

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

2022-2023 Academic Year

COMMITTEE: UNIT CODE SCREENING

Membership (include ex-officio members). Ken Ferguson (Chair), Patricia Anderson (Vice-Chair), William Gee (Secretary), Erin Frost, Julie Stanley, Annette Greer, and Fan-chin Kung. Ex-officio Members: Doug Schneider, Linda Ingalls, Tuan Tran, Carlos Melendez, and Mark Moss.

Meeting Dates (include members present).

September 21, 2022: Anne Ticknor, Patricia Anderson, Robin Webb Corbett, Ken Ferguson, Erin Frost, William Gee, Annette Greer, Fan-chin Kung, Julie Stanley, Linda Ingalls, Mark Moss, Doug Schneider, Tuan Tran, Rachel Baker

October 19, 2022: Patricia Anderson, Ken Ferguson, Erin Frost, William Gee, Annette Greer, Fan-chin Kung, Julie Stanley, Linda Ingalls, Carlos Melendez, Doug Schneider, Tuan Tran

November 16, 2022: Patricia Anderson, Ken Ferguson, Erin Frost, Annette Greer, Fan-chin Kung, Linda Ingalls, Mark Moss, Doug Schneider

January 18, 2023: Patricia Anderson, Robin Webb Corbett, Ken Ferguson, Erin Frost, Annette Greer, Fan-chin Kung, Linda Ingalls, Doug Schneider, Tuan Tran

February 15, 2023: Patricia Anderson, Ken Ferguson, William Gee, Annette Greer, Doug Schneider, Linda Ingalls, Carlos Melendez, Mark Moss, Tuan Tran

March 15, 2023: Patricia Anderson, Robin Webb Corbett, Ken Ferguson, Erin Frost, William Gee, Annette Greer, Doug Schneider, Julie Stanley, Linda Ingalls, Carlos Melendez, Mark Moss, Tuan Tran

April 19, 2023: Patricia Anderson, Ken Ferguson, Erin Frost, William Gee, Annette Greer, Doug Schneider, Linda Ingalls, Carlos Melendez, Tuan Tran

Subcommittees established during the year (include progress and/or completion of work). No subcommittees established during 2022-2023.

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

Screened and approved Unit Codes (with Guidelines for Tenure and Promotion) for the following code units:

- Department of Coastal Studies
- College of Engineering and Technology
- School of Dental Medicine
- School of Communication

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

- December 6, 2022, Faculty Senate Resolution #22-64, Revised College of Engineering and Technology Unit Code
- March 28, 2023, Faculty Senate Resolution #23-27, Revised Department of Coastal Studies Unit Code
- April 25, 2023, Chair filed the required end-of-year report for the committee

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

Continue to screen Unit Codes, when submitted

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 committee meetings. Members completed preparation for the meetings in advance of meetings with an assigned unit code. There was a quorum of "regular" members present at each meeting for business to be conducted.
- C. Attendance: There was a high level of involvement among all members of the group. All meetings were conducted via Teams.
- D. Responsibilities: All responsibilities were fulfilled.
- E. Activities: The group reviewed 4 separate codes for units in the university; all 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: *Christina*

Please forward the completed, approved annual report to the Faculty Senate office via email (faculty senate@ecu.edu) no later than May 16, 2023.