Unit Code Screening Committee
Minutes
Meeting: Thursday, May 29, 2003, 3:00 pm, Rawl Anex 142

Members present: Ralph Scott, committee chair; Jen-Jar Lin, Greg Lapicki, Bryna Coonin and Kyle Summers

Ex-officio members present: Tinsley Yarbrough, Melissa Nasea, Kitty Wetherington, and Linda Ingalls

Guests: Lisa Sutton (working with Linda Ingalls); Diane Kester, Code Committee Chair, College of Education; Dorothy Spencer, Director, Laups Library; and Maurice York, Code Committee Chair, Academic Library Services

The committee reviewed the College of Education amended Code, with suggestions to Dr. Kester noted below.

Pg 5, lines 235, 238, 246, and 253, and throughout the entire Code where the title appears: revise title of Vice Chancellor for Academic Affairs to Provost and Vice Chancellor for Academic Affairs

Pg 6, line 302: add to duties of the Dean “ensure that Code procedures are followed.”

Pg 10, lines 506-507: delete “Department of” and “will elect in even numbered years.” Number (3) will then read “Mathematics and Science Education” consistent with other department titles in this paragraph.

Pg 12, line 590: insert the word “and” between “student” and “any” so that sentence would then read “The Associate Dean for Research, Graduate Studies, & Professional Development, the Director of Teacher Education, one student, and any other members the Committee deems needed to carry out its duties shall serve as ex-officio members.”

Pg 14, line 682: insert the word “one” between “of” and “voting” so that sentence would then read “The Technology Committee is composed of one voting faculty member for every seven faculty (permanently tenured, probationary, and fixed-term) from each department in the College of Education . . .”

Pg 14, line 686: change word “members” to “member” so that sentence would then read “. . . the Educational Technology Specialist, one student member, and one staff member.”

Pg 15, lines 721-723: add the three new committees in the amended Code to the list of committees identified in D.3. so that sentence would then read “One student member shall serve as a nonvoting member on each of the following committees: Curriculum Committee, Diversity Committee, Library Committee, Planning Committee, Research Committee, and Technology Committee.”

Pg 15, line 723: revise last sentence of D.3. to read “Students shall be nominated by department faculty and appointed from the list of nominees by the Dean.”

Changes to the College of Education Code were deemed editorial, and the committee voted to approve the amended Code, pending editorial changes agreed upon during the meeting.

The committee reviewed the Laups Library (HSL) Code with suggestions to Dr. Spencer and Ms. Nasea, as noted below.

Cover page: change name of unit to Laups Library

Pg 2, line 40: change title of code to Laups Library Code
Pg 2, lines 50-51, add “MD” after “Laupus” and before “Health” and add (hereafter referred to as the Laupus Library) between “Library” and “provides.” The sentence would then read “The William E. Laupus, MD, Health Sciences Library (hereafter referred to as the Laupus Library) provides leadership in access to information for healthcare education, service and research in Eastern North Carolina.”

Pg 3, line 96: suggested adding to II.A.1. “...as defined in Appendix D of the ECU Faculty Manual.”

Pg 3, lines 94-108: suggested possibility of adding Temporary EPA and SPA employees to the listing of Personnel in the Laupus Library and renumbering section II.A. Also suggested possibility of including graduate assistants to the listing of Personnel.

Pg 3, lines 103 and 106: change the word “line” to “grade” in front of “67”

Pg 3, lines 116-117: Consider moving the last sentence in B.1. to page 14 under the Meetings section and adding the phrase “and temporary EPA employees” between “personnel” and “may” in this sentence. Sentence would then read: EPA (non-faculty) personnel and temporary EPA employees may participate in faculty meetings.”

Pg 4, line 182: Add “k.” Ensure that Code procedures are followed.”

