

East Carolina University
FACULTY SENATE
FULL MINUTES OF MARCH 17, 2015

The seventh regular meeting of the 2014-2015 Faculty Senate was held on Tuesday, March 17, 2015, at 2:10 pm in the Mendenhall Great Rooms.

Agenda Item I. Call to Order

Andrew Morehead, Chair of the Faculty called the meeting to order at 2:10 pm.

Agenda Item II. Approval of Minutes

Action on the February 24, 2015 minutes were postponed until April.

Agenda Item III. Special Order of the Day

A. Roll Call

Senators absent were: Professors Tierno (Art and Design), Tuten (Business), Sorensen (Criminal Justice), Shores (Health and Human Performance), Levine (Medicine), Hines (Nutrition Science), Chancellor Ballard, White (Academic Dean Representative/Engineering and Technology) and Taggart (Faculty Assembly Delegate/Music).

Alternates present were: Professors Bauer for Kain (English), Coghill for Cable (Health Sciences Library), and Frank for Ding (Engineering and Technology).

B. Announcements

The Chancellor has acted on the following resolutions from the January 27, 2015 and February 24, 2015 Faculty Senate meetings:

- 15-01 Resolution on Open Chancellor Searches.
- 15-02 Resolution Endorsing The Faculty Assembly Resolution Regarding The Transition in Leadership and Direction of The UNC System.
- 15-03 Curriculum and academic matters acted on and recorded in the December 8, 2014 Graduate Council meeting minutes.
- 15-04 Revisions to the University Curriculum Committee Charge.
- 15-05 Curriculum and academic matters acted on and recorded in the November 13, 2014 and December 11, 2014 University Curriculum Committee meeting minutes.
- 15-06 Curriculum and academic matters acted on and recorded in the December 8, 2014 Writing Across the Curriculum Committee meeting minutes, including removal of writing intensive (WI) designation from BIOL 3504, BIOL 4505, BIOL 4550, and RCLS 4004.
- 15-07 Curriculum and academic matters acted on and recorded in the January 12, 2015 Writing Across the Curriculum Committee meeting minutes, including notification of change in prefixes of WI courses: ENGL 2760 and ENGL 3770 (re-prefixed as LING 2760 and LING 3770); notification of change in credit hours of WI course CMGT 4300 from 4 to 3 SCH; and approval of writing intensive (WI) designation for CMGT 4320 and COMM 2010.
- 15-08 Revised School of Hospitality Leadership Unit Code of Operation. (with stipulation)
- 15-09 Curriculum and academic matters acted on and recorded in the December 12, 2014 Educational Policies and Planning Committee meeting minutes.
- 15-10 Request from the Thomas Harriot College of Arts and Sciences to remove the college level restriction on declaring a major and update the *University Undergraduate Catalog* to reflect this removal.
- 15-11 Department of Child Development and Family Relations Program's Unit Academic Program Review; Department of Sociology Unit Academic Program Review; and

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- Department of Physics Unit Academic Program Review as recorded in the [December 12, 2014](#) Educational Policies and Planning Committee meeting minutes.
- 15-12 Formal Faculty Advice on Proposed Regulation on Conflicts of Interest, Commitment, and External Professional Activities for Pay Regulation.
 - 15-13 Revisions to the *University Undergraduate Catalog* referencing Readmission Under Forgiveness Policy.
 - 15-14 Response to the UNC Fostering Undergraduate Student Success (FUSS) Policies. (Held for further study)
 - 15-15 Resolution on Weeknight Football Games.
 - 15-16 Resolution on Renaming Aycock Hall.
 - 15-17 Resolution on Tuition.
 - 15-22 Curriculum and academic matters acted on and recorded in the [January 26, 2015](#) Foundations Curriculum and Instructional Effectiveness Committee meeting minutes.

Faculty Senators are reminded to forward the unit's election results for 2015-2016 Faculty Senate representation to the Faculty Senate office as soon as possible. In accordance with the *ECU Faculty Manual*, elections were to be held in February. Please call the Faculty Senate office if you have questions.

The Office of Parent and Family Programs is preparing to put together a program for Family Weekend 2015 (September 25th-27th) and is seeking a Faculty Senator (or Alternate) member to serve on the Family Weekend committee. This faculty representative will serve as the point person for academic departments, and assist in organizing the 'Master Class' sessions, by attending Family Weekend planning meetings, and reporting to the Senate as necessary. Please contact Lauren Byers at 328-6847 if you are interested in serving in this capacity.

An ECU task force on Digital Innovation and Scholarship in the Social Sciences and Humanities is taking its first steps this academic year. As part of that task force, we are gathering information from faculty and graduate students across the university via a brief survey. This survey will give us information about who is interested in or already engaged in digital projects, what kinds of projects those are, whether those projects are related to teaching, research or both, whether respondents are aware of existing digital resources, and how ECU as a whole can better support collaborative digital work. Respondents have the option to self-identify and elect a face-to-face follow-up or submit information anonymously. The survey will be available from Wednesday March 13 through Wednesday April 15. Link to access the survey, which should take only 5-10 minutes: https://ecu.az1.qualtrics.com/SE/?SID=SV_2iB5TQBzVMvWwst.

The Faculty Welfare Committee at its February 2015 meeting voted to support the implementation of a two-year pilot faculty mentoring program in partnership with the ECU Office for Faculty Excellence (OFE). At the end of the two-year pilot, the program will be evaluated and recommendations made for its future. Each mentor will receive training, be asked to identify the types of assistance they wish to provide (general, career pathways, research/scholarship, teaching, technology, engagement/service, evaluation, etc.) and be asked to mentor up to two faculty in the program. Through the program, faculty who request mentoring will be matched with faculty mentors for a period of a semester or a year (one to two hours per week). Faculty interested in serving as mentors during this pilot program are invited to apply by completing an online survey that will be posted on the OFE website and distributed via ECU Official Faculty by April 1. Please direct any questions to Dorothy Muller at mullerd@ecu.edu.

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Editorial revisions to University Alumni and Joyner Teaching, Scholarship of Engagement, and Research Award nominating procedures have been made by the Academic Awards Committee to aid faculty nominees and review committees in their endeavors. Beginning Fall 2015, the editorial revisions include nomination and portfolio materials being submitted electronically via the web and/or flash drive, evaluative materials submitted electronically via flash drive or other electronic means to be announced and video recordings of award finalists showing them teaching a portion of a class submitted using a MP4 or other format (with more information provided to nominees at a later date). The preliminary call for nominations for these awards will be distributed soon to all academic unit administrators. Nomination letters from the unit code administrators must be received in the Office for Faculty Excellence no later than September 15 of each year or the next business day if the 15th falls on a weekend. Nominated faculty who wish to pursue the award shall submit the portfolio of all evaluative materials to the Office for Faculty Excellence, 1001 Joyner Library, no later than November 1. Information on the different award nominating procedures are available at <http://www.ecu.edu/cs-acad/fsonline/aa/academicawards.cfm>.

A Campus Climate Commission, as part of the Chancellor's Diversity Leadership Cabinet, is developing a campus climate survey for ECU in conjunction with the cabinet and the Office for Equity and Diversity. The entire campus climate assessment process has been presented to the Executive Council with the next phase in the process to gather feedback on the survey from various faculty, staff and student groups prior to full-scale survey implementation in the Fall. Members of the Faculty Senate will receive an email invitation from Mande Lancaster (Office of Innovation and Economic Development) to participate in a pilot of the online survey during the final week in March to further vet the clarity of the items and language used in the survey. This pilot is not to begin assessing climate but to provide feedback for continued survey development.

Academic Committee Chairs are reminded that Committee Annual Reports are due in the Faculty Senate office by May 1, 2015.

In his absence, the following comments from Chancellor Ballard were shared by Chair Andrew Morehead:

*"Dear Senators,
I'm very sorry I could not be with you as you celebrate 50 years of the Faculty Senate and a great legacy of shared governance at ECU. This is both an important occasion and an historical moment.*

East Carolina has an exemplary tradition of shared governance, collegiality, problem-solving, and realizing opportunities. I'm proud to be a part of that tradition and I really appreciate the hard work of the Senate. Let's all look forward to our continued partnership as we work together to be a national model for student success, public service and regional transformation. Steve Ballard"

C. Ron Mitchelson, Provost and Vice Chancellor for Academic Affairs

Provost Mitchelson began with acknowledgement of the St. Patrick's Day holiday. He wore an elegant green tie in honor of the holiday. The Provost's remarks focused on three primary areas: priorities for the university from the Provost's office, commitment to the University Committee on Fiscal Sustainability, and the hiring of department chairs. Provost Mitchelson asserted his commitment to diversifying revenue streams and reducing dependence on state appropriations. Arresting the decline of graduate enrollment has been a critical focus as well and the Provost commended Paul Gemperline, Dean of the Graduate School, on the progress he has made in strengthening and expanding graduate enrollment. The university has expanded the Google ad campaign over the past

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year to include the marketing of undergraduate degrees and summer offerings. Other avenues for expanding graduate enrollments include the development of professional science masters degrees, with new degrees in Technology Systems and Chemistry in the pipeline. Another aspect of revenue diversification is funded research. The academic council members are all of one accord regarding the importance of enhancing and expanding funded research. Mike Van Scott, Interim Associate Vice Chancellor for Research and Graduate Studies, has been working very hard to expand the clinical trials research. Coastal science and coastal policy present critical opportunities to expand funded research. A third focus in terms of diversifying revenues is to engage more deeply in regional transformation. Exciting new technologies on campus that are commercializable and entrepreneurship are valuable means through which the university can serve to transform the region. Provost Mitchelson also highlighted the concerted effort to engage more deeply with the region around the advanced manufacturing sector, noting that two significant grants of around one million dollars each have been received to support the development of the Center of Excellence in Pharmaceutical Manufacturing and Services and an innovation center focused advanced manufacturing systems, respectively. An additional process for diversifying revenues and providing opportunities for partnerships with local business and industry is the millennial designation for spaces on campus. The Haney Building on 10th street will be part of this process, providing office space for faculty and partnerships with the private sector, as well as assist with uptown Greenville development.

