East Carolina University
Unit Code Screening Committee
Minutes April 6, 2004

1. Attendance:
1.1 Garris Conner, Bryna Coonin, Beth Velde, Bill Grossnickle, Andrew Morehead, Joe Flood, Kitty Wetherington, Ruth Ann Cook
1.2 Guests: Margie Gallagher, Peter Johnstone, Linner Griffin, Cynthia Johnson, Yolonda Burwell
1.3 Notice of Absence: Tinsley Yarbrough, Linda Wolfe

2. Call to Order:
2.1 The meeting was called to order at 9:00 am by Dr. Garris Conner, April 6, 2004, in the Rawls Annex, Room #.142

3. Moved by Bryna Coonin, seconded by Joe Flood that the minutes of March 11, 2004 be accepted. Passed unanimously.

Moved by Joe Flood, seconded by Bryna Coonin that the minutes of January 22, 2004 be accepted. Passed unanimously.

4. Second review of Code of Department of Criminal Justice
4.1 Page 1, line 27 (part I.3) delete phrase “as well as….chosen” and insert “and the” so the sentence reads “will be a credit to our Department and the profession”.
4.2 Page 2, line 4 is there a difference between tenure track and probationary term. Remove the phrase “tenure track”.
4.3 Page 4, line 16 (II. D. 3. b) remove first “DE” so phrase reads “implementation of objectives for DE activities”.
4.4 Page 5, line 12 (III.3) insert “annually” between shall and elect, delete “annually at end of sentence so phrase reads, “its membership shall annually elect the chair”.
4.5 Page 8, lines 8 & 9 (V.2.d.) change commas to semicolons as follows “Lecturer; Clinical, Research, or Visiting Instructor; Clinical, Research, or Visiting Assistant Professor; Clinical, Research, or Visiting Associate Professor; Clinical, Research, or Visiting Professor; Teaching Grant Personnel”
4.6 Page 11, line 37 (VII.D.) delete Part VI and Appendix C—VI.
4.7 Page 12, lines 25-27 (X) delete summer school course allocation explanation.

5. Second Review of School of Social Work
5.1 Page 2, line 49 (II.C.1) add “the Director to assume” so phrase reads “courses are covered, and this may require the Director to assume some teaching duties”.
5.2 Page 3, line 9 (C.1.d.) add the word “and” after assignments so phrase reads “makes teaching assignments, and schedules classes”.
5.3 Page 3, line 30 (II.C.1.n) add the acts into the sentence and add “with the assistance of” so sentence reads “with the requirements of CSWE, the Equal Opportunity Employment Act, and the Americans with Disabilities Act with the assistance of the Office of Institutional Equity…”.
5.4 Pages 3 and 4 add to the description for Undergraduate Program Coordinator, Graduate Program Coordinator and Director of Field Education wording that indicates he or she will be evaluated annually by the Director with input from the appropriate committee.
5.5 Page 4. line 22 (II.C.3.f) get rid of the bold text for the letter “f”.
5.6 Page 5, line 42 (III.A.1.) drop “s” from meetings.
5.7 Page 7, (III.4.c. and III.5.c.) delete evaluate and insert “Provide input to the Director regarding the ______(insert job title) for the purpose of annual evaluation.”
5.8 Page 8, line 44 (III.7.a) add an “a” so the word reads “approval”.

https://author.ecu.edu/cs-acad/fs/online/uc/uc4_04.cfm
5.9 Page 10, line 50 (IV add word “demonstrate” so the phrase reads
“and must demonstrate an active role in”).
5.10 Page 11, line 29 (IV.3.b.) delete period before Associate Professor.
5.11 Page 12, line 2 (IV.D.1.) delete second period after Appendix C and insert a comma so it reads
“Appendix C.III”
5.12 Page 12, line 3 (IV.D.1.) specify what items and where they may be found in the code.
5.13 Page 12, line 26 (IV. F.) change the font on section “F” to match rest of document.
5.14 Page 12, line 33 (IV. F.) change “F” to “G”.
5.15 Page 12, line 36 (IV. old F.) take out second period after ECU Faculty Manual.

6.1 Cover memo change “majority” to 3/5.
6.2 Page 2, line 49 designate CHE as acronym for College of Human Ecology.
6.3 Page 2, line 33 (II.A.) change “rank” to “title”.
6.4 Page 2, line 34 (II.A.) add “in the department” to the end of the sentence.
6.5 Page 3, line 34 (III.A.) add sentence clarifying how a member is appointed to the committee when a
current member is unable to complete his or her term.
6.6 Page 3, line 52 (III.A.1.b.(2)) get rid of hyphen between University and action.
6.7 Page 5, line 24 (D.2.a.) change “alternatives” to “alternate[s]”.
6.8 Page 6, line 37 (IV.C.1.) clarify where the faculty handbook is available.
6.9 Page 6, line 43 (IV.C.2.) change first 25 to 65.
6.10 Page 7 (D.1.) delete second paragraph beginning with “Fixed-term faculty”.
6.11 Page 7, line 26 (IV.D.2.c. delete one of the “service will”.
6.12 Page 7, lines 46 & 47 take out “Part VI and Appendix C-VI”.
6.13 Page 7, line 51 (V) delete “be conducted in conformity” substitute “conform”, italicize Robert’s Rules
of Order.
6.14 Page 8, line 40 (VII.) change “where after” to “whereafter” and line 41 delete “changes in” so reads
“are superseded by the university code, faculty manual…”.
6.15 Page 8 move “Enabling Clause” before “Amending the Code”.
6.16 Add “Personnel Committee” to the code.

7. Action on the Codes presented:
7.1 Moved by Bill Grossnicker, seconded by Ruth Ann Cook “That the Department of Child Development and
Family Relations code is passed contingent on the completing the changes indicated in the
minutes and submission for review and approval of changes by Dr. Garris Conner no later than
2:00 pm April 6.” Passed unanimously.
7.2 Moved by Ruth Ann Cook and seconded by Joe Flood “That the Criminal Justice Code be accepted
contingent upon completion of the editorial changes indicated in the minutes”. Passed
unanimously. Two clean copies of the edited code must be submitted to Lori Lee in the Senate
Office.
7.3 Moved by Ruth Ann Cook, seconded by Joe Flood “That the Social Work Code be accepted contingent
upon completion of the editorial changes indicated in the minutes”. Six in favor, one abstention.
Two clean copies of the edited code must be submitted to Lori Lee in the Senate Office.

8.0 Garris will prepare a draft of the Unit Code Committee year-end report and circulate to committee
members for review.
9.0 The committee considered the request from the Governance Subcommittee on Scholarship to support
units in using either traditional criteria for tenure and promotion with codes or the Commission on
Scholarship suggestions for reviewing scholarship. The Unit Code Committee agreed that either format
was acceptable.
10.0 Meeting adjourned at 10:45 AM.

Respectfully submitted by Beth P. Velde, secretary.