

COMMITTEE: Unit Code Screening

MEETING DATE: February 17, 2021

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Melissa Beck, Helena Feder, Ken Ferguson, William Gee, Karen Jones, Charleen McNeill, Rachel Roper

REGULAR MEMBERS ABSENT: Amin Akhnoukh,

EX-OFFICIO MEMBERS IN ATTENDANCE: Valerie DeBellis, Linda Ingalls, Becky Welch

EX-OFFICIO MEMBERS ABSENT: Lisa Hudson, Kathy Misulis

OTHERS IN ATTENDANCE: John Howard (CFAC)

ACTIONS OF MEETING

1. Roper motioned to approve the minutes. Feder seconded. The minutes from the January meeting were approved.
2. Ferguson, McNeill, and Ingalls presented the revised constitution received from the College of Fine Arts and Communication. Line numbers are from Ingalls's revised document.

Line 7: Revise to "do not conflict".

Line 8: Clarify proper name of and add link to The Code of University of North Carolina.

Line 9: Add "or established East Carolina University policies."

Line 12: Add "(also referenced herein as "CFAC" or "the College")."

Line 27: Clarify who creates the ad hoc committee: Dean or College faculty. And clarify who can serve on the ad hoc committee: all faculty, just tenured, etc. Also consider adding a statement about creating committees with diverse membership.

Line 30: Add between "may dissolve" the text "vote to".

Line 31: Add "(Note: See Section VI for faculty eligibility to vote.)".

Line 41: Revise to "Working with ECU Information Technology and Computing Services (ITCS) representatives to enhance the Distance Education (DE) learning and teaching environment."

Line 52: Add "by the preferred procedures of each".

Line 77: Change “relevant” to “academically qualified” to mirror SACS language for graduate and curricular decisions.

Line 80: Clarify that the chair is non-voting.

Line 92: Revise to “processes by academically qualified faculty prior” for SACS language use.

Line 100: Reorder section header to match order of paragraphs.

Line 101: Add revise to “(see Part II of the ECU *Faculty Manual*)”.

Line 104: Add at the end “unless the appointing officer otherwise defines.”

Line 123: Consider revising/adding the following.

- ensuring the proper application of University policies, including those of the *Faculty Manual*;
- fostering an environment supportive of diversity and fair treatment of all faculty, staff, and students;
- ensuring that CFAC resources are distributed fairly and equitably among faculty, considering academic program needs;

Line 136: Change “the procedures” to “the requirements of the Board of Trustees policy for Appointment and Review of Administrative Officers located”. Link to that subsection.

Line 145: Consider adding “assisting directors in promoting an environment supportive of diversity and fair treatment of all faculty, staff, and students;”.

Line 155: Consider changing “specified” to “defined by University policies and directives” or something similar for more clarity.

Line 161: A quorum is not required by *Robert’s Rules* for a large convocation, but may be required if desired. If a vote is expected, a quorum might be desirable.

Line 168: Revise to “process contained in subsection X entitled “School or College Constitutions or By-Laws” defined in the Faculty Manual Part IV, Section II.”

Line 171: Consider clarifying to “Original Drafting Committee (2003):” or something similar or consider removing the Drafting Committee list entirely.

Roper motioned to approve as revised. Jones seconded it. The revised constitution was approved, pending the approval of the revisions by the CFAC faculty editing committee.

3. Ferguson called for reviewers for the Physics Department Code. Ingalls, Beck, and Ferguson agreed to review and present the Physics Department Code.
4. Roper and Feder motioned to adjourn. Adjournment was at 4:42 PM.

NEXT MEETING: March 17, 2021, 3:30 PM

ITEMS TO BE DISCUSSED: Department of Physics Code