Following a robust presentation of potential opportunities to diversify revenue streams, Provost Mitchelson shared updates regarding the University Committee of Fiscal Sustainability. He shared that the Educational Policies and Planning Committee will receive recommendations for three units within the College of Human Ecology to be moved to the College of Health and Human Performance. This move will likely be finalized by July 1 and there will then be one less college on the ECU landscape. This consolidation is projected to result in approximately \$250,000-300,000 in savings that will be plowed back into classrooms and laboratories. The Provost asserted his commitment to the work of the fiscal sustainability process.

Provost Mitchelson empathized with faculty who may feel that they do not fit with the emphases articulated by administration. When some foci are prioritized, others may be perceived as less valued and that is not the intent of the Provost with the fiscal sustainability process. The focus of this process is to try to bring clarity to help make the process more meaningful and more manageable. With the university facing a 2% cut in the Governor's proposed budget, it is imperative that the university community focus, in part, on revenues. Over the previous seven years, there has been continued decline in state funding for the university system and further declines are projected. The Provost is sensitive to how these declines and the prioritization process may have impacted some people and he asked faculty to please reach out to him to discuss how their particular expertise and efforts fit in the university mission. The Provost emphasized that there is room for all faculty to contribute actively and significantly to the three strategic directions: maximizing student success, public service and regional transformation. The emphasis on revenue diversification and growth present exciting opportunities for the faculty and the university community.

In closing his remarks, the Provost noted that he has been asked if there is a shift in strategy regarding the hiring of department chairs towards a focus on internal hires. From an institutional standpoint, the answer to that query is no. However, there are some indicators to suggest that the process of internal hires is happening in certain places, likely reflecting the growth of the college and leadership within the college. There are many great faculty members who are ready to step up and

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serve as excellent department chairs. As a balance, the Provost also noted that there are currently two external searches for chairs underway.

There were no questions asked of Provost Mitchelson.

D. Andrew Morehead, Chair of the Faculty

Professor Morehead provided the following remarks to the Faculty Senate.

Good afternoon! Fifty years ago, in March of 1965, the first meeting of the Faculty Senate at ECU was held. Professor John Tucker, University Historian, has enlightened us throughout the year on what led Chancellor Jenkins to forward the idea of the Senate we are part of today. I don't have the time to tell you much about our history beyond what Dr. Tucker has reported, but I will spend a bit of time talking about our place in the UNC system and some future challenges facing our Senate.

The AAUP issued the first guidelines on shared governance in 1920, "emphasizing the importance of faculty involvement in personnel decisions, selection of administrators, preparation of the budget, and determination of educational policies." Our Senate was the third senate created at an institution that is now part of the UNC system, although we were not part of the system at the time (we joined in 1971). UNC-Chapel Hill had the first senate (1950) followed closely by NC State (1954). Charlotte's senate was formed in 1972 and the rest of the system followed suit over the next thirty years.

The creation of a method for shared governance is considered critical to the function of a university, and the UNC Code, section 502D reads in part, "The chancellor shall be responsible for ensuring that there exists in the institution a faculty council or senate, a majority of whose members are elected by and from the members of the faculty," and "In addition to ensuring the establishment of a council or senate, the chancellor shall ensure the establishment of appropriate procedures within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and institutional governance, with particular emphasis upon matters of curriculum, degree requirements, instructional standards, and grading criteria."

I will say, with no small amount of pride, that I believe we have here at ECU the most developed system of shared governance in the UNC system. I recently led the collection of hundreds of pages of data on shared governance across the system, and following review of that data, I feel confident in that belief. Note that this success is indeed the result of productive shared governance, as it required the administration to work with us on developing the curriculum, appellate, and promotion and tenure processes we should all be proud of. In addition, I have sung the praises (deservedly) to all who will hear of our dedicated administrative assistant, Lori Lee, and it is also worth noting that we are only one of four institutions in the system with a full time staffer, paid for out of the Chancellor's division.

Our Faculty Senate, our processes, and our leadership, are also well recognized at the system level. We have contributed five of the 24 Chairs of the Faculty Assembly (you will recognize Henry Ferrell, Jim Smith, Ken Wilson, Brenda Killingsworth and Catherine Rigsby's names easily; they are all also former Chairs of the Faculty here). Our grievance processes were utilized as examples in the development of other campus' grievance processes. Likewise, our promotion and tenure processes have influenced other campus' development of their own.

In my remarks to you at these meetings over the past year, I have discussed some of the challenges and concerns we will face moving into our second fifty years. Those issues include faculty morale,

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budget cuts, student conduct, and the increasing intrusive role of the General Administration and the Board of Governors in campus-based decisions. The Board of Governors has revisited the President and Chancellor search policies to increase their influence over the selection of the most important administrators and leaders at the University and campus level. There are persistent attacks on tenure and academic freedom, and both the University system and ECU have been affected. The unprecedented length and depth of the budget cuts have forced ECU to cut or lose many valued colleagues and to an overreliance on part-time contingent faculty, and we've had to reduce needed services and research/creative activity support systems. It is not hard to envision an attack on the foundations curriculum with the enforcement of a system-wide set of common curricula, primarily based on western civilization, as has been floated several times at the general administration. Finally, the idea has again been raised of "right-sizing" the system, which means cutting campuses. Not unsurprisingly, that means the HMI's are under attack again, and it is critical now that we remember that we are stronger together as a system than we are as individual campuses.

What is to be done? One thing we can do is something we are already doing. Looking back over the resolutions this body has passed this year, we have spoken out about many of these concerns, and I have forwarded those resolutions to the President and Boards of Trustees and Governors. We need to redouble efforts to get as many faculty as possible to participate in constructive and meaningful ways, whether that be appellate, curricular, or governance processes. When news of further adverse actions comes back to campus and the Senate from our delegates to the Faculty Assembly, spread the word, make sure faculty are mobilized and ready to act.

I noted earlier an emphasis on *shared* governance. We need to remember that the administration can be strong allies as we move forward, that they are also committed to the well-being of the university. We built this university together, and we will have to act together to preserve it and our right to shape ECU's curriculum, our personnel processes, and our identity as the university committed to service and transforming eastern North Carolina.

There were no questions asked of Chair Morehead.

E. Bill Koch, Associate Vice Chancellor with Campus Operations and Deb Garfi, Director of Parking Services

Discussion on the [Report on Parking and Transportation Services](#) was deferred until April 2015. This will allow for the presentation of the most current lot usage data.

F. Approval of Spring 2015 Graduation List, including Honors Program graduates.

Professor Cal Christian (Business), parent of a Spring 2015 honors college graduate and ECU softball player, moved approval of the Spring 2015 Graduation List, including Honors Program graduates. The motion was seconded and then approved by the Senate. **Resolution #15-26**

G. John Tucker, University Historian

Professor Tucker provided historical moments covering the past 50 years of shared governance.

<http://www.ecu.edu/cs-acad/fsonline/customcf/fsminute/2015/fs315SharedGovernancePresentation.pdf>

H. Question Period

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Professor Carpenter-Aeby (Social Work) asked, in reference to the recent email transmission from both the Provost and Chair of the Faculty regarding the SPOTs student feedback tool, how anonymous student complaints might be used. Provost Mitchelson replied that anonymous student complaints to an administrator may be used as a basis for an investigation but cannot be used directly in a grievance. Chair Morehead stated that the *ECU Faculty Manual* specifies that student opinion data from surveys must be included and at this time specifies that the comments are not included, meaning that the raw data from the surveys was not considered anonymous. Chair Morehead, echoed Provost Mitchelson, explaining that verbal complaints to an administrator may not be the only basis, but anything that results from an investigation, that is in fact observable, would be included. Professor Carpenter-Aeby asked how an investigation into anonymous student complaints would be conducted. The Provost stated that the investigation would likely be by the supervisor and might involve a trip to the office or an observation or a number of options deemed relevant to the situation. Chair Morehead stated that it would depend on what the student complaint was, i.e. always arriving late to class versus something from a peer evaluation, noting that anything that cannot be verified would not be used in personnel matters, including evaluations of faculty.

Professor Montgomery (English) asked if it was appropriate to evaluate faculty on the response rate of surveys received. Provost Mitchelson replied no. Professor Montgomery expressed her agreement and stated that that needed to be shared with unit administrators because she sensed that there was a hunger for a number and that was currently how things were being done within some academic units.

Professor Justiniano (Physics) referenced the earlier query from Professor Carpenter-Aeby and stated that what worried him was how a university investigation handled anonymous complaints. He explained that he did not see anything in the faculty manual referencing guidelines for how an investigation based on anonymous complaints would be conducted and the information used. Professor Justiniano asked how would due process be ensured? Provost Mitchelson replied that it depended on the nature of the complaint with different complaints requiring different types of investigations. He stated that his first step would be to talk to the faculty involved. Chair Morehead stated that any faculty member had the right to look at their personnel file and review anything relating to anonymous complaints and that ultimately that is where due process is involved. Provost Mitchelson stated that there is a taskforce looking at complaints and there will be forthcoming a draft PRR, written by a group of faculty members, to provide operational lines for clarity.

