



# 2018-2019 FACULTY SENATE

The fourth regular meeting of the 2018-2019 Faculty Senate will be held on **Tuesday, December 11, 2018**, at 2:10 in the **East Carolina Heart Institute** (Banquet Room A located at 115 Heart Drive, map linked [here](#)).

## **FULL AGENDA**

[Live Broadcast](#)

- I. Call to Order
- II. Approval of Minutes  
[November 13, 2018](#)
- III. Special Order of the Day
  - A. Roll Call
  - B. [Announcements](#)
  - C. Cecil Staton, Chancellor
  - D. Jay Golden, Vice Chancellor for Research, Economic Development and Engagement
  - E. George Bailey, Faculty Assembly Delegate  
Report on [November 30, 2018](#) UNC Faculty Assembly Meeting
  - F. Jeff Popke, Chair of the Faculty
  - G. Question Period
- IV. Unfinished Business
- V. Graduate Council, Ron Preston

Formal faculty advice on curriculum and academic matters acted on and recorded in the [November 5, 2018](#) and [November 26, 2018](#), Graduate Council meeting minutes, including programmatic action items (GC 18-13) within the [October 3, 2018](#) and [October 31, 2018](#) Graduate Curriculum Committee meeting minutes which were forwarded to the Educational Policies and Planning Committee (EPPC), these included a revision of an Existing Program: Athletic Training, MS (Level 3) in the Department of Health Education and Promotion within the College of Health and Human Performance; revision of an Existing Degree: Rehabilitation Sciences, PhD (Level 2) in the Department of Communication Sciences and Disorders within the College of Allied Health Sciences.

## VI. Report of Committees

### A. Faculty Welfare Committee, Lee Johnson

Formal faculty advice on revised Faculty Serious Illness and Parental Leave Regulation (attachment 1).

### B. Agenda Committee, Rebecca Powers *revised*

Proposed 2019-2020 Faculty Senate and Agenda Committee Meeting Dates (attachment 2).

### C. Undergraduate Curriculum Committee, Karen Vail Smith *revised*

Curriculum and academic matters contained in the meeting minutes of [November 8, 2018](#) including curricular actions within the College of Business and Department of Health Education and Promotion.

### D. Educational Policies and Planning Committee, Mark Bowler *revised*

1. Curriculum and academic program matters contained in the meeting minutes of [December 7, 2018](#) including a request for program name change: PhD in Coastal Resource Management to PhD Integrated Coastal Sciences within the Department of Coastal Studies; new concentration in PhD in Rehabilitation Sciences within the Department of Communication Sciences and Disorders in Allied Health Sciences; program discontinuation of MA in Science Education within the Department of Mathematics, Science, and Instructional Technology Education in Education; program revision in MS in Athletic Training within the Department of Health Education and Promotion in Health and Human Performance; program revision /reduction in program hours for BS in Environmental Health within the Department of Health Education and Promotion in Health and Human Performance; program revision/reduction in program hours for BS in Public Health within the Department of Health Education and Promotion in Health and Human Performance; new program entitled Accelerated Bachelor of Science in Design/Master of Science in Technology Management within the Department of Technology Systems in Engineering and Technology; new program entitled Accelerated Bachelor of Science in Industrial Distribution and Logistics/Master of Science in Technology Management within the Department of Technology Systems in Engineering and Technology; new program entitled Accelerated Bachelor of Science in Industrial Engineering Technology/Master of Science in Technology Management within the Department of Technology Systems in Engineering and Technology; new program entitled Accelerated Bachelor of Science in Industrial Technology/Master of Science in Technology Management within the Department of Technology Systems in Engineering and Technology; program revision/reduction in program hours for BFA in Dance within the School of Theatre & Dance in Fine Arts and Communication; program revision/reduction in program hours for BFA in Theatre Arts Education within the School of Theatre & Dance in Fine Arts and Communication; program revision/reduction in program hours for BFA in Theatre Arts within the School of Theatre & Dance in Fine Arts and Communication; new program entitled Minor in Theatre Design and Production within the School of Theatre & Dance in Fine Arts and Communication; new program entitled Accelerated Bachelor of Science in Communication/Master of Arts in Communication within the School of Communications in Fine Arts and Communication; program reinstatement of BS in Child Life within the Department of Human Development and Family Science in the College of Health and Human Performance; Academic Program Review Response from School of Communications.

2. Proposed revisions to Part VI, Section VII. Curriculum Procedures and Academic Program Development of the *ECU Faculty Manual* (attachment 3).

