1. Attendance:
   1.1 Garris Conner, Bryna Coonin, Beth Velde, Bill Grossnickle, Linda Wolfe, Andrew Morehead, Ken MacLeod, Christine Zoller
   1.2 Guests: Reggie York, Margie Gallagher, Peter Johnstone, Katherine Warsco
   1.3 Notice of Absence: Joseph Flood, Tinsley Yarbrough, Lisa Sutton, Kitty Wetherington
   1.4 Participation in absentia: Kitty Wetherington

2. Call to Order:
   2.1 The meeting was called to order at 3:30 pm by Dr. Garris Conner, March 11, 2004, in Rawls, Room #.106

3. Tabled Minutes: January 22, 2004

4. Review of Code for the School of Social Work
   4.1 Edit document and work on alignment and formatting issues
   4.2 Page 2, line 11 take out “is” so sentence reads “mission of the School of Social Work to provide…”
   4.3 Page 2, line 12 insert comma after “work systems”
   4.4 Page 2, line 13 delete “of needs” so sentence reads “which addresses the needs of the profession,”
   4.5 Page 2, line 33 and 34 add “of the vote” so sentence reads “at the present time of the vote”.
   4.6 Page 2 add a section that defines graduate faculty.
   4.7 Page 3, line 3 add “s” to committee so sentence reads “personnel action committees”.
   4.8 Page 3, line 23 add “s” to manage, put acronym “CWSE” after phrase.
   4.9 Page 3 line 25 add “s” to assure.
   4.10 Page 3, line 33 & 34 change order to read “communicates with each probationary term faculty member regarding progress toward tenure”.
   4.11 Page 3, line 30 change wording to reflect ECU offices (Office of Institutional Equity, university attorney and other relevant offices on campus).
   4.12 Page 3, lines 48 & 49 clarify if the personal is chairing the meeting or the committee.
   4.13 Page 3, line 48 add “committee” so sentence reads “faculty committee meeting”.
   4.14 Page 4 check for consistency in use of terms probationary-term, capitalization of Program.
   4.15 Page 4, line 9 delete “program” and add graduate so sentence reads “by a majority of the graduate faculty”.
   4.16 Page 4 line 17 add the work “committee” and delete the s on “programs” so sentence reads “Chair the faculty committee meetings of the degree program”.
   4.17 Page 4, line 32 add “Education” so sentence reads “the appointment of the Director of Field Education”.
   4.18 Page 4, line 39 & 40 remove “Among” and substitute “include” so sentence reads “the duties of the Director of Field Education include”.
   4.19 Page 5, line 6 add the word “Education” so sentence reads “One or more Assistant Directors of Field Education”.
   4.20 Page 5, line 8 add the word “Education” so sentence reads “Appointment of the Assistant of Field Education to”.
   4.21 Page 5, line 22 insert “and” so sentence reads “undergraduate Committee, and the Graduate Committee”.
   4.22 Page 5, line 28 clarify that the Nominating Committee is not selected Spring term.
   4.23 Page 5, line 51 change spelling to “Canvas”.
   4.24 Page 5 under membership clarify if the members can be re-elected to successive terms.
Page 6 and 7—revisit roles of Curriculum Committee and Undergraduate and Graduate Faculty Committee. Determine purpose, membership, responsibilities so they are congruent and minimize overlap. Under membership clarify if the members can be re-elected to successive terms for each committee.

Page 6, line 17 delete underline between “four” and “faculty”.

Page 6, line 38 number the “Wellness Committee” number 3.

Page 6, line 44 delete underline between “four” and “faculty”.

Page 7, line 20 insert comma after “met”.

Page 7, line 27 insert comma after “year”.

Page 7, line 31 insert “Faculty” so committee title reads “The Undergraduate Social Work Faculty Committee”.

Page 7 insert line between 39 and 40 and 40 and 41.

Page 8 Under membership clarify if the members can be re-elected to successive terms for each committee.

Page 8, line 43 insert Director and Chancellor so sentence reads “and submit them to the faculty, the Unit Director, the Dean of the College and the Chancellor for approval”.

Page 11, line 30 delete the period before “Associate Professor”.

Page 11, insert line between 44 and 45.

Page 11 lines 47-49 add quote from appendix C.

Page 11, line 54 change to read “Appendix C. III, ”.

Page 12 lines 8-12 clarify when the allocation of the remaining 20% occurs.

Page 12 change item E to “Cumulative Review for Permanently Tenured Faculty” and add “Post-tenure review of all tenured faculty will follow procedures outlined in the ECU Faculty Manual, Appendix B.”

Page 12 Change “Pay Raises” to F.

Page 12, line 223 delete “General Administration” and insert “Office of the President”.

Page 12, line 27 & 18 delete “Appendix C.VI. and add “ECU Faculty Manual”.

Page 12, line 32 delete “be in conformity with” and substitute “conform to”.

Page 13, line 20 clarify who forms the ad hoc committee.

Andrew Morehead moved and Ken MacLeod seconded a motion “Move the Code for the School of Social Work be revised based on Unit Code Screening Committee comments and resubmitted to Unit Code Screening Committee” Passed unanimously.

5.0 Review of the Department of Criminal Justice Code.

Change memo to read “unanimously passed” and indicate date passed.

Recommend putting code in suggested format.

Page 1, line 10 insert “Faculty” so reads “East Carolina University Faculty Manual”.