Professor Robinson (Mathematics) stated that it was good to hear that if there were any investigation for the purpose of disciplinary action the investigators and administrators needed to follow processes laid out in the *ECU Faculty Manual*. He stated that on other campuses concerns had emerged relating to ad hoc investigations of faculty related to Blackboard and “myEdu” websites and the sharing of data and student complaints based on this data. Professor Robinson expressed his concerns about the relationship between BlackBoard and myEdu and the ways in which data about ECU students are shared between these systems and the residual impacts on faculty. Chair Morehead stated that, for clarification, in his understanding that the student government signed a waiver and paid to have MyEdu pull the grades and this was not known or sanctioned by the university.

Professor Martinez (Foreign Languages and Literatures) referenced Professor Montgomery’s earlier comments regarding the low response rates for student opinion surveys and stated that the low response rate impacts the utility of the data. Professor Martinez stated that it was justifiable to expect

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that there has to be a significant number of complaints in order for the data to be diagnostic or used to prompt an investigation, otherwise it would be a witch hunt. She asked if Provost Mitchelson agreed. Provost Mitchelson stated that faculty leaders on campus are working to improve the process of receiving reactions from students regarding instruction. The Foundations Curriculum and Instructional Effectiveness Committee is exploring the types of questions to include and improving the response rate is a definite focus of how to improve the process.

Professor Mazow (Anthropology) stated that in the recent email communication it stated that faculty are required to include student opinion survey data in the PAD but that the Dean of the College last year said that faculty did not have to include such data. She asked for clarification of the expectations/requirements. Provost Mitchelson replied that a PAD is a PAD and that student opinion data was required as part of the process, noting that raw data was required in PADs and not student comments. Unfortunately, the interpretation at the time last year from the Dean's office was incorrect.

Professor Horsman (Geological Sciences) asked the Provost about revenue sources for graduate students and asked if admissions and the technology concerns that had emerged were items that would be included in the Provost goals. Provost Mitchelson replied that yes that resolving the technological issues impacting admissions was at the top of the list.

Agenda Item IV. Unfinished Business

There was no unfinished business to come before the body.

Agenda Item V. Report of Graduate Council

Professor Bob Thompson (Political Science), Chair of the Graduate Council, presented curriculum and academic matters acted on and recorded in the [February 16, 2015](#) Graduate Council meeting minutes (GC#15-4), including the Graduate Dismissal Policy; [February 4, 2015](#) Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-5) forwarded to Educational Policies and Planning Committee that include discontinuation of the MS in Vocational Evaluation in the Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences, deletion of the Environmental Planning and Development concentration within the MSTs and title/content revision of the Information Assurance Certificate (to Cyber Security Profession) in the Department of Technology Systems within the College of Engineering and Technology; [February 18, 2015](#) Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-7) forwarded to Educational Policies and Planning Committee that include a title revision of the MAEd in Mathematics (to MAEd in Mathematics Education) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education and a new Project Management Certificate in the Department of Management Information Systems within the College of Business; and curriculum actions (GC#15-6) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, Department of Marketing and Supply Chain Management within the College of Business, Department of English within the College of Arts and Sciences.

There was no discussion and the curriculum and academic matters acted on and recorded in the [February 16, 2015](#) Graduate Council meeting minutes (GC#15-4), including the Graduate Dismissal Policy; [February 4, 2015](#) Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-5) forwarded to Educational Policies and Planning Committee that include discontinuation of the MS in Vocational Evaluation in the Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences, deletion of the Environmental Planning and

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Development concentration within the MSTs and title/content revision of the Information Assurance Certificate (to Cyber Security Profession) in the Department of Technology Systems within the College of Engineering and Technology; [February 18, 2015](#) Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-7) forwarded to Educational Policies and Planning Committee that include a title revision of the MAEd in Mathematics (to MAEd in Mathematics Education) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education and a new Project Management Certificate in the Department of Management Information Systems within the College of Business; and curriculum actions (GC#15-6) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, Department of Marketing and Supply Chain Management within the College of Business, Department of English within the College of Arts and Sciences were reviewed and approved as formal faculty advice to the Chancellor. **Resolution #15-27**

Agenda Item VI. Report of Committees

A. Faculty Governance Committee

Professor Nelson Cooper (Health and Human Performance), Chair of the Committee, presented first proposed revisions to the *ECU Faculty Manual*, Part IX, Section II. Performance Review of Tenured Faculty of East Carolina University.

Professor Justiniano (Physics) stated that the proposed policy appears to be a change in the way that we have thought previously about this process with every faculty member now having to have a 5 year plan and asked if this was a change in the current process. Chair Morehead replied that the 5 year plan was required of all tenured faculty according to the revised UNC system level policy. Professor Justiniano asked if this change was going to be included in the referenced section in Part VIII of the *ECU Faculty Manual*. Professor Cooper replied that that were a lot of references throughout the manual on this important topic, and he appreciated Professor Justiniano bringing this item to the Committee's attention and he would make sure that the Committee addressed his concerns.

Following discussion, the proposed revisions to the *ECU Faculty Manual*, Part IX, Section II. Performance Review of Tenured Faculty of East Carolina University were approved as presented. **Resolution #15-28**

Professor Cooper then presented the proposed Sample Faculty 5-Year Plan, intended to be used in conjunction with the Performance Review of Tenured Faculty and discussed the phrasing and description noting that these were suggestions and not put forth as expectations of what is required for faculty.

Professor Anderson (Education) shared concerns about the phrasing under each of the categories, asking if these are intended only as suggestions or samples and not as expectations for all faculty at ECU. Professor Anderson suggested that some faculty might view these as expectations rather than suggestions with the current wording. Professor Cooper replied that the wording was intended only as examples to aid faculty.

Professor Robinson (Mathematics) followed-up with Professor Anderson's concerns, suggesting that including the word "Sample" in the items. Professor Cooper replied that if the suggestion from the floor is an editorial change, the committee would consider it.

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Professor Maher (Philosophy and Religious Studies) noted that the proposed document reported that the plan actually reads “Sample” on the plan.

Professor Justiniano (Physics) proposed an amendment to add the word “Sample” to the phrase Faculty Five Year Plan.

Professor Sprague (Physics) spoke in favor of the amendment, noting that it was not clear to him and stating that the word Sample should appear on the five year plan and not only as the title of the attachment.

Professor Robinson (Mathematics) also spoke in favor of the motion, adding that it is not redundant to include the extra word “Sample Five Year Plan” even if the word sample plan is noted elsewhere.

Chair Morehead explained that the committee hoped to clarify that the plan structure could not be changed but the descriptions were provided only as examples.

Professor Anderson (Education) stated that she thought this could be solved pretty easily if the committee provided a template that was not changeable, noting that the text at the top was very confusing and suggested deleting the notes section at the top of the document.

Professor Montgomery (English) spoke against the motion stating that she believed this could be resolved by clarifying that the language included after the percentage was sample language.

Professor Justiniano (Physics) stated that he would be willing to withdraw his motion to amend the document, if the committee would withdraw the document and make the changes Professor Montgomery suggested. He then withdrew his amendment.

Professor Sprague (Physics) moved to send the document back to the Committee for further consideration.

Professor Montgomery (English) asked Chair Morehead if the Committee, Faculty Senate and Chancellor had time to do that given General Administration’s deadline. Chair Morehead stated that as long as the Senate and Chancellor approved this in April so that it could go off-campus in May things were fine.

Professor Felts (Health and Human Performance) asked if a faculty member had to complete the 5 year plan if he or she was retiring in three years. Chair Morehead replied yes, all tenured faculty were required to submit a plan.

Professor Popke (Geography, Planning and Environment) reminded the committee that faculty needed a blank template side-by-side with this as the sample.

Professor Christian (Business) spoke against the motion to send it back to the Committee, stating that he felt the document was clear and easy to understand.

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Professor Morin (Communication) stated that administrators would not be able to fill in all of the areas required on the form and was there a way to consider revising the form in order to give guidance to administrators on how he or she would complete this form.

Professor Cooper (Health and Human Performance) replied that administrators who carry 50% or greater administrative load would not be required to participate and make a 5 year plan

Professor Robinson (Mathematics) spoke in favor of the motion to return the document to the committee with recommendations and noted that it was important for faculty to know what was not modifiable in this document and having the template was important.

Following discussion, the proposed Sample Faculty 5-Year Plan - to be used in conjunction with the Performance Review of Tenured Faculty was sent back to committee for further revisions.

Resolution #15-29

Professor Cooper then presented proposed revisions to the Sample Letter of Request for Peer Evaluation for Promotion and/or Tenure and shared that the intent of this was to modify the wording, as the previous wording was deemed to be somewhat discouraging to potential external reviewers.

Professor Anderson (Education) expressed appreciation to the committee for their work and shared her support for the proposed revisions.

There was no discussion and the proposed revisions to the Sample Letter of Request for Peer Evaluation for Promotion and/or Tenure were approved as presented. **Resolution #15-30**

B. University Curriculum Committee

Professor Lori Flint (Education), Chair of the Committee, presented curriculum and academic matters contained in the meeting minutes of February 12, 2015 including curricular actions within the Colleges of Arts and Sciences, Human Ecology and Engineering and Technology.

There was no discussion and the curriculum and academic matters contained in the meeting minutes of February 12, 2015 including curricular actions within the Colleges of Arts and Sciences, Human Ecology and Engineering and Technology were approved as presented. **Resolution #15-31**

C. University Environment Committee

Professor Eban Bean (Engineering and Technology), Chair of the Committee presented formal Faculty Advice on Proposed Smoking on Campus Regulation and stated that the committee was asked to review the policy and provide feedback or suggestions and the main change was to include a definition/clarification of vaping/vaporizing.