E. Writing Across the Curriculum Committee, Jen Scott Mobley  
Curriculum and academic matters contained in the meeting minutes of [November 12, 2018](#) including a notification of changes to prerequisites in SPED 3005: Instructional Programming in Special Education.

F. General Education and Instructional Effectiveness Committee, Puri Martinez  
Curriculum and academic matters acted on and recorded in the meeting minutes of [November 26, 2018](#) including Global Diversity course credit for HMGD 3200: Dimensions of Tourism, HIST 1030: World Civilizations to 1500, MUSC 2248: Introduction to World Music Cultures and MUSC 2249: Music in World Music Cultures; Domestic Diversity course credit for HLTH 3020: Understanding and Achieving Health Equity; and Fine Arts Foundations course credit for MUSC 1765: Symphonic Band, MUSC 2248: Introduction to World Music Cultures and MUSC 2249: Music in World Music Cultures.

## VII. New Business

**FACULTY WELFARE COMMITTEE REPORT**

Formal faculty advice on revised Faculty Serious Illness and Parental Leave Regulation

Below is the proposed regulation containing all recommended revisions. Provided [here](#) is a document showing all proposed edits to the regulation.

<b>Policy</b>	POL06.45.01
<b>Title</b>	Faculty Serious Illness and Parental Leave
<b>Category</b>	Human Resources
<b>Sub-category</b>	Leaves
<b>Authority</b>	Board of Trustees
<b>History</b>	Original BOT approval May 6, 2006; Revised, BOT approved and effective July 1, 2014. THIS POLICY WAS GOVERNED BY THE ECU FACULTY MANUAL THROUGH JUNE 30, 2011.
<b>Contacts</b>	Director of Benefits, Human Resources (328-9825); Assistant Vice Chancellor for Personnel & Resource Administration (Academic Affairs) (328-2587); Associate Vice Chancellor for Health Sciences Human Resources (744-1910).
<b>Related Policies</b>	<u><a href="#">UNC Policy Manual 300.2.11, Serious Illness and Disability Leave for Faculty Leave Policy for Twelve-Month Faculty</a></u> POL06.45.03 <u>ECU Faculty Manual, Part XI, GENERAL FACULTY EMPLOYMENT GUIDELINES AND BENEFITS</u> <u>ECU Faculty Manual, Part VIII, PERSONNEL POLICIES AND PROCEDURES FOR THE FACULTY</u> <u>ECU Faculty Manual, Part IX, TENURE AND PROMOTION POLICIES AND PROCEDURES AND PERFORMANCE REVIEW OF TENURED FACULTY</u>
<b>Additional References</b>	<u><a href="#">ECU Human Resources Benefits</a></u> <u><a href="#">UNC Policy Manual 300.2.11[G], Guidelines on Serious Illness and Disability Leave for Faculty</a></u> January 29, 2016 Memorandum from Mr. Brian Usischon, Associate Vice President for Human Resources, Benefits, Shared Services & Technology regarding Serious Illness and Disability Leave for Faculty, <u><a href="#">Federal Family and Medical Leave Act (FMLA)</a></u> <u><a href="#">State Human Resources Manual, Family and Medical Leave</a></u> <u><a href="#">ADA Faculty Accommodations</a></u>

1. Purpose

This policy provides leave with pay for eligible faculty (defined in Section 2 below) for cases of a serious health condition and/or parental leave (defined as birth, adoption, and foster care placement

of a child). For further explanation, see the federal Family and Medical Leave Act (“FMLA”) link under Related Policies, above. In addition, faculty to whom this policy applies shall also be subject to the same family and medical leave policy as may be prescribed for employees subject to the State Human Resources Act. For further explanation, see the State Human Resources Manual, Family and Medical Leave link under Related Policies, above. To the extent this policy conflicts with the State Human Resources Manual, Family and Medical Leave, this policy shall govern.

## 2. Eligibility

2.1 This policy applies only to faculty members who meet all of the following conditions:

2.1.1 have been continuously employed by East Carolina University for at least twelve (12) consecutive calendar months, and

2.1.2 have continuously held a permanent appointment of at least seventy-five percent (75%) of full-time, and

2.1.3 participate in either the Teachers’ and State Employees’ Retirement System of North Carolina or the Optional Retirement Program, and

2.1.4 have met all other requirements for FMLA leave as described in the State Human Resources Manual, Family and Medical Leave [see link under Related Policies, above].

2.2 This policy does not apply to faculty members with temporary appointments or to faculty who are employed with less than seventy-five percent (75%) appointments. In addition, the benefits provided in accordance with this policy for those faculty members whose appointments are less than 1.0 FTE will be pro-rated accordingly.

