

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

2021-2022 Academic Year

COMMITTEE: Unit Code Screening

Membership (include ex-officio members). Annette Greer, Amin Akhnoukh, Helena Feder, Robin Webb Corbett, William Gee (secretary), Ken Ferguson (chair), Patricia Anderson (vice chair). Ex-officio Members: Doug Schneider, Linda Ingalls, Lisa Hudson, Espen Spangenburg, Valerie Debellis, Virginia Stage, Courtney Sheehan

Meeting Dates (include members present).

September 15, 2021—Patricia Anderson, Robin Webb Corbett, Helena Feder, Ken Ferguson, William Gee, Annette Greer, Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Courtney Sheehan, Espen Spangenburg, Rachel Baker, Becky Welch, Anne Ticknor

October 20, 2021— Patricia Anderson, Robin Webb Corbett, Helena Feder, Ken Ferguson, Annette Greer, Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Courtney Sheehan, Espen Spangenburg, Rachel Baker, Maurica Bynum, Pamela Reis

November 17, 2021-- Patricia Anderson, Robin Webb Corbett, Helena Feder, Ken Ferguson, William Gee, Annette Greer, Brittany Thompson, Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Courtney Sheehan, Espen Spangenburg, John Howard, Mary Tucker-McLaughlin

January 19, 2022-- Patricia Anderson, Robin Webb Corbett, Ken Ferguson, William Gee, Annette Greer, Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Espen Spangenburg, James Anderson, Rachel Baker, Virginia Stage

February 16, 2022-- Patricia Anderson, Robin Webb Corbett, Ken Ferguson, William Gee, Annette Greer, Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Espen Spangenburg, Virginia Stage, James Anderson, Rachel Baker, John Willson

March 16, 2022-- Patricia Anderson, Ken Ferguson, William Gee, Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Espen Spangenburg, Melinda Doty, Jason Yao

April 20, 2022—Patricia Anderson, Robin Webb Corbett, Ken Ferguson, William Gee, Annette Greer, Lisa Hudson, Doug Schneider, Espen Spangenburg, Melinda Doty, Jason Yao

Subcommittees established during the year (include progress and/or completion of work). No subcommittees established during 2021-2022.

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

- Screened and approved Unit Code and associated documents for The College of Nursing (including Handbook),
- Screened and approved The Constitution of the College of Fine Arts and Communication
- Discussed, revised, and approved the Unit Code Format, General Guidelines for Writing and Revising a Unit Code of Operation.

- Screened and approved Unit Code for the Department of Criminal Justice
- Screened and partially approved Unit Code for College of Engineering and Technology; the unit will continue to work on guidelines and supporting documents and re-submit during the Fall 2022 semester

Reports to the Faculty Senate (include dates and resolution numbers).

- November 2, 2021, Faculty Senate Resolution #21-54: Revised College of Nursing Unit Code of Operations, Fixed-Term Faculty Procedure for Requesting Advancement in Title, and College of Nursing Faculty Handbook approved
- December 7, 2021, Faculty Senate Resolution #21-66; Revised College of Fine Arts and Communication Constitution approved
- December 7, 2021, Faculty Senate Resolution #21-67; Revisions to the Unit Code format approved
- December 7, 2021, Faculty Senate Resolution #21-68; Revisions to the Unit Code Guidelines document approved
- February 22, 2022, Faculty Senate Resolution #22-10, Revisions to the Criminal Justice Unit Code of Operation approved
- April 26, 2022, Unit Code Screening Committee Annual Report

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

Vote on Unit Code and associated Guidelines for the College of Engineering and Technology

Screen the Unit Code for the School of Communications (submission received)

Screen the Unit Code for the Department of Sociology (submission anticipated)

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

- A. Charge: The committee reviews Unit Codes for compliance with regulations that apply to code units in the University, votes whether to approve Unit Code revisions, and presents Unit Codes approved by the committee to the Faculty Senate for their vote. The committee presents recommendations for Unit Code Format and provides Guidelines for Unit Codes.
- B. Personnel: Committee members, both regular and ex-officio, were present and participated in each committee meeting. Members completed preparation for the meetings in advance of each meeting with an assigned unit code. There was a quorum present at each meeting for business to be conducted. Valerie DeBellis set up a Teams site for more efficient entry of screening recommendations by members of the committee into the same file document and also assisted with screen sharing at meetings of the committee. Linda Ingalls carefully screened all Unit Codes and Guidelines in advance, with great technical expertise and knowledge of University regulations included in the Faculty Manual and other sources. William Gee, the secretary of the committee, created a detailed and accurate record of all the committee's recommendations for revision to code units, which record was made available to code units as a reference point for responses. Patricia Anderson, vice chair, prepared the Annual Report and also assisted in improving the committee's Teams site. All members who participated in the work of the committee should be commended for their professionalism and dedication to improving Unit Codes.

- C. Attendance: There was a high level of involvement among most members of the group. One regular member, Amin Akhnouk, did not attend any meetings all year (second year on the committee with no attendance). A second regular member, Helena Feder, was unable to attend meetings during the spring semester, due to a scheduling conflict with her classes. A drop in attendance occurred during the spring semester. All meetings were conducted via Teams for health safety reasons due to COVID.
- D. Responsibilities: All responsibilities were fulfilled.
- E. Activities: The committee reviewed and recommended revisions to the Unit Code format, revisions to General Guidelines for Writing and Revising a Unit Code of Operations. Further, the group reviewed 4 separate codes for units in the University; all four were approved by the Faculty Senate (see above for resolution numbers).

Suggestion(s) to the Chair of the Faculty for improving the effectiveness of the committee. No suggestions

Does the Committee's organizational meeting next year need to be earlier than the date set this year?
If yes, when do you prefer: No.

Signed: Chairperson: *Ken Ferguson*

Vice Chair: *Patricia J. Anderson*

Secretary: *[Signature]*

Please forward the completed, approved annual report to the Faculty Senate office via email (faculty senate@ecu.edu) no later than May 16, 2022.