There was no discussion and the proposed Smoking on Campus Regulation was reviewed and approved as formal faculty advice to the Chancellor. **Resolution #15-32**

D. Committee on Committees

Professor Charles Boklage (Medicine), Chair of the Committee, presented first the second reading of a proposed addition to the University Budget Committee Charge. The change was to restrict the committee membership to tenured faculty only and noted that this did not seem to be well-received during the first reading.

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Professor Popke (Geography, Planning and Environment) stated that, as Chair of the University Budget Committee, he had spoken with members of the committee and no one endorsed limiting membership to only tenured faculty members and all endorsed revising the charge to allow all faculty to participate. He then made a motion to revise the charge to read: “7 elected faculty members (no more than one of whom may be fixed term)”.

Professor Given (Foreign Languages and Literatures) expressed his support for the motion and stated, as past chair of the committee and a current member, there was nothing that took place on this committee, as the committee operates from a bird’s eye perspective of the university budget, that would make a faculty member feel uncomfortable to speak up. There were no reasons that would prevent a fixed term faculty member from participating in the open discussion and there was nothing that took place in these open meetings that would place them in a predicament or open members to potential retaliation. Following Professor Given’s remarks, the Senate approved Professor Popke’s motion.

Following discussion, the revised University Budget Committee Charge was approved as amended.
Resolution #15-33

Professor Boklage then presented the second reading of a proposed addition to the Educational Policies and Planning Committee Charge and stated that the charge was being revised to specify that all eight members be tenured faculty.

There was no discussion and the revised Educational Policies and Planning Committee Charge was approved as presented. **Resolution #15-34**

Professor Boklage then presented first readings of proposed additions to the Distance Education and Learning Technology Committee Charge, Service Learning Committee Charge and University Environment Committee Charge.

Professor Anderson (Education) asked if the quorum should be changed on both the Distance Education and Learning Technology Committee and Service Learning Committee given the proposed increase in membership. Professor Boklage replied yes and thanked her for bringing that to his attention.

Professor Montgomery (English) asked why change these charges. Professor Boklage replied that changes were necessary for the purpose of the restrictions placed on the committee by the change in the Faculty Constitution Bylaws noting that no more than two members on any committee could be fixed term faculty.

E. Educational Policies and Planning Committee

Professor Ed Stellwag (Biology), Chair of the Committee, presented first curriculum and academic matters contained in the meeting minutes of February 13, 2015 including request to approve changes to the Master of Science in Health Informatics and Information Management (MS in HIIM) degree, the Health Informatics (HI), the Health Care Administration (HCA), and Registered Health Information Administrator (RHIA) Certificate in the Department of Health Services & Information Management, within the College of Allied Health Sciences; request to establish an undergraduate certificate program in Global Cross-Cultural Competency in the Department of Anthropology within the College of Arts and Sciences; request to change the name of the Applied and Resource Economics Master’s

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degree program to Quantitative Economics and Econometrics (CIP = 45.0603) in the Department of Economics within the College of Arts and Sciences; request to discontinue the Undergraduate Certificate in American Studies for Foreign Students in the Department of Foreign Languages and Literatures within the College of Arts and Sciences; request to discontinue the B.S. in Public History and to approve curriculum changes enhancing the Public History minor in the Department of History within the College of Arts and Sciences; request for addition of a new entry pathway for the post DNP students to enable accelerated access to the Ph.D. in Nursing degree program within the College of Nursing; request to add a Coastal and Marine Economics and Policy concentration to the CRM PhD Program within the Coastal Resources Management Ph.D. program; request to establish a Business Analytics Certificate in the Management Information Systems Department within the College of Business; request to approve the Certificate of Residential Construction Management in the Master's of Construction Management degree program in the Department of Construction Management within the College of Engineering and Technology; request to revise the Master of Science in Chemistry degree program through creation of a Professional Science Master's Concentration, revision of degree requirements and addition of four new courses in the Department of Chemistry within the College of Arts and Sciences; and request to develop a graduate certificate in Public Health Foundations and Practice (PHFP) in the Masters in Public Health degree program in the Department of Public Health within the School of Medicine.

There was no discussion and the curriculum and academic matters contained in the meeting minutes of February 13, 2015 including request to approve changes to the Master of Science in Health Informatics and Information Management (MS in HIIM) degree, the Health Informatics (HI), the Health Care Administration (HCA), and Registered Health Information Administrator (RHIA) Certificate in the Department of Health Services & Information Management, within the College of Allied Health Sciences; request to establish an undergraduate certificate program in Global Cross-Cultural Competency in the Department of Anthropology within the College of Arts and Sciences; request to change the name of the Applied and Resource Economics Master's degree program to Quantitative Economics and Econometrics (CIP = 45.0603) in the Department of Economics within the College of Arts and Sciences; request to discontinue the Undergraduate Certificate in American Studies for Foreign Students in the Department of Foreign Languages and Literatures within the College of Arts and Sciences; request to discontinue the B.S. in Public History and to approve curriculum changes enhancing the Public History minor in the Department of History within the College of Arts and Sciences; request for addition of a new entry pathway for the post DNP students to enable accelerated access to the Ph.D. in Nursing degree program within the College of Nursing; request to add a Coastal and Marine Economics and Policy concentration to the CRM PhD Program within the Coastal Resources Management Ph.D. program; request to establish a Business Analytics Certificate in the Management Information Systems Department within the College of Business; request to approve the Certificate of Residential Construction Management in the Master's of Construction Management degree program in the Department of Construction Management within the College of Engineering and Technology; request to revise the Master of Science in Chemistry degree program through creation of a Professional Science Master's Concentration, revision of degree requirements and addition of four new courses in the Department of Chemistry within the College of Arts and Sciences; and request to develop a graduate certificate in Public Health Foundations and Practice (PHFP) in the Masters in Public Health degree program in the Department of Public Health within the School of Medicine were approved as presented. **Resolution #15-35**

Professor Stellwag then presented a Proposal to Consolidate East Carolina University's Coastal Programs into a School of the Coast.

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There was no discussion and the Proposal to Consolidate East Carolina University's Coastal Programs into a School of the Coast was approved as presented. **Resolution #15-36**

Professor Stellwag then presented the Response to the External Review Recommendations of the Department of Health Education and Promotion's Academic Program Review.

There was no discussion and the Response to the External Review Recommendations of the Department of Health Education and Promotion's Academic Program Review was approved as presented. **Resolution #15-37**

F. Writing Across the Curriculum Committee

Professor Anne Spuches (Chemistry), Secretary of the Committee, presented first the curriculum and academic matters contained in the meeting minutes of March 2, 2015 including writing intensive (WI) course designation for CDFR 4380.

There was no discussion and the curriculum and academic matters contained in the meeting minutes of March 2, 2015 including writing intensive (WI) course designation for CDFR 4380 were approved as presented. **Resolution #15-38**

Professor Spuches then presented the Writing Intensive (WI) Course Audit and Program Review for comments.

Professor Montgomery (English) asked about the materials that will be required for course review/audit, stating that while she supports the idea of an audit, #4 as it is written is very similar to what is required to apply for WI status for the first time. This could be quite cumbersome for large units offering many WI courses. Professor Montgomery asked that the committee consider that the syllabus and description of assignments would be enough evidence for audit determinations. Professor Spuches stated that she would take this information back to the committee and asked for additional suggestions on how to better facilitate and streamline this process.

Professor Popke (Geography, Planning and Environment) stated that in reviewing the three bullet points that are highlighted, the articulation of how those materials will be assessed and reported back to the department makes it seem to be an external assessment. In terms of how units are supposed to undertake the reevaluation of courses, the current proposal states that a heuristic will be provided, but nothing is currently attached. Professor Spuches agreed and said that it would be provided.

Professor Maher (Philosophy and Religious Studies) stated that he liked that the committee had renamed his department "Religion and Philosophy," that name is actually incorrect and he further noted that there were other interdisciplinary programs that carried writing intensive credit that were missing from this report and he volunteered his assistance with identifying those programs and sharing the information with the committee. Professor Spuches expressed appreciation for Professor Maher's assistance.

Professor Spuches thanked everyone for their comments and asked that faculty please email the [Writing Across the Curriculum Committee](#) with any additional suggestions to improve this process.

G. Admission and Retention Policies Committee

Professor Jonathan Morris (Political Science), Chair of the Committee, presented first the proposed

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deletion in the *University Undergraduate Catalog*, Academic Regulations, Subsection: Re-examinations and stated that this change has been made to make sure that this is in compliance with the *ECU Faculty Manual*.

There was no discussion and the proposed deletion in the *University Undergraduate Catalog*, Academic Regulations, Subsection: Re-examinations was approved as presented.

Resolution #15-39

Professor Morris then presented proposed revisions to *ECU Faculty Manual*, Part VI, Section I.V. Course Expectations and Requirements and stated that, specifically items required for course syllabi have been added, including some additional language.

Professor Montgomery (English) cautioned about the inclusion of web links in the manual, as these links change regularly, and wondered if it was really necessary to have the web links. Professor Morris replied that the committee thought this was useful and updates could be made annually if necessary.

Professor Powers (Sociology) asked if “civility” was still included in this section of the catalog. Professor Morris replied that yes, the committee did not address that and that the all faculty were in favor of civility within classrooms.

Following discussion, the revisions to *ECU Faculty Manual*, Part VI, Section I.V. Course Expectations and Requirements were approved as presented. **Resolution #15-40**

H. Calendar Committee

Professor Eban Bean (Engineering and Technology), a member of the Committee, presented the proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars.

Professor Popke (Geography, Planning and Environment) asked the results of the campus survey that was distributed, specifically about the long Thanksgiving break being extended even longer. Professor Bean stated that 56% responded in favor of extending the break and 38% responded no.

