

**EAST CAROLINA UNIVERSITY FACULTY SENATE
ACADEMIC AND APPELLATE COMMITTEE ANNUAL REPORT
2019-2020 Academic Year**

COMMITTEE: Unit Code Screening Committee

Membership (including ex officio members):

Regular members: Melinda Doty (vice chair), Charleen McNeill, William Gee (secretary), Karen Jones, Melissa Rhodes, Ken Ferguson (chair), Rachel Roper, Stephen Ivany.

Ex-officio members: Kathy Misulis, Linda Ingalls, Lisa Hudson, Becky Welch, Anne Ticknor, Mario Hobbs.

Meeting dates (including members present):

August 28, 2019—Melinda Doty, Charleen McNeill, William Gee, Karen Jones, Melissa Rhodes, Ken Ferguson, Rachel Roper, Stephen Ivany, Kathy Misulis, Linda Ingalls, Lisa Hudson, Becky Welch, Anne Ticknor, Mario Hobbs. Guest—Jeff Popke (Faculty Senate Chair).

September 18, 2019—Melinda Doty, William Gee, Karen Jones, Melissa Rhodes, Ken Ferguson, Rachel Roper, Stephen Ivany, Kathy Misulis, Linda Ingalls, Lisa Hudson, Anne Ticknor, Mariama Ibrahim (representative of the student body, for Mario Hobbs). Guest—Jennifer Bowler (Department of Psychology).

October 16, 2019—Ken Ferguson, Rachel Roper, Kathy Misulis, Lisa Hudson, Becky Welch, Anne Ticknor. Guest—Jennifer Bowler (Department of Psychology).

November 20, 2019—Melinda Doty, William Gee, Ken Ferguson, Rachel Roper, Stephen Ivany, Kathy Misulis, Linda Ingalls, Lisa Hudson, Becky Welch, Anne Ticknor. Guest—Michael O’Driscoll (Department of Coastal Studies).

January 15, 2020—Melinda Doty, William Gee, Rachel Roper, Kathy Misulis, Linda Ingalls, Lisa Hudson, Anne Ticknor.

February 19, 2020—Melinda Doty, William Gee, Ken Ferguson, Rachel Roper, Stephen Ivany, Linda Ingalls, Becky Welch, Anne Ticknor. Guests—Stacy Altman (College of Health and Human Performance), George Bailey and Mike Veber (Department of Philosophy and Religious Studies).

March 18, 2020—Meeting cancelled due to Covid-19 shutdown of campus; screening of codes continued through email communication and Microsoft Teams (no attendance record).

April 15, 2020—Meeting cancelled due to Covid-19 shutdown of campus; screening of codes continued through email communication and Microsoft Teams (no attendance record).

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

No subcommittees

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

Review of the following codes:

- Department of Psychology (September 18, October 16, 2019)
- Department of Coastal Studies (November 20, 2019)
- College of Health and Human Performance (February 19, 2020)
- Department of Philosophy and Religious Studies (February 19, 2020)
- College of Education (March 18, 2020, email communications)
- Department of Political Science (April 15, 2020, via email, Microsoft Teams)

Reports to the Faculty Senate (including Faculty Senate Resolution numbers)

Ken Ferguson (chair) presented the following unit codes to the Faculty Senate:

- Laupus Health Sciences Library—FS Resolution #19-64 (September 10, 2019)
- Department of Psychology—FS Resolution #19-95 (December 10, 2019)
- Department of Coastal Studies—FS Resolution #20-02 (January 28, 2020)
- Department of Philosophy and Religious Studies—FS Resolution #20-10 (February 25, 2020)
- College of Health and Human Performance—FS Resolution #20-11 (February 25, 2020)

Melinda Doty (vice chair) presented the following unit codes to the Faculty Senate:

- College of Education—FS Resolution #20-30 (March 31, 2020)
- Department of Political Science—FS Resolution #20-32 (April 28, 2020)

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

Screening of the unit code for the Department of Chemistry with associated guidelines for peer teaching evaluation, criteria for graduate faculty membership, advancement in title for fixed-term faculty, and procedures for performance review of permanently-tenured faculty.

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

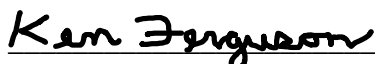
- A. Charge: The committee fulfilled its charge of screening proposed revisions of unit codes and associated guidelines to ensure compliance with relevant sections of the ECU Faculty Manual, the UNC Policy Manual, the UNC Code, and other appropriate documents; working with units to make compliant revisions of their unit codes; voting on revisions; and presenting approved codes before the ECU Faculty Senate.

- B. Personnel: excellent
- C. Attendance: Attendance at most meetings was good, except for October 16, 2019, where a quorum [i.e., four regular members] was lacking. Some members who could not attend particular meetings served the committee in other ways, for example, by acting as pre-reviewers with their recommendations forwarded to the committee.
- D. Activities: The committee recommended to the Faculty Governance Committee that the ECU Faculty Manual be revised to require that unit codes include a statement affirming their commitment to diversity, which is one of the goals of the ECU Strategic Plan (bullet four under Maximize Student Success). It was further recommended that this commitment to diversity be included as one of the duties of the Chair of the unit, whereas the administrative review of chairs includes diversity as one of its Implementation Guidelines to be used in the evaluation of chairs (Board of Trustees Policy for Administrative Review). Even though this recommendation was not accepted by Faculty Governance Committee as a requirement that should be added to the ECU Faculty Manual, the Unit Code Screening received a voluntary agreement from all the units screened during 2019-2020 to add such a provision to their unit codes or associated guidelines, if not already included.
- E. Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee. Encourage units to include, wherever feasible, all required unit procedures in the unit code itself, as opposed to the use of separate guidelines. This will enable the members of the unit to identify required procedures more easily (rather than search through a number of different documents) and also make it more likely that unit procedures will be more consistent. If there are separate guidelines that become a common feature of units, then it is recommended that templates for such guidelines be developed to make the screening of guidelines more uniform.

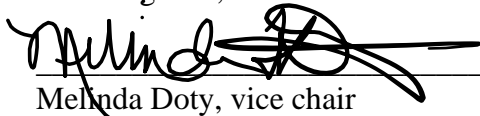
Does the Committee's organizational meeting next year need to be earlier than the date set this year?

No.

Signed:



Ken Ferguson, chair



Melinda Doty, vice chair



William Gee, secretary