2.3 A period of employment in a non-eligible status may not be used to partially meet the requirement for twelve (12) consecutive months in an eligible capacity.

2.4 Leave benefits are available to faculty members who meet the eligibility requirements, and paid leave may be taken during the term of appointment.

2.4.1 For a twelve (12)-month faculty member, the term of appointment is twelve (12) calendar months (usually defined as July 1 through June 30).

2.4.2 For a nine (9)-month faculty member, the term of appointment is August 16<sup>th</sup> through May 15<sup>th</sup>.

2.4.2.1 An eligible nine (9)-month faculty member may receive leave with pay for a documented qualifying event that begins during the regular academic term of appointment. If the documented qualifying event begins outside of the appointment term (i.e., August 16<sup>th</sup> through May 15<sup>th</sup>), the faculty member may receive leave with pay after the beginning of the next appointment term (i.e., August 16<sup>th</sup>) up to a maximum of twelve (12) calendar weeks from the date of the documented qualifying event.

2.4.2.2 Teaching duties in the summer terms by nine (9)-month faculty members are covered under a separate contract, and paid leave under this policy is not provided for absence during a contracted summer term.

2.5 This policy applies only to faculty and not to other employment categories including, but not limited to, categories of Senior Academic and Administrative Officer (SAAO Tier I or Tier II), EHRA

Non-faculty (NF-EHRA Instructional, Research, or Information Technology), SHRA/CSS, Postdoctoral Fellows, or student employees.

2.6 Any faculty member who is on a less than twelve (12)-month appointment will be treated as a nine-(9) month faculty member for the purposes of this policy.

### 3. Description of Benefits

3.1 The total maximum leave benefit for an individual faculty member for all leave benefits is as described in section 3.2 below for leave with pay and as described in section 3.3 below for leave without pay. All leave benefits provided pursuant to this policy are in accordance with the FMLA and run concurrently with the FMLA for up to twelve (12) calendar weeks within any consecutive twelve (12) calendar month period regardless of the number of qualifying events that occur. [See section 4.6.] Note in section 3.3.1.3 below, under the North Carolina Family Illness Act, a faculty member is entitled to additional leave without pay that, combined with FMLA or the paid leave under this policy, totals up to fifty-two (52) weeks of leave during a five (5)-year period in cases of serious illness of a child, spouse, or parent.

3.1.1 The start date of the first leave starts the clock for the twelve (12)-month period for leave with or without pay under this policy.

#### 3.2 Leave with pay

3.2.1 For qualifying reasons as defined in the FMLA, leave with pay is available to a faculty member who meets the eligibility criteria defined in section 2 above.

3.2.2 Serious Health Conditions: For documented serious health conditions, as defined in the FMLA, faculty members are eligible for leave with pay in accordance with this policy for a maximum of the following amounts in any consecutive twelve (12)-month period:

3.2.2.1 For nine (9)-month faculty, twelve (12) calendar weeks; and

3.2.2.2. For twelve (12)-month faculty, sixty (60) calendar days. (Twelve (12)-month faculty may also be eligible to take accrued sick and/or vacation leave in accordance with the *Leave Policy for Twelve-Month Faculty* in addition to paid leave pursuant to this policy.)

See section 4.3 for certification requirements.

#### 3.2.3 Birth, Adoption, or Foster Care Placement of a Child

3.2.3.1 For the documented birth, adoption or foster care placement of a child, faculty members are eligible for leave with pay in accordance with this policy for a maximum of the following amounts, beginning on the date of the documented qualifying event:

3.2.3.1.1. For nine (9)-month faculty, twelve (12) calendar weeks; and

3.2.3.1.2. For twelve (12)-month faculty, sixty (60) calendar days. (Twelve (12)-month faculty may also be eligible to take accrued sick and/or vacation leave in accordance with the *Leave Policy for Twelve-Month Faculty* in addition to paid leave pursuant to this policy.)

See section 3.4 regarding intermittent leave and section 4.3 for documentation requirements.

3.2.4 Health/medical complications arising due to pregnancy and childbirth will be treated as any other serious health condition [see section 3.2.2 above].