Professor Montgomery (English) stated that faculty in her unit took a straw poll and the faculty were strongly opposed to the change with only one person voting in favor of a weeklong Thanksgiving break.

Associate Vice Chancellor William McCartney (Campus Living and Dining Services) stated that over 25% of students are gone from the dorms by noon on the Monday before the holiday, with almost 35% gone by Tuesday morning. He stated that, in effect, students have a week off due to classes being canceled by faculty members or students leaving early. This disruption is already a part of the academic calendar, along with other disruptions during the Fall semester including Labor Day and Fall Break. With these disruptions, it is a difficult undertaking for freshman to get into a rhythm and adjusted to academic life. This was a driving reason for the Calendar Committee’s revision of the calendar.

Professor Martinez (Foreign Languages and Literatures) asked about other logistical reasons informing the committee’s decision. Professor Martinez shared that her colleagues thought that, if this change was approved, November 20 would in practice, become the last day of class. Just because

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some faculty cancel classes, not the majority do and having a week at Thanksgiving would be pedagogically harmful to academics. Associate Vice Chancellor McCartney replied that there were 21 universities surveyed that were moving toward the long Thanksgiving week break due to low class attendance during the holiday week with some universities trying it as a 3 year pilot, but that no institutions in the UNC system have made this change.

Professor Julian (Nursing) remembered it being reported before that the rationale for fall break was for students' mental health and asked if that was considered by the committee. Associate Vice Chancellor McCartney replied that he could not find any basis why fall break was needed for students' mental health and stated that fall break was very disjointed with 10-12% of students in dorms gone one day early prior to fall break.

Professor Zoller (Art and Design) stated that she had been teaching for 18 years, typically scheduled for Monday/Wednesday and Tuesday/Thursday classes, and she has not seen students leaving her classes early. She spoke against the proposed calendar, sharing that the timing of a weeklong break at the end of the semester would conflict with the completion of important projects and assignments that require students to be highly engaged with applying what has been learned over the course of the semester.

Professor Given (Foreign Languages and Literatures) asked if students in dorms leave early before spring break and if we did find that students were leaving early before spring break wouldn't eventually the same thing happen if we have a week at Thanksgiving. Associate Vice Chancellor McCartney stated that he had not looked into that.

Professor Popke (Geography, Planning and Environment) stated that a couple faculty within his department understood why it was being done but that the majority were opposed to the idea of one week of Thanksgiving. There was not a real valid pedagogical reason to do it and it was thought that the university would be penalizing conscientious students who do want to learn and attend classes by forcing them to take a break at a critical point in the semester and their engagement in the course. He stated that he and his colleagues felt this was a horrible idea and encouraged the Senators to vote against it.

Professor Bauer (English) referenced the use of data from residence halls, noting that the majority of students living in residence halls are freshmen. She suggested that administrators should make emphasizing the importance of class attendance a priority during student orientation. She felt that the university should not make it easy for both students and faculty to duck out on their responsibilities.

Professor Bean (Engineering and Technology) noted that the student perspective had also been included in the committee's deliberations regarding this issue and he invited Katie Swanner, the student representative on the Calendar Committee, to share her feedback with the senators. Ms. Swanner stated that she gathered feedback from freshman students and that most students liked the idea of a week break. She shared that students reported leaving early due to travel arrangements to return home to see their families at Thanksgiving.

Professor Powers (Sociology) expressed her support for what Professor Popke stated and that she had only one or two students who needed to travel during the Thanksgiving holiday. She stated that the university needed to socialize both the students and parents on the importance of class

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attendance because it seemed that faculty were being asked to mold the calendar to the students' desires and not what was important academically.

Associate Vice Chancellor McCartney stated that residence hall advisors discuss the importance of academics and attending classes with students in the dorms and that as a university, we must decide whether we adapt the university calendar to students or expect them to adapt to us in order to make them successful.

Professor Montgomery (English) stated that she would like to know the statistics about students leaving early before spring break and didn't see the rationale for extending the break to hopefully make it easier for them to have time away.

Professor Sprague (Physics) called the question ending debate and moved to send the proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars back to the committee for further review.

Following discussion, the Proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars were returned to the Calendar Committee for further review. **Resolution #15-41**

I. Faculty Welfare Committee

Professor Rachel Roper (Medicine), a member of the Committee, presented first formal faculty advice on the proposed Employment of Related Persons (Anti-Nepotism) Policy and stated that this report covers the professional and ethical conduct specifically with the respect to employee interpersonal relationships. The policy stated that university employees shall not have or share authority for employment decisions or exert undue influence on employment decisions for an employee with whom the individual has or has had an amorous or familial relationship.

Professor Carpenter-Aeby (Social Work) asked about section 2.1, questioning when do university employees have to declare and to whom do they declare it. Professor Roper referred to the document, stating that in section four all relationships as defined in this policy must be disclosed to the Human Resources Office and she shared that additional information is provided in sections four and five.

Professor Christian (Business) asked about the process if a relationship was already in place, how that would likely be handled. Professor Roper stated that is the case in some departments and the supervisor cannot be the dean, etc. and that the plan would be worked out with human resources.

Professor Justiniano (Physics) asked if these disclosures would be kept confidential, offering the example of a married professor starting an affair with a colleague and having to disclose this to Human Resources. Would these records be made public, potentially leading to the divorce of the married professor? Melissa Baird, Associate Vice Chancellor for Human Resources, replied that everything would be kept confidential, to the extent possible, and management plans would be put in place, in consultation with university attorney office to address any situation like the example provided.

Following discussion the proposed Employment of Related Persons (Anti-Nepotism) Policy was approved as formal faculty advice to the Chancellor. **Resolution #15-42**

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Professor Roper then presented formal faculty advice on proposed Leave Regulation. Professor Roper explained that this document was a list and link to all of the policies relating to leave that are already in existence and approved by UNC-GA.

There was no discussion and the proposed Leave Regulation was approved as formal faculty advice to the Chancellor. **Resolution #15-43**

Professor Roper then presented a report on two-year pilot Faculty Mentoring Subcommittee project for information and shared that this had been in the charge of the Faculty Welfare Committee for a number of years.

There was no discussion.

Agenda Item VII. New Business

Following a voice vote to hear new business, Professor Rachel Roper (Medicine), Vice Chair of the Chancellor's Committee on the Status of Women presented a resolution on an ECU Women's Center. Professor Roper is the Faculty Chair for the Chancellor's Committee on the Status of Women and she shared that during her engagement with the new faculty orientation last Fall, she was asked why there is not a women's center at ECU. She shared that additional students and faculty had followed-up with her regarding the need for a women's center on campus. The faculty in Women's Studies made a statement in September that they are in favor of the creation of a women's center on campus. Professor Roper reported need on campus for a resource that will align with the needs for services and support for women in the university community, both faculty and students. Having an office on campus specifically dedicated to women would help to address these needs and thus, Professor Roper brought forth the resolution which is supported by the Chancellor's Committee on the Status of Women, Women's Studies, and the Women's Roundtable. The center would provide education, activities, outreach, support services, academic programming and advocacy resources on issues concerning women for the women and men on campus, all people. The resolution covered additional details relevant to the potential uses of the center and the prevalence of these centers on other UNC system institution campuses. Professor Roper presented the resolution, stating,

"Whereas, ECU desires a pluralistic academic community where teaching, learning, and living occur in an atmosphere of mutual respect in pursuit of excellence; and

Whereas, creating and maintaining an environment supportive of women faculty, staff, and students is important for professional and educational opportunities, advancement, recruitment, and retention; and

Whereas, a women's center would be a facility that provides education, activities, outreach, support services, academic programming, and advocacy resources on issues concerning women for the women and men on our campus; and

Whereas a prominent, visible, and active women's center serves to promote an inclusive and safe atmosphere for the diverse student population across the campus and to improve gender relations on and off campus; and

Whereas a women's center could gather and facilitate a diverse offering of scholarships and

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grants of and for women and research on women and gender issues; and

Whereas problems of sexual violence on campus must be addressed, having an office dedicated to women's issues would further awareness, offer education, and support women and the White House Task Force's new Title IX and Clery Act requirements; and

Whereas a center could serve as a meeting place for volunteer opportunities, leadership development and service learning with a commitment to collaboration; and

Whereas, such a center would be a facility for women faculty, staff and students to receive guidance, help, and support and to address the issues, needs and goals of all women; and

Whereas, a center could provide a physical location for support of the Chancellor's Committee on the Status of Women and the ECU Women's Roundtable, which currently have no centrally located public campus offices; and

Whereas, such a facility could help further the efforts and serve as a liaison between the Office for Equity and Diversity, Student Affairs, the Chancellor's Committee on the Status of Women, Women's Roundtable, Student Life, Victim's Advocacy, the Ledonia Wright Cultural Center, and LGBT Office; and

Whereas, 12 of ECU's 18 identified peer institutions have Women's Centers; and creation of such a center would demonstrate ECU's commitment to a diverse population of students, faculty, staff, and administration;

Therefore Be It Resolved, that East Carolina University will create a Women's Center (with some appropriate name and designation) with an office and full time employee(s), who report to the Provost, dedicated to the protection and support of women students, staff, and faculty."

Professor Montgomery (English) asked if the employee would be crisis trained because now when a student comes to her with a crisis, she sends them to the Counseling Center. Professor Roper replied that a committee would need to be formed to talk about the type of training the employee would need to have, exactly the right name and mission for the Center, if an employee could be moved around, etc.

