fits their expectations and needs; and,

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18 **WHEREAS,** a study by The College Board showed that every student falls into one of three learning styles: auditory, visual, or tactile, and if the student is placed in an environment where his/her learning style is not present then the student will perform poorly; and,

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23 **WHEREAS,** a Syllabus Bank will allow students to view the class schedule, instructor information, difficulty of course load, potential assignments, and allow the student to determine if the teacher fits his/her particular learning style; and,

27 **WHEREAS,** faculty will have the option to submit their syllabi to ITCS who will, in turn,
28 create an online forum for students to access the Syllabus Bank on the East
29 Carolina University webpage; and,
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31 **WHEREAS,** a Syllabus Bank will be a relatively simple and cost effective way to ensure that
32 students feel comfortable when registering for classes, and that students have a
33 greater chance at success in their academic careers which can lead to higher
34 retention rates for East Carolina University; and,
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36 **WHEREAS,** several schools have implemented successful Syllabus Bank management systems
37 that allow students to preview course syllabi so that they may have a more
38 informed class registration process, including the University of Alabama,
39 University of Louisville, University of Kentucky, Auburn University, George
40 Washington University, and Northern Kentucky University; and,
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42 **WHEREAS,** many ECU faculty have expressed support for this initiative, including but not
43 limited to Dr. Peter Francia, Dr. Jonathon Morris, Dr. Tracy Tuten, Dr. Ron
44 Mitchelson, Dr. John Stiller, and Dr. Brad Lockerbie; now, therefore, be it,
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46 **RESOLVED,** that East Carolina University Student Government Association formally supports
47 the initiative to implement a Syllabus Bank; and, be it further
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49 **RESOLVED,** that a copy of this Resolution be sent to The East Carolinian, ITCS, Chancellor
50 Cecil Staton, Provost and Senior Vice Chancellor for Academic Affairs, Dr. Ron
51 Mitchelson, Chair of the Faculty, Dr. John Stiller, and the Board of Trustees.
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53 **SECTION 2. DATE EFFECTIVE.**
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55 This Resolution shall be effective upon its passage by a majority vote of the ECU
56 SGA Student Assembly and its signature by the Student Body President.

FACULTY GOVERNANCE COMMITTEE REPORT

Resolution in Support of an Ombuds Office at East Carolina University

- Whereas, ECU has grown substantially in both size and complexity, greatly increasing the potential for minor infractions, conflicts, and misunderstandings among members of the university community; and
- Whereas, attempting to resolve such issues through university grievance procedures can involve numerous ECU personnel and substantial resources, often without reaching an equitable resolution; and
- Whereas, an Ombuds office would serve the university, its employees and students, by providing impartial, confidential advice outside a formal grievance process; and
- Whereas, an Ombuds office would help the University and those involved in conflict resolution to avoid possible costly litigations and court settlements; and
- Whereas, an Ombuds office would reduce institutional vulnerability, by providing warnings of systemic risks; and
- Whereas, over two hundred colleges and universities in the United States have successful Ombuds offices, including UNC-CH, NCSU and other universities within the UNC system; and
- Whereas, an Ombuds office would enhance ECU's national reputation as an eminent university with strong traditions in shared governance; and
- Whereas, the ECU Mediation Planning Committee recommended establishment of an Ombuds office in 2011; and
- Whereas, the Faculty Governance Committee is finalizing revisions of the faculty appellate provisions and will present reports to the Faculty Senate and Chancellor during the 2017/18 academic year; and
- Whereas, the revised faculty appellate provisions, combined with an Ombuds office, would greatly improve faculty conflict resolution.

Therefore, Be It Resolved that the Faculty Senate supports the prompt establishment of an ECU Ombuds Office, and endorses the creation of a University Task Force to develop a charter and process for establishing an Ombuds Office.

Be It Further Resolved that representatives of Ombuds Offices from other UNC institutions, and Faculty Chairs or previous chairs with experience working with Ombuds, be invited to ECU to meet with campus constituents to provide information and answer questions about their programs.

**Faculty Senate Agenda
September 12, 2017
Attachment 4.**

COMMITTEE ON COMMITTEES REPORT

Election of one Regular Member to the Appellate Faculty Grievance Committee

NOMINEE: Mamadi Corra, Professor, Department of Sociology

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
Chris Duffrin	Medicine	Assoc. Professor	2018	Medicine	Family Medicine 2108-A	654	744-2589
Carolyn Dunn	Engineering & Technology	Asst. Professor	2018	Engineering & Technology	Slay 232	130	328-9661
Sheresa Blanchard	Human Dev. & Family Sc.	Asst. Professor	2018	Health & Human Perf.	Rivers W127	505	737-2075
Karen Voytecki	Education	Assoc. Professor	2019	Education	Rivers 101NB	504	328-5747
OPEN			2019				
Alternate Members							
Melissa Nasea	Health Sciences Lib.	Asst. Professor	2019	Health Science Library	Laupus Library 4516-B	612	744-2235
Tom Shields	English	Assoc. Professor	2020	Arts & Sciences	Bate 2134	555	328-6715
Jan Mayo	Academic Library Svcs.	Assoc. Professor	2020	Academic Library Services	Joyner Library 1200	516	328-0293
Dana Espinosa	Kinesiology	Assoc. Professor	2020	Health & Human Perf	Minges 155	559	328-2976
Tracy Donohue	Theatre & Dance	Assoc. Professor	2020	Fine Arts & Communication	Austin 323B	553	328-1194
Ex-Officio Member (without vote)							
John Stiller	Chair of the Faculty	Professor	2018	Biology	Howell Sc. S301-A	551	328-2738