3.2.5 Care for an Immediate Family Member: For required care of an FMLA-defined spouse, child (son or daughter), or parent who has an FMLA-qualified serious health condition, faculty members are eligible for leave with pay in accordance with this policy for a maximum of the following amounts in any consecutive twelve (12)-month period:

3.2.5.1 For nine (9)-month faculty, twelve (12) calendar weeks; and

3.2.5.2. For twelve (12)-month faculty, sixty (60) calendar days. (Twelve (12)-month faculty may also be eligible to take accrued sick and/or vacation leave in accordance with the *Leave Policy for Twelve-Month Faculty* in addition to paid leave pursuant to this policy.)

See section 3.3.1.3 for additional family illness provisions. See section 4.3 for certification requirements.

### 3.3 Leave without pay

3.3.1 For qualifying reasons defined in the FMLA, leave without pay is available to faculty members who meet the eligibility criteria defined in section 2 above.

3.3.1.1 For qualifying events defined in section 3.2 above, after a period of approved leave with pay is exhausted in accordance with this policy, faculty members unable to return to work and who may otherwise qualify under the Americans with Disabilities Act (ADA), will be referred to the University's ADA Coordinator to engage in the interactive process to determine what reasonable accommodations are needed in order to return to work, which may include a period of additional unpaid leave as an accommodation. In order to be approved for additional unpaid leave as an accommodation under the ADA, faculty members must participate in the interactive process through the University's ADA Coordinator.

3.3.1.2 For qualifying events defined in section 3.2 above, after a period of approved leave with pay is exhausted in accordance with this policy, twelve (12)-month faculty may be eligible for additional leave (e.g., without pay; and/or, to the extent eligible, accrued sick and/or vacation leave) in accordance with the *Leave Policy for Twelve-Month Faculty*.

3.3.1.3 After exhausting twelve (12) calendar weeks of leave with or without pay pursuant to this policy, a faculty member with twelve (12) months of eligible service is entitled, under the North Carolina Family Illness Act, to additional leave without pay that, combined with FMLA or the paid leave under this policy, totals up to fifty-two (52) weeks of leave during a five (5)-year period in cases of serious illness of a child, spouse, or parent. Application is made through the Department of Human Resources Benefits Office.

### 3.4 Intermittent and Reduced Leave

3.4.1 Leave may be taken intermittently or on a reduced leave schedule if the qualifying event has created a documented medical need as allowable under FMLA that may be best accommodated through an intermittent or reduced leave schedule. Any revisions to a faculty member's assignments or schedule will be documented in a written agreement signed by the

unit administrator and the faculty member, based on the advice of an eligible health care provider (as defined under the FMLA).

3.4.2 Intermittent leave is leave taken in blocks of time due to a single qualifying event rather than for one continuous period of time. This allows employees to engage in work between leave periods without exhausting the requested leave time in a continuous span. Leave for birth and bonding with a child must be taken in a continuous period of time from the date of the qualifying event, unless intermittent leave is medically necessary.

3.4.3 Reduced leave is a reduced schedule (e.g., shifting from full to part time) where the documented medical need as allowable under FMLA is best addressed by partial return to work.

3.4.4. The Human Resources Benefits Office and the respective Division Office (the Office of the Assistant Vice Chancellor for Personnel & Resource Administration for faculty in the Division of Academic Affairs and the Office of the Associate Vice Chancellor for Health Sciences Human Resources for faculty in the Division of Health Sciences) will assist the unit in determining any and all faculty workload adjustments that become necessary as a result of intermittent leave requests and approvals. These offices will also work together to assist the unit in the calculation and documentation of leave taken.

### 3.5 Short-term Disability Benefits

3.5.1 Employees are eligible for short-term disability benefits under the Disability Income Plan of North Carolina after both of the following conditions are met:

3.5.1.1 one (1) year of contributing membership within the past thirty-six (36) months in the Teachers' and State Employees' Retirement System of North Carolina or the Optional Retirement Program, and

3.5.1.2 a sixty (60) calendar-day waiting period from the date of disability onset. More information about disability benefits can be found on the Human Resources Benefits web site [see link in Additional References, above].

3.5.2 Employees may purchase supplemental disability insurance coverage offered by plans approved and available through the Human Resources Benefits Office. [See link in Additional References, above]

## 4. Administration of Benefit

4.1 The faculty member's request for leave with pay must be made in writing to the Human Resources Benefits Office by completing the form entitled FSIL Request located on the Human Resources Benefits web site.

4.2 It is the faculty member's responsibility to inform the unit administrator in writing of the anticipated absence under this policy at least sixty (60) calendar days in advance of the leave or as soon as practicable after the need for leave is foreseeable so that qualified substitute personnel can be secured by the unit administrator as early as possible.