Professor Spuches (Chemistry) stated that traditionally women are underrepresented in her discipline. In her department, there is 25% female representation and in terms of research-active and tenured professors, this number drops to 17%. Professor Spuches said these numbers are fairly consistent with national norms. She asserted that a women's center is crucial to provide the faculty with leadership programs that are dedicated to women, pre- and post-tenure workshops for female faculty and networking opportunities between undergraduate students and female professors on campus. She noted that the center would be an asset to the university and would serve as a recruiting tool. She noted that the entire faculty within her department were in support of the creation of a center.

Professor Justiniano (Physics) expressed his support for the proposed center but felt that it was sad that society still requires that we treat people in small pigeon holes, in a center for women or a center for minorities. While he supports the idea of the center, he feels it is a bandaid and in a sense a

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dangerous bandaid because it allows us to forget the actual problem that we need to solve in our society.

Following discussion, the resolution on an ECU Women's Center was approved as presented.

Resolution #15-44

There being no further business, the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Kylie Dotson-Blake
Secretary of the Faculty
College of Education

Lori Lee
Faculty Senate

FACULTY SENATE RESOLUTIONS APPROVED AT THE MARCH 17 2015 MEETING

Resolution #15-26

Approval of Spring 2015 Graduation List, including Honors Program graduates.

Resolution #15-27

Formal faculty advice on curriculum and academic matters acted on and recorded in the [February 16, 2015](#) Graduate Council meeting minutes (GC#15-4), including the Graduate Dismissal Policy; [February 4, 2015](#) Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-5) forwarded to Educational Policies and Planning Committee that include discontinuation of the MS in Vocational Evaluation in the Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences, deletion of the Environmental Planning and Development concentration within the MSTs and title/content revision of the Information Assurance Certificate (to Cyber Security Profession) in the Department of Technology Systems within the College of Engineering and Technology; [February 18, 2015](#) Graduate Curriculum Committee meeting minutes including programmatic actions (GC#15-7) forwarded to Educational Policies and Planning Committee that include a title revision of the MAEd in Mathematics (to MAEd in Mathematics Education) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education and a new Project Management Certificate in the Department of Management Information Systems within the College of Business; and curriculum actions (GC#15-6) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, Department of Marketing and Supply Chain Management within the College of Business, Department of English within the College of Arts and Sciences.

Resolution #15-28

[Revisions](#) to the *ECU Faculty Manual*, Part IX, Section II. Performance Review of Tenured Faculty of East Carolina University.

Resolution #15-29

Proposed Sample Faculty 5-Year Plan - to be used in conjunction with the Performance Review of Tenured Faculty was returned to the Faculty Governance Committee for additional review.

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Resolution #15-30

Proposed revisions to the Sample Letter of Request for Peer Evaluation for Promotion and/or Tenure (to be used by both Academic Affairs and Health Sciences) as follows:

(Deletions are noted in ~~strike through~~ and additions in **bold** print.)

“Address

Dear

East Carolina University is considering the (promotion, tenure) of _____ (if Promotion, state the rank to be considered).

To aid us in rendering a wise (promotion, tenure) decision, we seek a thoughtful evaluation of the quality of the candidate's contribution to (his, her) professional field. You have been recommended to us as a person who is in a position to evaluate the candidate's (scholarly work, creative activity.) Since (promotion, tenure) involves consideration of criteria that include but go beyond the above-mentioned contribution, we do not ask you to make a judgment about the (promotion, tenure) itself. Rather, we seek your professional judgment concerning the quality of the candidate's (scholarly, creative) contributions.

Specifically, we are interested in the following:

- (1) How long and in what capacity, if at all, you have known the candidate?
- (2) Your judgment of the quality and significance of the (scholarly, creative) productivity of the candidate. Please render a judgment in terms of particular works or sets of works. (Optional addition: Enclosed please find a reprint(s), book(s), or other production(s) about which we would particularly value your professional judgment.)
- (3) (His, Her) national recognition relative to successful people in the same field at approximately the same stage of professional development.
 - i. ~~Candidates, it should be added, will have access to the names of all reviewers and their reports.~~ **Under current policies of this institution, peer evaluations, such as that being requested from you, are regarded as confidential within limitations imposed by law. They are for limited use within the University. North Carolina state law provides that such written evaluations become part of the personnel file of the individual. By law, they become open to the faculty member by petition.**

In order for your report to be included in our review process, we would appreciate receiving it on or before _____ [date]. Thank you for your consideration of this matter.

Sincerely,
Name and Title”

Resolution #15-31

Curriculum and academic matters contained in the University Curriculum Committee meeting minutes of [February 12, 2015](#) including curricular actions within the Colleges of Arts and Sciences, Human Ecology, and Engineering and Technology.

Resolution #15-32

Formal faculty advice on proposed Smoking on Campus Regulation as follows:

The Committee recommends no additional changes to the proposed regulation provided below.

Authority: Chancellor

History: Revised, December 4, 2008; Approved by Chancellor's Executive Council January 12, 2009

Related Policies: [N.C. General Statutes 143-596 to 143-597](#) and [130A-491 to 130A-493.1](#)

Additional References: <http://www.ecu.edu/cs-dhs/prospectivehealth/>

Contact for Info: Associate Vice Chancellor, Human Resources (252-328-9881)

1. Introduction

1.1. This policy governs all buildings and property that are owned, leased or occupied by East Carolina University ("university"). This policy also governs the grounds and walkways of such properties and state vehicles.

1.2 This policy is adopted in accordance with North Carolina law for purposes of improving public health and applies to all faculty, staff, students, visitors and patients. It is the responsibility of every member of the university community to conduct himself or herself in compliance with this policy.

2. Smoking Restrictions

2.1. "Smoking" is defined as the use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product, or the use of an electronic inhaler that employs a mechanical heating element, battery, or electronic circuit to heat a solution contained in a vapor cartridge, such as an electronic cigarette, electronic cigar, electronic cigarillo, or electronic pipe. Smoking shall be understood to also include vaping or vaporizing.

2.1.1. Buildings: Effective August 14, 2008, smoking is prohibited inside university owned or leased buildings, including residence halls governed by the division of Student Life. The word "buildings" includes, but is not limited to, building walls, exits, entrances, air intakes, windows, exterior stairs, balconies, porches, breezeways or any other structure adjoining a campus building.

2.1.2. Grounds and Walkways: Smoking is prohibited within 25 linear feet of all University buildings. Smoking may be prohibited in other outdoor spaces (beyond 25 feet) for safety or health reasons.

2.1.3. ECU Health Sciences Complex ("HSC"):

2.1.3.1. Smoking is prohibited on HSC grounds by ECU faculty, staff, students, patients and visitors, except at the two designated smoking gazebos located near Lake Laupus. This policy applies to parked cars on the grounds and to all property leased to or owned or occupied by the HSC.

2.1.3.2. Offsite facilities: If a BSOM or HSC facility is located off campus or distant from the Health Science Center campus, making use of the 2 designated smoking sites at the Health Science Complex impractical, that facility may propose either a designated smoking area or a ban on smoking at the discretion of their director or chair, for approval by the dean of the college or school.

2.1.4. State Vehicles: Effective January 1, 2009, smoking is prohibited in all state vehicles. State vehicles are defined as a passenger-carrying vehicle owned, leased or otherwise controlled by the

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State and assigned permanently or temporarily to a State employee or State agency or institution for official State business. One or more signs shall be placed in conspicuous areas of the vehicle, shall state that “smoking is prohibited” and may include the international “no smoking” symbol.

2.1.5. Exceptions:

2.1.5.1. Smoking is permitted inside university buildings that are used for medical or scientific research to the extent that smoking is an integral part of the research. Smoking permitted under this subsection shall be confined to the area where the research is being conducted and as approved by the Office of Environmental Health and Safety.

2.1.5.2. A Dean or Vice Chancellor may designate an outdoor space as an authorized smoking location within 25 feet of a building for which s/he has administrative authority, as long as the location is at least 25 feet from all public entrances and HVAC intakes and is approved by the Office of Environmental Health and Safety.

3. Implementation

3.1. Facilities Services shall be responsible for design, installation and maintenance of signage to indicate “smoking is prohibited” at appropriate building locations, and signage to indicate areas within 25 feet of university buildings that have been approved by an appropriate Dean or Vice Chancellor as designated smoking areas. Facilities Services will provide appropriate receptacles for smoking waste in designated areas.

3.2. Department Heads will be responsible for installation and maintenance of signage in university-owned vehicles under their control. ECU Parking and Transportation will be responsible for installation and maintenance of signage in vehicles leased through Motor Fleet Management.

4. Enforcement

4.1. Deans, Directors and Department Heads have primary responsibility for administration and enforcement of this policy. Voluntary compliance should be encouraged first to educate visitors, patients and new faculty, staff and students. Students violating this policy may be referred to the Dean of Students. Human Resources is available to assist with faculty and staff violations.

4.2. Visitors, patients, and students who violate the no smoking policy should be reminded of the policy and asked to comply by ceasing smoking. If a student refuses to comply with the policy, the Dean of Students’ office should be contacted. That office will follow up with the student regarding the policy and available resources.

4.3. Any university employee who violates the no smoking policy should be reminded of the policy and asked to comply by ceasing smoking. If an employee refuses to comply with the policy, the departmental representative will notify the immediate supervisor of the noncompliant employee. The immediate supervisor will follow up with the employee to remind him/her about the policy and available resources. Continuing violations may also result in appropriate corrective action under the applicable disciplinary policy.

4.4. ECU Police may issue citations to anyone who violates this policy. Citations result in a fine of up to \$25 and are subject to additional court costs as well.

5. Policy Management

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5.1. Human Resources will maintain and update this policy as required. Human Resources is available to assist departments in policy interpretation and compliance.

