

**COMMITTEE:** Unit Code Screening

**MEETING DATE:** March 16, 2022, 3:00 PM, via Teams

**PERSON PRESIDING:** Ken Ferguson

**REGULAR MEMBERS IN ATTENDANCE:** Patricia Anderson, Ken Ferguson, William Gee

**REGULAR MEMBERS ABSENT:** Amin Akhnouk, Robin Webb Corbett, Helena Feder, Annette Greer, Brittany Thompson

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Valerie DeBellis, Lisa Hudson, Linda Ingalls, Doug Schneider, Espen Spangenburg

**EX-OFFICIO MEMBERS ABSENT:** Courtney Sheehan, Virginia Stage

**OTHERS IN ATTENDANCE:** Melinda Doty, Jason Yao

## **ACTIONS OF MEETING**

1. Ferguson had two announcements: The code for the Brody School of Medicine will either be postponed or considered a new code to be sent to the Educational Policy and Planning Committee. The code for the School of Dental Medicine is being sent to the Educational Policy and Planning Committee. The chair of DEI Committee will be sending their recommendations within the next month or so for our comments.
2. Yao and Doty presented the code for College of Engineering and Technology.
  - Sec 1 Capitalize University and College throughout.
  - Sec 2 Consider “comprised of faculty and staff who support the...”
  - Sec 2A Consider including part-time as part of the faculty, as well.
  - Sec 2C The departmental criteria documents need to be included in the appendix to the code. Add reference to the appendix number in this section.
  - Sec 2D Use Emeriti as a plural, non-gender or add “Emeritus or Emerita”. Clarify criteria or add to appendix. Also consider clarifying that phased-retirement faculty are also considered retired for this purpose.
  - Sec 3 Clarify Provost’s full title to include “and Senior Vice Chancellor for Academic Affairs” this first usage, then simply Provost later. Could also state “(hereafter the Provost).”
  - Sec 3A1 Clarify to be, ”may not be”
  - Sec 3A1 Add new suggested bullet point on DEI. You may rephrase and reorder it in the list if you would like.
  - Sec 3A1 “Ensuring the proper” bullet point: Replace “policies” with “guidelines” since “policies” only come from Board of Trustees.

Sec 3B1 Add after “Dean for” the text, “coordinating, with academically qualified faculty members,” to satisfy SACS requirements. And add a citation to the Code Section IV for additional information.

Sec 3C2 Clarify to be, ”may not be”

Sec 3C2 Add new suggested bullet point on DEI. You may rephrase and reorder it in the list if you would like.

Sec 3C3 Add after policies and procedures “available in the ECU Faculty Manual Part II.”

Sec 3D1 Move (CSE3) up to the first use in D1 from D1a.

Sec 3E Clarify they are elected rather than having an “appointment” in the next to last sentence. Change “policies” to “guidelines” throughout.

Sec 4 Add the new section and suggested introductory paragraph to Curriculum Oversight and Program Coordination and advance all section numbers throughout in titles and internal references.

Sec 4A Add “academically qualified” before “program coordinators” for SACS.

Sec 5 Clarify throughout this entire section the college, department, unit committees and organization of this section with Linda Ingalls; consult the code template.

Sec 5A Move first sentence to new section 5B, since that Part only covers Personnel Committees, not Standing Committees. Delete third sentence. Delete “called” the second time it appears in the last sentence.

Sec 5A1e Replace “his/her” with “their” throughout. Also change “represent him/her” to “the Dean” or “them” throughout.

Sec 5A3a Add qualified faculty and discipline specific language and reference to Code Section IV.

Sec 5A5a Add “that demonstrate respect for diverse students” or something like that to the end of second sentence or elsewhere in the paragraph.

Sec 5A6 Why place this subsection in this order? Perhaps reorder the committees?

Sec 5A6a Remove “curriculum” since the Curriculum Committee should handle that aspect. Change “policies” to “guidelines” throughout.

Sec 6 Clarify throughout this section the college, department, unit committees and organization of this section with Linda Ingalls; consult the code template. Consider copying/pasting from Faculty Manual Part IX and other recent codes to get all the needed information and organization, then customize if appropriate. It is okay to be redundant since each faculty type is somewhat different.

Sec 6G Replace “his or her” with “their.” Ensure the Performance Review Standards are current and on file in the stated office and on the Faculty Senate webpage (approved by the Provost) are all the same version. Also clarify if department or college level, as well.

Sec 7B Clarify “majority”: of whole faculty or whole faculty present and voting, or quorum as defined? Code revisions are 2/3 but other votes can be lower.

Sec 8 Clarify “copy of the plan”. Perhaps rephrase to “will make provision for the faculty to vote” rather than “provide ballots”. Also clarify who is voting again, perhaps “majority of eligible faculty who are present and voting” or using print/electronic ballots if being present isn’t going to be required.

Sec 10 Add references to Faculty Manual, Part IV after the first sentence and before the last sentence.

Sec 10 Clarify when the code becomes effective – not until after Chancellor’s approval.

Sec 10 Consider also stating that 50% or greater faculty who have worked for six or more years in the College may also vote on revisions to a code, as Faculty Manual now allows.

Sec 10 Consider clarifying that Tenure, Promotion, and Post-Tenure Review criteria revision votes are only by tenured faculty and that all faculty cannot override them on those documents. May copy directly from Faculty Manual Section IV for accuracy.

Yao and Doty will take the revised code back to their eligible faculty for voting again and resubmit for final review by the Unit Code Screening Committee. The Unit Code Screening Committee will also review the college’s guidelines documents before the next meeting.

3. The meeting was adjourned at 4:55 PM.

**NEXT MEETING:** April 20, 2022, 3:00 PM, in Teams

**ITEMS TO BE DISCUSSED:**

- Finalize review of the revised code and guideline documents from the College of Engineering and Technology
- Review the code from the Department of Sociology