4.2.1 The unit administrator is responsible for securing, to the extent possible, substitute personnel for the duration of the faculty member's approved leave (with or without pay). Cost of substitute personnel will be supported by the academic unit when funds are available within the unit. When the academic unit is unable to provide the funds to support substitute personnel, the unit administrator will submit a written justification to request funding from the next higher

administrator up to the appropriate vice chancellor. Any adjustments in work schedules within the unit are at the discretion of the unit administrator, with the approval of the next higher administrator, and are subject to unit and institutional needs and resources. [See section 3.4.4.]

4.2.2 Upon the faculty member's return to work after a period of approved leave (with or without pay) under this policy, the unit administrator and the faculty member will jointly determine the completion of assigned responsibilities during the remainder of the academic term. Similarly, when a faculty member will begin a period of approved leave (with or without pay) after the academic term has begun, the unit administrator and the faculty member will jointly determine the faculty member's assigned responsibilities for the period of the academic term not covered by approved leave (with or without pay).

#### 4.3 Certification and Documentation Requirements for Qualifying Events

4.3.1 Serious Health Conditions: Medical certification of the faculty member's serious health condition, including a statement from an eligible health care provider (as defined under the FMLA) about the probable length of absence from normal duties, is required. If the request is for the purpose of caring for a FMLA-defined spouse, child (son or daughter), or parent who has an FMLA-qualified serious health condition, the University also requires medical certification of that person's illness or disability and documentation of the circumstances which make it impossible or difficult for the faculty member to carry on with normal duties.

4.3.2 Birth, Adoption, or Foster Care Placement of a Child: Documentation of the qualifying event is required. Note that a faculty member who meets the eligibility requirements in section 2 above and who is an expectant mother may take leave pursuant to this policy before the birth of a child for prenatal care or if her condition makes her unable to work or requires a reduced work schedule in accordance with section 3.4. Also, leave pursuant to this policy may be granted before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed.

4.3.3 Forms for certification and documentation of each category of qualifying event are located on the Human Resources Benefits web site and must be submitted by the faculty member within fifteen (15) calendar days after submitting the request for leave benefits.

4.4 The Human Resources Benefits Counselor will review the certification or documentation of the qualifying event and determine the eligibility of the faculty member for leave with pay under this policy. If the Human Resources Benefits Counselor determines that the employee is not eligible for leave with pay benefits under this policy, the Human Resources Benefits Counselor will notify the faculty member of the decision in writing, including the grounds for denial of the requested leave benefit. The faculty member may appeal this decision to the Director of Benefits. The decision of the Director of Benefits is final.

4.5 The Human Resources Benefits Counselor will provide the appropriate vice chancellor with written notification of the faculty member's eligibility for leave with pay under this policy. For approved leave with pay, the appropriate vice chancellor will issue a letter to the faculty member informing him or her of the beginning and ending dates of authorized leave with pay, with copies to appropriate unit administrators.

4.6 The FMLA entitlement of twelve (12) weeks of leave without pay will run concurrently with any period of leave with pay under this policy. The period of leave with pay will also be designated as family medical leave under the FMLA.

4.7 Leave (with or without pay) applies to the faculty member's employment during a regular term of appointment as defined in section 2.4 above.

4.7.1 If the illness or disability requires an absence from faculty duties longer than twelve (12) calendar weeks within a twelve (12) consecutive calendar month period, the faculty member may apply in writing to his or her unit administrator for a leave of absence without pay in accordance with provisions of the ECU Faculty Manual.

4.7.1.1 The faculty member may also apply to the Human Resources Benefits Office for salary continuation through the Disability Income Plan of North Carolina and through any other optional disability program(s) in which he or she may be enrolled.

4.9 Any unused leave pursuant to this policy is not eligible for terminal leave payment when the faculty member leaves the employment of the University, and it may not be used to extend years of creditable state service for retirement benefits. However, it must be exhausted prior to participation in the Disability Income Plan of North Carolina available to eligible employees.

## 5. Use of Leave with Pay

5.1 Leave with pay provided under this policy may be used for serious health conditions, pregnancy, birth, adoption, or foster care placement of a child as defined in section 3.2 above. A faculty member who anticipates an absence from duties for longer than three (3) days for qualifying reasons as defined by the FMLA shall inform the unit administrator at least sixty (60) calendar days in advance of the leave or as soon as practicable after the need for leave is foreseeable. (See section 4.2 above.)

5.2 A faculty member will not be penalized because of time required away from work caused by or contributed to by conditions such as pregnancy, miscarriage, childbirth, or recovery. Disabilities resulting from pregnancy shall be treated the same as any other covered disability.