Resolution #15-33

Addition to the University Budget Committee Charge, as follows:

(Addition is noted in highlighted **bold** print.)

1. Name: University Budget Committee
2. Membership:
7 elected faculty members **(no more than one of whom may be fixed term)**.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
 - B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions.
 - C. The committee advises the Chancellor through the Faculty Senate on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.
5. To Whom The Committee Reports:
The committee advises the Chancellor through their reports to the Faculty Senate concerning its recommendations to the Chancellor.
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 Chancellor as described in section 4.A.above.
8. Standard Meeting Time:
The committee meeting time is scheduled for the third Thursday of each month.

Resolution #15-34

Addition to the Educational Policies and Planning Committee Charge

(Addition is noted in highlighted **bold** print.)

1. Name: Educational Policies and Planning Committee
2. Membership:
8 elected **tenured** faculty members.
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
 - A. The committee considers the adequacy, balance, and excellence of all of the University's undergraduate and graduate programs relative to accepted academic standards. This consideration shall cover the undergraduate and graduate programs as problems or concerns arise.
 - B. The committee advises the Chancellor on the educational policies and organizations, goals, standards, and procedures of the University following such consideration, as outlined in Section 4.A., or as requested otherwise by the Chancellor or the Faculty Senate.
 - C. The committee reviews information concerning proposals for all new curricula, programs, and academic policies, or for revisions in all existing policies, prior to the implementation of such proposals in the long-range planning of academic programs in the College of Arts and Sciences, the various professional schools, the Graduate School, and the Division of Continuing Studies. The Committee uses information regarding university academic standards and resources as the basis for its reviews. The committee reviews Seven Year Unit Program Evaluations (*ECU Faculty Manual, Part IV*, Section III) and unit responses to same, and provides written reports to the unit reviewed and Office of Academic Programs.
 - D. The committee acts upon requests for permission to plan and establish all new degree programs and requests for permission to establish new minors. The committee shall use information regarding university academic standards and resources as the basis for its review.
 - E. The committee advises the Chancellor of action to be taken if the University experiences financial exigency, or in the event that a major curtailment of an existing teaching, research, or public service program is considered (*ECU Faculty Manual, Part IX*, Section I. Tenure and Promotion Policies and Procedures).

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- F. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* and *University Graduate Catalog* that correspond to the Committee's charge and recommends changes as necessary.
 - G. The chair or appointed representative serves as ex-officio member on the University Online Quality Council.
5. To Whom The Committee Reports:
The committee advises the Chancellor through their report to the Faculty Senate as described in 4.B. above. The committee reports to the Faculty Senate concerning requests it has received from the Chancellor. The committee reports to the Faculty Senate the action it has taken on requests for permission to plan and establish new degree programs and requests for permission to establish new minors.
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 Chancellor as described in 4.B above.
8. Standard Meeting Time:
The committee meeting time is scheduled for the second Friday of each month.

Resolution #15-35

Curriculum and academic matters contained in the Educational Policies and Planning Committee meeting minutes of [February 13, 2015](#) including request to approve changes to the Master of Science in Health Informatics and Information Management (MS in HIIM) degree, the Health Informatics (HI), the Health Care Administration (HCA), and Registered Health Information Administrator (RHIA) Certificate in the Department of Health Services & Information Management, within the College of Allied Health Sciences; request to establish an undergraduate certificate program in Global Cross-Cultural Competency in the Department of Anthropology within the College of Arts and Sciences; request to change the name of the Applied and Resource Economics Master's degree program to Quantitative Economics and Econometrics (CIP = 45.0603) in the Department of Economics within the College of Arts and Sciences; request to discontinue the Undergraduate Certificate in American Studies for Foreign Students in the Department of Foreign Languages and Literatures within the College of Arts and Sciences; request to discontinue the B.S. in Public History and to approve curriculum changes enhancing the Public History minor in the Department of History within the College of Arts and Sciences; request for addition of a new entry pathway for the post DNP students to enable accelerated access to the Ph.D. in Nursing degree program within the College of Nursing; request to add a Coastal and Marine Economics and Policy concentration to the CRM PhD Program within the Coastal Resources Management Ph.D. program; request to establish a Business Analytics Certificate in the Management Information Systems Department within the College of Business; request to approve the Certificate of Residential Construction Management in the Master's of Construction Management degree program in the Department of Construction Management within the College of Engineering and Technology; request to revise the Master of Science in Chemistry degree program through creation of a Professional Science Master's Concentration, revision of degree requirements and addition of four new courses in the Department of Chemistry within the College of Arts and Sciences; and request to develop a graduate certificate in Public Health

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Foundations and Practice (PHFP) in the Masters in Public Health degree program in the Department of Public Health within the School of Medicine.

Resolution #15-36

[Proposal](#) to Consolidate East Carolina University's Coastal Programs into a School of the Coast.

Resolution #15-37

[Response](#) to the External Review Recommendations of the Department of Health Education and Promotion's [Academic Program Review](#).

Resolution #15-38

Curriculum and academic matters contained in the Writing Across the Curriculum Committee meeting minutes of March 2, 2015 including writing intensive (WI) course designation for CDFR 4380.

Resolution #15-39

Deletion in the *University Undergraduate Catalog*, Academic Regulations, Subsection: Re-examinations as follows:

Remove the below language on re-examinations from the *University Undergraduate Catalog*, because the text no longer aligns with University policy and was removed from the *ECU Faculty Manual* in August 15, 2011 ([FS Resolution #10-93](#)).

~~“Re-Examinations~~

~~Re-examination for the purpose of removing a failure is permitted only in the case of graduating seniors who are in their last term before their scheduled commencement and who are passing the course at the time the final examination is given. Only one re-examination per course is permissible.
A grade change resulting from re-examination must be on file in the Office of the Registrar one week after the originally scheduled examination.”~~

Resolution #15-40

Revisions to *ECU Faculty Manual*, Part VI, Section I.V. Course Expectations and Requirements as follows:

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

“V. Course Expectations and Requirements

High expectations for student achievement are important for all students and are a key aspect of student retention. The course syllabus informs students of the expectations and requirements of the course and reduces the likelihood of problems later in the semester. The syllabus is a tool that helps both faculty and students accomplish the universities' **university's** primary mission of teaching and learning. Faculty members are required to ~~provide a~~ **make a** course syllabus **available** for students **on or by the first day of each course**. ~~The syllabus should make clear the goals and content of the course and what will be expected of students in the course. A course syllabus should specify the instructor's policies for class attendance, grading, civility in the classroom, and academic integrity. The syllabus should also include a schedule for tests, and assignments.~~

A course syllabus is required to clearly state the instructor's office location, office phone, email, and office hours. The syllabus is also required to list the instructor's policy on the following: textbook(s) and other required course materials, student learning outcomes, assignments and tests, evaluation system and grading scale, late work, academic integrity, and accommodations for students with a disability.

It is recommended that faculty members include a course description, a statement on attendance expectations, and a statement on continuity of instruction in the syllabus.

For campus resources for students with disabilities, contact the Department for Disability Support Services (<http://www.ecu.edu/cs-studentlife/dss/>). For definitions of academic integrity and procedures for dealing with infractions, see Part VI, Section II of the *Faculty Manual* (<http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf>) and the Office of Student Rights and Responsibilities (<http://www.ecu.edu/osrr/>). Faculty members can also contact the Office of Equity and Diversity (<http://www.ecu.edu/cs-acad/oed/policies.cfm>) for policies on equal opportunity and nondiscrimination. The University Writing Program can be contacted for consultation and support of writing activities and guidelines for writing-intensive courses (<http://www.ecu.edu/writing/>). The Office for Faculty Excellence (<http://www.ecu.edu/ofe/>) can provide assistance with the syllabus.

It is the responsibility of each unit administrator to have copies of syllabi for all courses taught in the school or department (FS Resolution #10-08, February 2010)."

Resolution #15-41

Proposed Summer 2016, Fall 2016 and Spring 2017 University Academic Calendars returned to University Calendar Committee for further review.

Resolution #15-42

Formal faculty advice on the proposed Employment of Related Persons (Anti-Nepotism) Policy as follows:

No additional changes are recommended to this proposed policy.

Authority: Board of Trustees

History: New

Related Policies: [Office of State Human Resources Selection Policy](#); [UNC General Administration Employment of Related Persons Policy](#); [UNC General Administration Guidelines on Implementing Anti-Nepotism Policy](#); [Policy of the Board of Governors of the University of North Carolina Concerning Improper Relationships between Student and Employees](#)

Additional References: [Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure](#)

Contact for Info: Associate Vice Chancellor, Department of Human Resources (telephone: 252-328-9847); Executive Director, Academic Affairs Personnel Administration (telephone: 252-328-1416); Associate Vice Chancellor, Health Sciences Human Resources (telephone: 252-744-1910)

1. Introduction

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This policy serves to uphold the university's high standards of professional and ethical conduct, specifically with respect to employee interpersonal relationships. The intent of this policy is to provide assurance that all employees are able to work in an environment where they can be objectively supervised and evaluated.

This policy defines the types of employee interpersonal relationships that by their very existence create an inherent conflict of interest that affects an employee's ability to be objectively supervised or evaluated. This policy also proscribes specified conduct with respect to employee interpersonal relationships and provides for disciplinary action for violations of this policy.

2. Definitions

2.1 Amorous Relationship

An amorous relationship exists when, without the benefit of marriage, two persons voluntarily have a sexual union or are engaged in a romantic courtship (e.g., dating or engaged to be married) that may or may not have been consummated sexually.