Pg 5, line 201: revise the word “Title” in A.1. to “Faculty Affairs Committee”

Pg 6, lines 287-288: Revise sentence to read “The duties of the Personnel Committee shall be those defined in Appendix D and include the following additional duties:”

Pg 7, lines 310 and 315: revise the word “function” on each of these lines to “duties”

Pg 8, line 397: replace present sentence with “The document entitled “Guidelines for Appointment, Promotion, Tenure, and Evaluation” prescribes procedures, criteria, and relative weights for evaluation of fixed-term faculty.”

Pg 8, line 399: delete the phrase “but not be limited to” and revise the paragraph contained in lines 399-401 to read “Criteria used in annual evaluation include any or all of the general criteria contained in the following section of this Code and more specific criteria contained in the document entitled “Guidelines for Appointment, Promotion, Tenure and Evaluation” approved by the Laupus Library faculty.

Pg 14, line 687: add sentence moved from page 3 that should now read “EPA (non-faculty) personnel and temporary EPA employees may participate in faculty meetings.” Revise outline format to include this new sentence as E. and revise present “E” to “F.”

Pg 15, lines 731-735: Add a requirement that proposed Code revisions be submitted to the faculty at least 7 university calendar days in advance of the vote to approve the Code amendment.

The committee approved the Laupus Library amended Code, pending editorial changes agreed upon during the meeting.

The committee reviewed the amended Code of Academic Library Services, with suggestions to Mr. York, code committee chair as noted below.

Pg 1, line 20: Consider capitalizing “Director” in this section and throughout the document to be consistent.

Pg 1, line 22: Change sentence beginning “His/her tenure . . .” to read “The Director’s tenure in office shall conform to provisions contained in Appendix L of the ECU Faculty Manual.”
Pg 2, line 33: Revise number 2 to read “EPA non-faculty administrative personnel: instructional and research administrative staff exempt from the State Personnel Act under N.C.G.S. Section 126-5(c1)(8);”

Pg 2, line 36: Revise number 4 to read “Temporary faculty, temporary EPA non-faculty administrative personnel, and temporary SPA personnel;”

Pg 2, line 41-42: Add “non-faculty” between “EPA” and “Administrative.” Sentence would then read “The Library Assembly shall consist of the following personnel who hold appointment of half-time or more: faculty, temporary faculty, and EPA non-faculty administrative personnel.”

Pg 6, line 124: add “… and containing material not deemed confidential by university policies.”

Pg 6, line 132: Revise sentence to read “All members of the Library Assembly are eligible to serve on any standing committee with the exception of the Faculty Affairs Committee and an ad hoc Code Committee.”

Pg 13, lines 277-279: Revise number 5 to read “allocate or transfer support staff positions after discussions with the head(s) of operational service(s) involved and the Director’s Council; communicate this information to Academic Library Services in a timely fashion;”

Pg 14, lines 316-318: Revise to read “A head of an operational service is responsible for the management of that service and may be chosen by an internal selection process or an external search. When an internal administrative appointment is being considered, the director shall…”

Pg 15, line 328: Change “departmental” to “operational services” so that number 2 would then read “encourage participation of service members in the policy-making process through regular operational services meetings and other means;”

Pg 18, lines 400-401: Consider deleting this bulleted item or reword to read “Evaluation of the services provided by the faculty member based on feedback from library patrons, colleagues, and ECU employees.”

Pg 19, lines 420-421: add “student” before retention so that this bulleted item would then read “Participating in university outreach, student retention, and distance learning programs.”

Pg 25, lines 564-566: Consider referencing the ALS post-tenure (cumulative) review criteria document in addition to the section of the Faculty Manual.

The code committee chair will take these suggestions back to his committee and to the tenured faculty of Academic Library Services for consideration and possible further amendment of the ALS Code.

The committee meeting adjourned at approximately 5:20 pm. The committee will reconvene to consider the Chemistry Department amended code later in June.

Respectfully submitted,

Linda M. Ingalls
(notetaker in absence of committee secretary)