## 6. Record-Keeping

6.1 This policy provides an important financial benefit; therefore, accurate records must be maintained. The Human Resources Benefits Office and the respective Division Office (the Office of the Assistant Vice Chancellor for Personnel & Resource Administration for faculty in the Division of Academic Affairs and the Office of the Associate Vice Chancellor for Health Sciences Human Resources for faculty in the Division of Health Sciences) will maintain all official records.

## 7. Coordination with Other Policies

7.1 When a faculty member takes intermittent or reduced leave in accordance with section 3.4 above, the relative weights among teaching, research, service, and clinical care may be revised [see Part VIII of the Faculty Manual] so long as the reassignment of responsibilities is completed in a manner that minimizes the impact on academic program quality.

7.2 Consistent with Part IX of the Faculty Manual, an untenured, probationary term (tenure-track) faculty member who is granted leave under this policy may be eligible for an extension of the probationary term. If the faculty member wishes to request an extension of the probationary term on the basis of leave granted under this policy, he/she must submit a written request in accordance with the requirements of Part IX of the Faculty Manual for Extensions of the Probationary Term.

7.3 The leave with pay provided under this policy shall have no effect on the faculty member's other employment benefits.

7.4 Consistent with the Faculty Manual, Part XI and Part VIII, the faculty member may not engage in other employment or compensated arrangements during the period of leave with or without pay under this policy.

7.5 If a faculty member granted leave under this policy wishes to request that his or her five (5)-year post-tenure review be delayed, he/she must submit a written request to the unit administrator. The terms of such an agreement will be stated in writing, signed by the faculty member, and approved by the unit administrator, dean (or other appropriate administrator), and the appropriate vice chancellor.

## 8. Confidentiality

8.1 Communications and documentation concerning leave requested or approved pursuant to this policy shall constitute confidential records in accordance with North Carolina law.

## 9. Effective Date

9.1 This policy is effective July 1, 2011, and shall supersede any previous policies granting leave to faculty members for qualifying events as defined by the FMLA. A faculty member who is absent on approved leave at the time this policy becomes effective will continue to receive the leave benefits approved for that absence until the period of approved leave expires.

9.2 Any revisions and/or amendments to this policy shall become effective upon the approval of the ECU Board of Trustees.

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*revised*

**AGENDA COMMITTEE REPORT**

Proposed 2019-2020 Faculty Senate and Agenda Committee Meeting Dates

**2019/2020 University Academic Calendar**

Fall 2019		Spring 2020	
August 19	Classes Begin	January 13	Classes Begin
September 2	State Holiday	January 20	State Holiday
October 5-8	Fall Break	March 8-15	Spring Break
November 1	Registration	March 27	Registration
November 27 -Dec. 1	Thanksgiving Break	April 10-11	State Holiday
December 3	Classes End	April 28	Holiday Makeup Day
December 4	Reading Day	April 28	Classes End
December 5-12	Exams	April 29	Reading Day
		April 30-May 7	Exams

**2019/2020 Agenda Committee and Faculty Senate Meeting Dates**

Agenda Committee	Faculty Senate
August 27, 2019	September 10, 2019
September 24, 2019	October 15, 2019
October 29, 2019	November 12, 2019
November 19, 2019	December <del>3</del> <b>10</b> , 2019 <i>at Heart Institute</i>
January 14, 2020	January 28, 2020
February 11, 2020	February 25, 2020
March 17, 2020	March 31, 2020
April 14, 2020	April 28, 2020 <i>at Heart Institute</i>
	May 5, 2020 (2020/2021 organizational mtg.)

**Faculty Senate Agenda  
December 11, 2018  
Attachment 3.**

**EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT**  
Proposed revisions to Part VI, Section VII. Curriculum Procedures and  
Academic Program Development of the *ECU Faculty Manual*

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

“Curriculum Procedures and Academic Program Development

In accordance with ECU’s commitment to strong academic programs and the SACSCOC Principles of Accreditation, ECU “places primary responsibility for the content, quality, and effectiveness of the curriculum with its faculty.” Program and curriculum changes are initiated, prepared, and presented for review through ECU’s curriculum management system. All proposals follow an approval process inclusive of all relevant ECU campus bodies and voting faculty as defined in this document. Three levels of approval are defined according to the specific delegated authority of final approval bodies. Proposals governed by the policies and procedures of the UNC System Office (UNC-SO) and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will follow additional approval steps and will therefore take longer to proceed through the entire approval process.