2.2 Familial Relationship

A relationship between two related persons. For purposes of this policy, "related persons" includes:

- Husband/Wife
- Domestic Partner
- Parent/Child
- Brother/Sister
- Grandparent/Grandchild
- Aunt/Uncle and Niece/Nephew
- First Cousins
- Guardian/Ward
- Anyone living in the same household or whose relationship is so closely identified with another as to suggest a conflict, or
- Ex-, Step-, Half-, and In-Law relationships as appropriate based on the above list.

The prohibitions in this policy applicable to familial relationships or amorous relationships shall continue after the termination of the relationship (e.g., divorce) until such time as there is no effect upon impartiality.

2.3 Employment Decision

A decision that includes, but is not limited to, one relating to:

- The search, selection, or appointment of an individual to employment
- Establishing the terms and conditions of employment
- Determining compensation
- Evaluating work performance
- Voting for or otherwise considering reappointment, promotion, or tenure
- Issuing disciplinary action
- Instructing or advising
- Any other action that assesses, determines, or influences work performance, career progress, or other employment status.

2.4 Undue Influence

A situation in which an individual is able to persuade another's decisions due to the relationship between the two parties.

3. Prohibited Conduct

3.1 Employment Decisions

A University employee shall not have or share authority for employment decisions or exert undue influence on employment decisions for an employee with whom the individual has or has had an amorous or familial relationship.

4. Duty to Disclose

All actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy shall be disclosed to the Department of Human Resources and appropriate vice chancellor when a faculty member is involved in order to avoid a potential violation of this policy.

4.1 New Employee

Upon hire, all new employees have a duty to disclose any actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy by contacting the Department of Human Resources and appropriate vice chancellor when faculty are involved.

4.2 Change in Status

A change in an employee's status (i.e. employment, or personal relationship) that would establish an actual or potential violation of this policy (where one did not exist previously) creates a duty to disclose the actual or potential conflict of interest by contacting the Department of Human Resources and appropriate vice chancellor when faculty are involved. For example, an employment action (i.e., new hire, promotion, position reclassification, reassignment of job responsibilities) or a decision of two employees to begin dating may result in a potential violation of policy as described in section 3.1.

4.3 Failure to disclose an actual or potential conflict of interest or failure to disclose in a timely manner shall constitute a violation of this policy.

5. Conflict Management Plan

Upon appropriate disclosure pursuant to section 4 and where determined to be appropriate, Human Resources, or the appropriate vice chancellor when faculty are involved will oversee the development, approval and monitoring of a conflict management plan to avoid a violation of this policy. Failure to adhere to an approved conflict management plan shall constitute a violation of this policy.

6. Disciplinary Action

Employees who violate this policy will be subject to disciplinary action up to and including dismissal. Such disciplinary action shall be conducted in accordance with existing University policies and procedures.

7. Spousal and Domestic Partner Hiring

This policy is not intended to impede hiring of faculty spouses/partners as outlined in the Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure. Hiring of faculty spouses/partners must be in compliance with this Anti-Nepotism policy.

8. Reporting

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The Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

Resolution #15-43

Formal faculty advice on proposed Leave Regulation as follows:

No additional changes are recommended to this proposed regulation.

Authority: North Carolina Office of State Personnel

History: Revised

Related Policies: [Office of State Human Resources](#)

Additional References: For additional information on specific leave policies please reference the following links: [Adverse Weather](#) , [Compensatory Leave](#) , [Civil Leave](#) , [Community Service Leave](#) , [Educational Leave](#) , [Family Medical Leave Act \(FMLA\)](#) , [Holidays](#) , [Incentive Leave](#) , [General Leave](#) , [Offsetting Policy](#) , [Military Leave](#) , [Other Management Approved Leave](#) , [Sick Leave](#) , [Vacation Leave](#) , [Family Illness Leave](#) , [Voluntary Shared Leave](#) , [Leave Without Pay](#) , [Transfer Leave](#) , [Communicable Disease Emergency Leave](#) , [ECU Physicians Adverse Weather Policy](#) , [USERRA](#) , [Religious Accommodation](#)

Contact for Info: Director of Benefits, Department of Human Resources (252-328-9887)

1. Introduction

East Carolina University offers various types of leave to part-time and full-time permanent employees. This regulation applies to permanent employees of ECU subject to the North Carolina's State Personnel Act ("SPA employees"). With regard to any type of leave listed below that is not specifically addressed in ECU's Clinical Support Services ("CSS") policies and/or regulations, ECU also applies the policies and regulations to permanent CSS employees. For details about each type of leave offered please see the policy website of the Office of State Human Resources ("OSHR"), which can be accessed at the links provided below and/or located in the additional references section above. In the event that there is a conflict between the contents of this regulation and a state or federal statute, the statute shall control.

2. Types of Leave

- 2..1 [Adverse Weather and Emergency Closings](#) – Time taken when adverse weather or other conditions prohibit some employees from reporting to work but do not necessitate the closing of the University or curtailing of operations.
- 2.2 [Compensatory Leave](#) – Time that can be granted to employees who are exempt from the provision of overtime pay at the employing agency's discretion.
- 2.3 [Civil Leave](#) – Leave with pay provided to employees when serving jury duty or when subpoenaed as a witness.
- 2.4 [Community Service Leave](#) - Leave with pay provided to employees when volunteering to support schools, communities, citizens and non-profit organizations.
- 2.5 [Educational Leave](#) – Time taken for certain types of educational courses.
- 2.6 [Family Medical Leave \(FMLA\)](#) – Provides reasonable unpaid family and medical leave to care for a family member or for the employee's own serious health condition, exigency leave for families of covered members and Military Caregiver Leave.
- 2.7 [Holidays](#) – Holiday schedule established annually. The University shall make efforts to accommodate an employee's request to be away from work for certain religious holiday

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observances provided that, do so would not result in undue hardship on the agency or its employees.

- 2.8 [Incentive Leave](#) – Leave awarded to middle or late career applicants outside of State government who are interested in accepting employment with the State of North Carolina.
- 2.9 [General Leave Policy](#) - Hours worked in excess of the employee’s established work schedule shall be used to offset leave reported in the same overtime period. {Reference Section 5: Leave at the link shown above}
- 2.10 [Military Leave](#) - Leave granted for certain periods of service in the uniformed services. ECU follows the guidelines set forth in the Uniformed Services Employment and Reemployment Rights Act. (USERRA)
- 2.11 [Other Management Approved Leave](#) – Approved paid time off to allow for participation in specified state-related activities or because of natural or other emergencies.
- 2.12 [Sick Leave](#) – Paid leave granted to employees who are in pay status for one half or more of the regularly scheduled workdays and holiday in the pay period.
- 2.13 [Vacation Leave](#) - Paid leave granted to employees who are in pay status for one half or more of the regularly scheduled workdays and holiday in the pay period.
- 2.14 [Family Illness Leave](#) – Unpaid leave provided to care for the employee’s child, parent or spouse when a serious health condition exists. It is not provided for the employee’s illness.
- 2.15 [Voluntary Shared Leave](#) – Leave may be donated or received when a prolonged serious medical condition of the employee or a member of the employee’s immediate family occurs.
- 2.16 [Leave Without Pay](#) – May be granted for illness, education purposes, vacation or for any other reasons deemed justified by the agency.
- 2.17 [Leave - Employee Transfer](#) – Leave granted to provide time for employees transferring from one state agency to another.
- 2.18 [Communicable Disease Emergency](#) – Outline of provisions covering the designation of mandatory employees, compensation for mandatory employees, accounting for absences, disciplinary action for failure of mandatory employees to report to work and an emergency lay-off plan.

3. Statement of Non-Discrimination

Requests for leave shall be considered without regard for the employee’s race/ethnicity, color, creed, genetic information, national origin, religion, sex, sexual orientation, age, disability, political affiliation or veterans’ status.

Resolution #15-44

Resolution on an ECU Women’s Center as follows:

Whereas, ECU desires a pluralistic academic community where teaching, learning, and living occur in an atmosphere of mutual respect in pursuit of excellence; and

Whereas, creating and maintaining an environment supportive of women faculty, staff, and students is important for professional and educational opportunities, advancement, recruitment, and retention; and

Whereas, a women’s center would be a facility that provides education, activities, outreach, support services, academic programming, and advocacy resources on issues concerning women for the women and men on our campus; and

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Whereas, a prominent, visible, and active women's center serves to promote an inclusive and safe atmosphere for the diverse student population across the campus and to improve gender relations on and off campus; and

Whereas, a women's center could gather and facilitate a diverse offering of scholarships and grants of and for women and research on women and gender issues; and

Whereas, problems of sexual violence on campus must be addressed, having an office dedicated to women's issues would further awareness, offer education, and support women and the White House Task Force's new Title IX and Clery Act requirements; and

Whereas, a center could serve as a meeting place for volunteer opportunities, leadership development and service learning with a commitment to collaboration; and

Whereas, such a center would be a facility for women faculty, staff and students to receive guidance, help, and support and to address the issues, needs and goals of all women; and

Whereas, a center could provide a physical location for support of the Chancellor's Committee on the Status of Women and the ECU Women's Roundtable, which currently have no centrally located public campus offices; and

Whereas, such a facility could help further the efforts and serve as a liaison between the Office for Equity and Diversity, Student Affairs, the Chancellor's Committee on the Status of Women, Women's Roundtable, Student Life, Victim's Advocacy, the Ledonia Wright Cultural Center, and LGBT Office; and

Whereas, 12 of ECU's 18 identified peer institutions have Women's Centers; and creation of such a center would demonstrate ECU's commitment to a diverse population of students, faculty, staff, and administration;

Therefore Be It Resolved, that East Carolina University will create a Women's Center (with some appropriate name and designation) with an office and full time employee(s), who report to the Provost, dedicated to the protection and support of women students, staff, and faculty.