

**EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT
2018-2019 Academic Year**

COMMITTEE: Unit Code Screening Committee

Membership (include ex-officio members).

Regular Members: Melissa Rhodes, Ken Ferguson, Brian Muzyka, Leah Cordova, Karen Jones, Cheryl Johnson, Timm Hackett, Gail Ratcliff

Ex-officio members: Kathy Misulis, Linda Ingalls, Lisa Hudson, Melinda Doty, Mario Hobbs

Meeting Dates (include members present).

August 29, 2018— Cheryl Johnson, Gail Ratcliff, Karen Jones, Melissa Rhodes, Ken Ferguson, Melinda Doty, Lisa Hudson, Linda Ingalls, Brian Muzyka, and Kathy Misulis. Guests — Jeff Popke (Faculty Senate Chair) Lori Lee (Faculty Senate Office).

October 17, 2019 — Cheryl Johnson, Timm Hackett, Gail Ratcliff, Karen Jones, Melissa Rhodes, and Ken Ferguson, Melinda Doty, Lisa Hudson, Linda Ingalls, and Kathy Misulis. Guests — Charlie Ewen (Department of Anthropology)

November 14, 2018 — Cheryl Johnson, Timm Hackett, Gail Ratcliff, Melissa Rhodes, Ken Ferguson, Kathy Misulis, Linda Ingalls, Lisa Hudson, Brian Muzyka, and Melinda Doty. Guests — Robert Kulesher (College of Allied Health Sciences).

January 16, 2019 — Brian Muzyka, Cheryl Johnson, Timm Hackett, Karen Jones, Melissa Rhodes, Ken Ferguson, Kathy Misulis, Linda Ingalls, Lisa Hudson, and Melinda Doty. Guests — Kerry Sewell and Elizabeth Ketterman (Laupus Library).

February 20, 2019 — Cheryl Johnson, Timm Hackett, Ken Ferguson, Linda Ingalls, Melinda Doty Kathy Misulis, and Brian Muzyka. Guests — Tracy Morse, Jeffrey Johnson (Department of English)

March 20, 2019 — Brian Muzyka, Cheryl Johnson, Timm Hackett, Melissa Rhodes, Ken Ferguson, and Linda Ingalls. Guests — John Dixon and Jayme K. Host (School of Theatre and Dance).

April 18, 2019 — Melissa Rhodes, Ken Ferguson, Brian Muzyka, Karen Jones, Cheryl Johnson, Timm Hackett, Kathy Misulis, Linda Ingalls, and Melinda Doty. Guests — Kerry Sewell and Elizabeth Ketterman (Laupus Library).

Subcommittees established during the year (include progress and/or completion of work).

For the 2018-2019 academic year, the committee continued to streamline the review of unit codes prior to each meeting by having pairs of committee members complete a pre-review of the codes to be discussed. The pre-reviewers were assigned at the beginning of each semester and were expected to present their comments and questions to the remainder of the committee at least one week in advance of the meeting. In several instances, the group whose unit code was being considered had done a preliminary revision before the committee meeting, and the process was streamlined with this action.

Accomplishments during the year. Please include recommendations made to any University agency other than the Faculty Senate.

- Review of the following codes:
 - Anthropology (October 17)
 - College of Allied Health Sciences (November 14)
 - Laupus Library (January 16) and (April 17)
 - Department of English (February 20)
 - School of Theatre and Dance (March 20)

Reports to the Faculty Senate

Dr. Cheryl Johnson presented the following codes to the Faculty Senate:

- A. Anthropology — FS Resolution # 18-60 (November 13, 2018)
- B. Allied Health Sciences — FS Resolution #19-04 (January 29, 2019)
- C. English — FS Resolution #19-46
- D. School of Theatre and Dance — FS Resolution #19-47

Business carried over to next year (list in priority order).

- A. Department of Coastal Studies Code has been received by the FS office and is first in line for fall 2019 review.
- B. The Laupus Library Code was approved by the UCSC on April 17, 2019 and is currently in the Faculty Senate office. The code will be added to the first fall faculty senate agenda.

Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).

- A. Charge: We continued use of prescreening with assigned committee members in advance of regular scheduled full screen meeting assisted us in timely completion of code review process. We also used word review tracking to assist with follow up on codes once reviewed by the committee for double check before submission to FS.
- B. Personnel: One member stopped attending in mid year but there was no replacement of that member on the committee.
- C. Attendance: Attendance could have been better, but we had enough members to hold a vote as needed. The timing of professional conferences throughout the year seemed to always have at least one or two members not in attendance.
- D. The committee attempted to use Microsoft Teams to make communication about codes more streamlined, but the software proved to be more frustrating than helpful.
- E. Activities:
 - a. Review of the Code Template (Units use this template in preparing their codes) was carried out this year with a recommended revised code template submitted for the faculty senate to consider beginning in fall 2019.
 - b. Chair and faculty senate staff worked with FS Chair to request submission of outdated codes and some progress was made in moving some units efforts towards revisions.
- F. Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee.
 - a. Continue having the organizational meeting in August so code reviews can begin in September.
 - b. Continue recommending the use of use word doc review and tracking to make the process easier and to document edits as the documents can be quite extensive and to prevent errors.
 - c. Recommend to not have 15 paper copies sent to FS office. Paper is wasted as most committee members use online document for tracking and edits. Perhaps reduce this to three copies, one for Chair, Vice Chair, and Secretary who work the most with edits and often refer to a paper copy, and only provide paper on others by request of committee member.
 - d. Continue use of prescreening (small subgroups of committee members) to review codes well in advance so feedback can be provided to the unit and to the whole committee before the full screening meeting, to expedite the process.

Does the Committee's organizational meeting next year need to be earlier than the date set this year?

No. The move to a brief organizational meeting the last week of August was very beneficial this year as we often have Codes in the queue, which can be addressed during the September meeting.

Signed: Chairperson: Cheryl Johnson

Vice Chair: Timm Hackett

Secretary: Melissa Rhodes