Academic Planning and Accreditation (APA), a unit of Institutional Planning, Assessment and Research, facilitates the curriculum and program development process through administration of ECU’s curriculum management system and direct consultation with faculty planners. The Office of Continuing Studies and Distance Education and APA process requests to deliver new and existing academic programs through distance education. Consultation with the unit curriculum liaison, personnel in the Office of the Registrar, and personnel in ~~Academic Planning and Accreditation (APA)~~ is recommended at the onset of curriculum and program development.

The Academic Program Development Collaborative Team (APDCT), an advisory body to the Academic Council, is comprised of the Undergraduate/Graduate Curriculum Committee chairs; Educational Policies and Planning Committee (EPPC) chair; dean of the Graduate School; representatives from the Office of Continuing Studies and Distance Education, Institutional Research, Academic Planning and Accreditation, and Division of Health Sciences; and the Chair of the Faculty. APDCT collaborates with faculty planners to strengthen program proposals and makes recommendations to the Academic Council, EPPC, and the dean of the Graduate School (as applicable) on developing programs.

Academic committees of the Faculty Senate and the Graduate School review course and program proposals in accordance with their stated charges. Faculty Senate committees also approve requests for special course designations, such as service learning, writing intensive, and diversity.

In cases of financial exigency or the initiation of a discontinuation, curtailment, or elimination of a teaching, research, or public service program, the provisions of the *ECU Faculty Manual* will apply.

The Chancellor or designee in consultation with the Chair of the Faculty may establish deadlines of not less than two weeks by which each person and/or committee listed must report its concurrence (approval) or non-concurrence with the proposed action. Failure to report by the established deadline

shall be considered an abstention and the proposed action shall progress to the next level for consideration.

## A. Definitions

### 1. Degree Programs

A degree program is a program of study in a discipline specialty that leads to a degree in that distinct specialty area at a specified level of instruction. All degree programs are categorized individually in the University's academic program inventory (API) at the six-digit CIP code level, with a unique UNC-SO identifying code, and teacher licensure area, if applicable. As a rule, a degree program requires coursework in the discipline specialty of at least 27 semester hours at the undergraduate level and 21 semester hours at the doctoral level. A master's level program requires that at least one-half of the total hours be in the program area. Anything less than this within an existing degree program should be designated a concentration. Degree programs require final approval by UNC-SO and the UNC Board of Governors (BOG). Minors and concentrations receive final approval at the campus level. (Paraphrased from Academic Program Guidance, UNC System Office, 1/25/16. Accessed at [http://www.northcarolina.edu/sites/default/files/documents/academicprogramdevelopment\\_guidance\\_january25.2016v1.pdf](http://www.northcarolina.edu/sites/default/files/documents/academicprogramdevelopment_guidance_january25.2016v1.pdf), 2/23/18.)

### 2. Certificates

A certificate program provides an organized program of study that leads to the awarding of a certificate rather than a degree. ECU offers certificate programs at a minimum of 9 credit hours at the pre-baccalaureate, post-baccalaureate, post-master's, and post-doctoral levels. Once a certificate is approved, it must be submitted to the U.S. Department of Education to determine if the program is eligible for participation in Title IV (financial aid) programs.

### 3. Teacher Licensure Areas (TLAs)

These are specific course clusters that meet licensure requirements of the State Board of Education but do not lead to the conferral of a particular degree or certificate. These may be at either entry level or advanced level of teacher licensure. When an institution receives authorization from the State Board of Education to offer a TLA, UNC-SO must be notified. A current inventory of teacher licensure programs approved by the State Board of Education is available on the North Carolina Department of Public Instruction Website.

## B. Levels of Delegated Authority for Course and Program Approval Process

Level I Course and Program Changes: ~~Delegated authority to the Undergraduate and Graduate Curriculum Committees.~~ Level I course and program changes require campus approval by the department, college/school, and university Undergraduate Curriculum or Graduate Curriculum Committees. **The Faculty Senate delegates authority to the Undergraduate Curriculum Committee and the Graduate Council delegates authority for these actions to the Graduate Curriculum Committee.**

### Level ~~I~~ Course Changes:

1. Revising a course: title, description, objectives, prerequisite(s), prefix, repeatability, credit hours, and content
2. Renumbering an existing course at the same or different level
3. Revising the prefix for an entire course list or program\*
4. Banking or deleting courses
5. Removing a 5000-level course from the undergraduate catalog

6. ~~Proposing new or unbanking course (undergraduate courses require Faculty Senate review)~~

\* Memo-only action; committee may waive faculty attendance

Level I Program Changes:

- ~~1. Revising degrees, concentrations, and minors: deleting courses; revising core requirements, electives, admission standards, and descriptive text~~
- ~~2. Revising titles of existing concentrations and minors~~
- ~~3. Revising certificate course selections (excludes total hours), admission standards, and descriptive text~~
- ~~4. Discontinuing a minor or concentration~~
- ~~5. Adding or removing thesis/non-thesis options of degree program~~

1. **Revising degrees: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text; adding or removing thesis/non-thesis options**
2. **Revising certificates: revising course selections (excludes total credit hours); revising core requirements, electives, admission standards, and/or descriptive text**
3. **Revising concentrations and minors: revising course selections (including total credit hours); revising titles; revising core requirements, electives, admission standards, and/or descriptive text; discontinuing**

Program changes excluded from Level I are degree and certificate title and/or CIP code changes; revising total **credit** hours of degree programs; change in delivery mode; and moving degree and certificate programs to a new academic home, as these actions require EPPC review and some are reported to UNC-SO **and/or SACSCOC** as indicated below.

Level II Course and Program Changes: Delegated authority to EPPC and Academic Council. Level II changes course and program changes require approval at the department, college or school, and university levels including Undergraduate Curriculum/Graduate Curriculum Committee, Graduate Council, ~~and EPPC review prior to Senate review~~ and **approval by the** Academic Council. They require no approval by the Chancellor or by UNC-SO.

1. **Increasing/decreasing degree or certificate total credit hours by less than 25%**
2. Moving a degree, certificate, concentration, or minor program to a new academic home
3. Proposing an accelerated degree program
4. Proposing a new concentration in an existing degree program
5. Proposing a new minor

Level III Program Changes: Require Chancellor Approval

Level III changes are program changes or proposals that require approval at the department, college/school, and university levels/**committees**; Chancellor; and UNC-SO and/or SACSCOC approvals or notifications.

~~EPPC campus review; additional UNC-SO and/or SACSCOC approvals or notifications~~

1. Discontinuing an existing degree or certificate program **(no UCC/GCC review required)**
2. Proposing a new certificate program
3. Proposing a new degree program
4. Revising an existing degree or certificate title
5. Consolidating two or more existing degrees

6. Proposing a new delivery mode for an existing degree (**no UCC/GCC review required**)
7. Increasing/decreasing degree or certificate **total** credit hours **by 25% or more**
8. Changing a degree designation (e.g., MA to MS)

UNC-~~GASO~~ and/or SACSCOC approvals or notifications only (no UCC/GCC, or EPPC review required)

1. Revising a CIP code for an existing degree or certificate program
2. Discontinuing an existing teacher licensure area

#### C. New Degree Program Development Approval Process

Proposed programs must be approved for inclusion on the ECU Academic Program Plan through the Request for Inclusion process and, by special circumstance, through the Academic Council in consultation with the Educational Policies and Planning Committee. All program proposals accepted on the plan undergo a rigorous campus-wide vetting process and are submitted in accordance with UNC-SO policies and procedures. New degree programs may not be advertised until ECU receives UNC BOG approval.

**Programs included on the ECU Academic Program Plan require approval at the department, college/school and university levels/committees through approval of the Academic Program Development Collaborative Team. In the first (planning) phase of development, all ECU faculty are invited to participate in a campus-wide process and are invited to provide formal feedback to aid in decision-making by the Academic Council. Upon approval of the Academic Council, the planning document is submitted to the UNC-SO. The establishment phase of development follows normal campus review processes, including curriculum and program proposals.**

The proposing academic unit, Academic Planning and Accreditation, and the Office of the Registrar will collaborate to ensure that all approved actions are communicated to the campus community, as well as to UNC-SO and SACSCOC as required.

#### D. Academic Program Review

Every academic program that is not accredited by a specialized accrediting agency is required to be reviewed as part of a seven-year unit program evaluation. The unit Academic Program Review will be conducted according to the [Academic Program Review Guidelines](#). Changes to these guidelines need to be approved by the Educational Policies and Planning Committee and the Faculty Senate. The unit Academic Program Review shall be used in the development of the unit's operational and strategic plans.

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Faculty Senate Resolution #12-50, March 2012  
 Faculty Senate Resolution #14-62, May 2014  
 Faculty Senate Resolution #15-63, May 2015  
 Faculty Senate Resolution #17-13, March 2017  
 Faculty Senate Resolution #18-22, April 2018  
 Faculty Senate Resolution #18-\_\_\_, \_\_\_\_\_”