

**EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT**

2018-2019 Academic Year

Admissions and Retention Policies Committee

1. Membership (Include ex officio members.)

Guglielmo Fucci	Mathematics
David Hisle	Academic Library Services
Eli Hvastkovs	Chemistry
Jason Mose	Allied Health Sciences
Jay Newhard	Philosophy and Religious Studies
Beth Thompson	Biology
Mary Tucker-McLaughlin	Communication

Eleanor Chappell	Representative of Student Body	[ex officio]
John Fletcher	Representative of Chancellor (through Dec 2018)	[ex officio]
Angela Anderson	Representative of Chancellor (beginning Jan 2019)	[ex officio]
Lori Flint	Representative of Chair of the Faculty	[ex officio]
Jayne Geissler	Representative of Provost	[ex officio]
Beth Thompson	Representative of Faculty Senate	[ex officio]

2. Meeting Dates (Include members present and those who contributed to committee action, but were not at the meeting.)

27 August 2018: Guglielmo Fucci, David Hisle, Eli Hvastkovs, Jason Mose, Jay Newhard, Beth Thompson, John Fletcher, Jayne Geissler
[Others in attendance: Jeff Popke, Lori Lee, Regis Gilman]

01 October 2018: Guglielmo Fucci, David Hisle, Eli Hvastkovs, Jason Mose, Jay Newhard, Mary Tucker-McLaughlin, John Fletcher, Lori Flint, Jayne Geissler
[Others in attendance: Lori Lee]

05 November 2018: Guglielmo Fucci, David Hisle, Eli Hvastkovs, Jason Mose, Jay Newhard, Beth Thompson, Eleanor Chappell, Jayne Geissler
[Others in attendance: Cyndi Bellacero]

03 December 2018: Guglielmo Fucci, David Hisle, Eli Hvastkovs, Jay Newhard, Beth Thompson, Mary Tucker-McLaughlin, Eleanor Chappell
[Others in attendance: Jerauld Pafford, Mandy Messerli, Cyndi Bellacero, and Ying Zhou]

14 January 2019: Guglielmo Fucci, David Hisle, Eli Hvastkovs, Jason Mose, Jay Newhard, Beth Thompson, Mary Tucker-McLaughlin, Angela Anderson, Eleanor Chappell, Jayne Geissler
[Others in attendance: Jerauld Pafford]

04 February 2019: Guglielmo Fucci, David Hisle, Jay Newhard, Mary Tucker-McLaughlin, Angela Anderson, Eleanor Chappell, Jayne Geissler
[Others in attendance: Mandy Messerli]

11 March 2019: Guglielmo Fucci, Jason Mose, Jay Newhard, Beth Thompson, Mary Tucker-McLaughlin, Angela Anderson, Eleanor Chappell, Jayne Geissler
[Others in attendance: Jerauld Pafford]

01 April 2019: Guglielmo Fucci, David Hisle, Jason Mose, Jay Newhard, Beth Thompson, Angela Anderson, Eleanor Chappell, Jayne Geissler
[Others in attendance: Jerauld Pafford, Mandy Messerli]

3. Subcommittees established during the year (Include progress and/or completion of work.)
At 27 August 2018 meeting Jayne Geissler agreed to chair a subcommittee tasked with examining ACE credits in more detail.

At 01 October 2018 meeting, Jayne Geissler reported that, for now, the office of Student Veteran Services relays the request for transfer credit to the affected Department. Each Department then reviews the Military credits and decides if those credits can transfer.
4. Accomplishments during the year, especially as addressed through committee goals. Please include recommendations made to any University agency other than the Faculty Senate that will be noted under #5.
Review of pertinent sections of the ECU Undergraduate Catalog
Jay Newhard reminded the committee that its charge includes annual review the parts of the ECU undergraduate catalog corresponding to the Committee's charge. (Cf. Section 4D of Committee Charge) The committee pointed out that the Registrar's office already reviews the undergraduate catalog on an ongoing basis to make sure that the contents are up to date. The committee asked the chair to seek clarification on what exactly the committee needs to do in regards to reviewing the undergraduate catalog.
5. Reports to the Faculty Senate (Include dates and resolution numbers.)
Resolution #19-02: ECU Credit/Contact Hour Guidelines (29 January 2019)
Resolution #19-59: Proposed addition to the *University Undergraduate Catalog*, Academic Regulations: Attendance and Participation relating to student visitors to class with neither prior notice nor permission was returned to the Admission and Retention Policies Committee for further review. (23 April 2019)
Resolution #19-60: ECU Degrees with Distinction (23 April 2019)
6. Business carried over to next year (List in priority order.)
 - a) Academic Integrity Policy
 - b) Review of Attendance and Participation in *ECU Undergraduate Catalog*
Given the discussion and proposed revision to the student attendance policy located in the *ECU Faculty Manual*, please review the text on attendance and participation currently in the *ECU Undergraduate Catalog*. (Cf. memo 05 October 2017)
 - c) Student Visitor to Class with neither Prior Notice nor Permission
This item was presented to Faculty Senate (23 April 2019) and returned to our Committee. Following a brief discussion with Donna Gooden Payne, at that meeting, in order for such a policy to be approved, it must not exclude anyone who might legitimately attend a class meeting, which may require articulating what ought to have been obvious for a long time. It might instead be worth the Committee considering whether it already falls under an instructor's responsibilities to ensure that no one attends class whose attendance is not justified.
 - d) Excused Absence Policy
7. Evaluation of the committee (Include anything that hindered or assisted the committee's work during the year.)
 - A. Charge: Sufficient
 - B. Personnel: Current personnel is adequate.
 - C. Attendance: Attendance was good. We had a quorum at all meetings.
 - D. Responsibilities: Responsibilities are sufficiently defined.

E. Activities: The Committee worked diligently on numerous issues this academic year.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee.

Several of the issues the Committee was asked to consider involve writing policies for the Faculty Manual to explicitly provide instructions for actions which it is already an instructor's responsibility to take. Although it should not cause any harm to write these policies, it turns out that they provoke thorny legal issues. For example, the Student Visitor to Class with neither Prior Notice nor Permission requires a policy which articulates exactly what persons are permitted to attend a class, under all variety of circumstances, including guests invited by the instructor, monitors invited by administrators, peer reviewers of teaching, and prospective students. The burden of proof for attending a class falls upon anyone present, and it raises a security issue for a person (or animal) to attend class with neither prior notice nor permission. I submit that the Faculty Chair, perhaps together with other faculty and campus administrators, discuss a meta-policy for determining which issues genuinely require policy changes to the Faculty Manual. The Excused Absence Policy seems may turn out to be the same sort of issue, since the problem seems to arise from not adhering to existing policies, rather than a new sort of problem.

9. Does the Committee's organizational meeting next year need to be earlier than the date set this year? No.

Signed: Chairperson Jay Newhard

Vice Chair Beth Thompson

Secretary Guglielmo Fucci