Page 1, line 16 add commas so reads “professional practice, service, and advanced”.

Page 1, line 25 & 26 be consistent re: singular or plural of “students” and “member”. Change “make” to “be”.

Page 2, be consistent in wording throughout—“permanently tenured”, “probationary term”.

Page 2, line 32 change punctuation to “ECU Manual Appendix L, Sections B and F”.

Add the budget report to faculty as a responsibility of the chair.

Page 37, line 37 insert period at end of sentence.

Page 2, line 42 capitalize “Dean”, add period at end of sentence.

Page 2, line 44 add “(s)” to end of “COORDINATOR”.

Page 3, line 3 delete “confirmed”, insert “recommended” so sentence reads “and recommended by a majority”.

Page 3, line 9 delete “with” and insert “from” so sentence reads “shall seek input from faculty,”.

Page 3, line 10 delete “confirmed”, insert “recommended” so sentence reads “reappointment shall be recommended by a majority”.

Page 3, line 46 add “(s)” to end of “COORDINATOR”.

Page 4, line 14 move bracket to after word “of”.

Page 4, line 16 delete “special call” and insert “called”.

https://author.ecu.edu/cs-acad/fsoreview/uc/uc3_04.cfm
5.18 Page 4, line 20 insert hyphen to read “on-going”.
5.19 Page 4, line 23 delete “etc.” and insert “and other duties as deemed necessary.”.
5.20 Page 2, line 23 insert backslash between and/or.
5.21 Page 4, line 24 capitalize name of department.
5.22 Page 4 line 27 insert at beginning of phrase “Be”.
5.23 Page 5, line 4 delete “two [2] members being tenured” and insert “2/3 of the membership being permanently tenured”.
5.24 Page 5, line 25 write out acronym “ACJS” and put acronym next to phrase in parentheses.
5.25 Page 5 insert a section for Tenure and Promotion Committees.
5.26 Page 6, line 36 add “s” to student so phrase reads “admissions of students”.
5.27 Page 6, lines 41-44 address Kitty Wetherington’s concerns regarding deadline driven appeal at university level, clarify formal/informal, clarify who approves policy, clarify how this works within ECU process.
5.28 Page 7, line 15 change format to “Appendix L.E)”.
5.29 Page 7, line 25 delete “TEACHING”.
5.30 Page 7, lines 28-32 delete and insert language given to you from Kitty Wetherington.
5.31 Page 8 line 20, 22, 26, 29, 32 delete “principle” and insert “principal”.
5.32 Page 8, lines 13-16 reference appropriate appendix from Faculty Manual and be clear regarding process.
5.33 Page 9, line 1 delete “average and above on the ratings from students and peer reviewers” and add “satisfactory ratings from students. In addition, the candidate should receive satisfactory ratings from peer reviewers.”.
5.34 Page 9, line 23 delete “However” and insert “In addition,”.
5.35 Page 9, line 28 rephrase to read “consistent satisfactory teaching evaluations, progress in”
5.36 Page 9, line 34 insert after dash “All of the above mentioned qualifications must be considered.”.
5.37 Page 10 make sure the hanging indents carry over on lines 15, 16, 30.
5.38 Page 10, line 39 delete “General Administration” and insert “Office of the President.”.
5.39 Page 11 Add information on review of permanently tenured faculty somewhere around line 8.
5.40 Page 12, delete #4.
5.41 Page 13 line 2 change college to department and change punctuation so it reads “department; as well as approval of the Faculty Senate”.
5.42 Page 13, line 13 delete “changes in” so reads “superceded by the university code”.
5.43 Moved by Christine Z., seconded by Ken M to approve with changes. Motion failed.
5.44 Moved by Andrew M., seconded by Ken M. “Move the Code for the Department of Criminal Justice be revised based on Unit Code Screening Committee comments and resubmitted to Unit Code Screening Committee” Passed unanimously.

6.0 Review of the code of the Department of Interior Design and Merchandising.

6.1 In memorandum, clarify the number voting for approval of code.
6.2 Page 1 make sure code specifies that department chair also reports on budget to the faculty.
6.3 Page 1, line 36 insert a line.
6.4 Page 2, line 31 & 32 clarify “senior in rank, then years of service”. Consider years of service to committee or ECU or department.
6.5 Page 2, line 25 & 26, does “conflict of interest” refer to the legal definition used by ECU?
6.6 Page 3, line 10 insert “voting faculty as defined in” immediately before “Appendix L”.
6.7 Page 3, line 39 add information on alternate Faculty Senator.
6.8 Page 3, line 47 insert “department” so reads “for the utilization of department library funds”.
6.9 Page 4, line 21 who mutually agrees?
6.10 Page 4, line 38 insert where faculty handbook is found.
6.11 Page 4, line 43 capitalize first letter of Faculty Manual.
6.12 Page 5 delete lines 8-11, insert wording from Appendix D.
6.13 Page 5 insert line after 49.
6.14 Page 5, line 40 indicate where to find the CHE Handbook.
6.15 Page 6 rearrange VII and VIII.
6.16 Page 6, line 38 delete “changes in” so sentence reads “are superceded by the university code”.

7. Remainder of agenda tabled do to lateness of the hour. Dr. Conner will notify committee of next meeting date.

8. The meeting was adjourned at 5:55 p.m.

Respectfully submitted:
Beth P. Velde