

COMMITTEE: Unit Code Screening Committee

MEETING DATE: February 19, 2020

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Melinda Doty (vc), William Gee (sec), Rachel Roper, Ken Ferguson (chair), Stephen Ivany

REGULAR MEMBERS ABSENT: Charleen McNeill, Karen Jones, Melissa Rhodes

EX-OFFICIO MEMBERS IN ATTENDANCE: Linda Ingalls, Anne Ticknor, Becky Welch

EX-OFFICIO MEMBERS ABSENT: Lisa Hudson, Kathy Misulis, Mariama Ibrahim

OTHERS IN ATTENDANCE: Stacey Altman, Mike Veber, George Bailey

ACTIONS OF MEETING

1. Approved minutes from January 15, 2020
2. Assigned pre-reviewers for upcoming codes and guidelines
Linda Ingalls and Kathy Misulis for College of Education
3. Screened the Constitution for the College of Health and Human Performance
 - Ln 9 full name of college at first mention in preamble
 - Ln 20 rephrase institutional institutes
 - Ln 26 North Carolina System instead of General Administration
 - Ln 40 may instead of are
 - Ln 41 add “subject to University authority (PRR REG 01.15.01)
 - Ln 51 Senior Vice Chancellor
 - Ln 52 conform with the ECU Board of Trustees policy entitled, “Appointment and Review of Administrative Officers at ECU,” which may be found in the
 - Be consistent with capitalizations of College, Associate, Assistant, and Deans
 - Ln 112 Remove ‘Standing’
 - Verify web links throughout
 - Ln 133 Use Arabic numeral 5 instead of Roman numeral
 - Ln 147 state Part 4 of the Faculty Manual
 - Ln 143 URL needs updating for Records Retention
 - Ln 158 clarify ‘unless otherwise noted’
 - Ln 160 rephrase to Institutional Centers and Institutes or remove Institutional
 - Ln 165 clarify which State
 - Ln 173-174 remove their
 - Ln 184 after approval instead of upon approval

- Ln 186 add (Refer to Article 5 above)
- Ln188-195 add consultation of Unit Code Screening Committee to the process, refer to faculty manual for ratification (4.2.10), FM requires majority of tenured faculty present and voting

Roper and Ivany motioned to approve with corrections. Approved.

4. Screened the unit code for the Department of Philosophy and Religious Studies

- header remove November 2018 draft
- change his/her to their throughout
- Ln 9 add ECU to Faculty Manual
- Ln 8 move hereafter statement here from Mission
- Ln 8 link to PRRs website for Policy Manual
- Ln 53 remove unless otherwise specified, add in matters relating to curriculum, voting faculty with expertise in the academic discipline shall vote
- Ln 64 section 4 will become section 5
- Ln 71 capitalize Department to be consistent
- Ln 98 Section V becomes Section VI
- Ln 101 #11 – add annual evaluations, equity, and raise instructions
- Ln 123 add shall be academically qualified in the discipline (see Section IV)
- Ln 149 rename Charter to Program Governance
- Ln 151 add new Section IV Curriculum Oversight and Program Coordination from Linda Ingalls' revised document
- Ln 154 Section V Committee
- Ln 157 (refer to this code section IV)
- Ln 182 rename Charter to Program Governance
- Ln 198-200 delete first sentence
- Ln 219 change great to greater and rewrite the entire sentence to clarify unless clause
- Ln 246-247 remove voting faculty and rephrase sentence
- Ln 248-50 remove entire sentence The members of each...personnel action.
- Ln 253-265 Promotion Committees: revise likewise to Ln 244 section; condense; remove voting
- Ln 287 Ad hoc – clarify if chairs are appointed/elected
- Ln 294 add comma after 'or only to religious studies,'
- Ln 299 advance number of section
- Ln 315 delete fixed term faculty sentence
- Ln 346 add , where academically qualified
- recommends adding respect for diverse of students text
- Ln 365 add , as appropriate
- Ln 505 replace quote from Part IX with current version (refer to Linda Ingalls' copy) or remove the quote entirely
- Ln 548 Promotion to Professor – add reference to Section IV; add where academically qualified to this section

- Ln 750 clarify that unit administrator is the one who contacts/solicits external reviewers; the committee only selects
- replace re-employment with new appointment
- replace tenure-track with probationary
- Ln 804 fixed term do not have rank; they have title, not rank
- Ln 850 advance number of section to VII Procedures for Meetings...
- Ln 850 et al. state calendar days for 7 days, business days for 2 days
- Ln 881 spell out SACS
- Ln 880 advance number of section to VIII
- Ln 912 bring amendment procedures into alignment with current Part IV
- Ln 921 remove second paragraph of Amendment Procedures
- Refer to Linda Ingall's emailed version for additional comments/corrections

Roper and Ivany motioned to approve with corrections. Approved.

5. EDI Letter

Roper presented a letter addressed to the chair of the faculty from the committee regarding to require inclusive language. Ticknor motioned to approve the letter. Ivany seconded. Approved.

6. Adjournment at 5:15

NEXT MEETING: March 18, 2020, 3:30-4:50 pm, 142 Rawl

ITEM TO BE DISCUSSED:

Code of the College of Education
Construction Management Guidelines