The second regular meeting of the 1996/1997 Faculty Senate will be held on Tuesday, 15 October 1996, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I. Call to Order

II. Approval of Minutes
    10 September 1996

III. Special Order of the Day
    A. Roll Call
    B. Announcements
    C. Richard Eakin, Chancellor
    D. Richard Ringiesen, Vice Chancellor for Academic Affairs
    E. James Hallock, Vice Chancellor for Health Sciences
    F. Thomas Feldbush, Vice Chancellor for Research
    G. Gerry Clayton, Associate Director of Admissions
       Breakdown of 1996-97 Freshman Class
    H. Henry Ferrell, Faculty Assembly Delegate
       Report on 27 September 1996, Faculty Assembly Meeting

IV. Unfinished Business

V. Report of Committees
    A. Committee on Committees, Bob Woodside
       Nominees to fill 6 vacancies on the Research/Creative Activity Grants Committee (attachment 1).
    B. Calendar Committee, Nancy Moss
       2. Proposed revision to the Guidelines for Setting University Calendars (attachment 3).
    C. Faculty Governance Committee, Jeff Jarvis
       Post-tenure review (attachment 4).
    D. Student Scholarships, Fellowships, and Financial Aid Committee, Saeed Dar
       Scholarships and grants for sophomore-level and above students (attachment 5).
    E. Teaching Effectiveness Committee, Janna Brendell
       Proposed revisions to the Selection Procedures for Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards (attachment 6).
    F. Unit Code Screening, Bill Grossnickle
       Revision to the School of Allied Health Science's Unit Code of Operations. (This document may be viewed in the Faculty Senate office, 140 Rawl Annex.)
    G. Faculty Grievance Committee, Ken Wilson
       Overview of 1995-96 Committee Activities.

VI. New Business

Attachment 1.

COMMITTEE ON COMMITTEES REPORT

Nominees to fill 6 Vacancies on the Research/Creative Activity Grants Committee

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Department/School</th>
<th>Ext.</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Stellwag</td>
<td>Biology</td>
<td>6302</td>
<td>1999</td>
</tr>
</tbody>
</table>
Committee to provide 3 additional nominees at meeting.

Attachment 2.

FALL SEMESTER 1997

(Actual class days: 14 Mondays, 15 Tuesdays, 16 Wednesdays, 15 Thursdays, 15 Fridays, and 13 Saturdays. Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 13 Saturdays.)

June 2, Monday  Last day to apply for admission to Graduate School for the fall semester

August 5, Tuesday  Last day to pay or secure fall semester fees without penalty

August 18, Monday  Faculty meetings; schedules canceled for all who have not paid fees by 4:00 P.M.

August 19, Tuesday  Registration and schedule changes

August 20, Wednesday  Classes begin; late registration; schedule changes

August 26, Tuesday  Last day for late registration and schedule changes (drop and add)

August 27, Wednesday  Last day for schedule changes (add only)

September 1, Monday  Labor Day holiday (no classes)

September 3, Wednesday  Last day to apply for graduation in December

October 1, Wednesday  Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.

October 4-7  Fall break
Saturday- Tuesday

October 8, Wednesday  8:00 A.M. Classes resume.

October 8, Wednesday  State holiday makeup day. (Classes which normally would have met on Monday, September 1, will meet on this day so that there will effectively be the same number of Mondays and Wednesdays as every other weekday during the semester. Wednesday classes will not meet.)

November 10, Monday  Early registration for spring semester 1998 begins

November 19, Wednesday  Last day to remove incompletes given during spring and/or summer session 1997

November 26-30  Thanksgiving break
Wednesday - Sunday

December 1, Monday  8:00 A.M. Classes resume. Last day for graduate students to drop courses without grades

December 2, Tuesday  Last day to submit thesis to Graduate School for completion of degree in this term

December 10, Wednesday  Classes end

December 11, Thursday  Reading Day

December 12, Friday  Regular exams begin

December 13, Saturday  Commencement

December 19, Friday  7:00 P.M. Exams for fall semester close

EXAMINATION SCHEDULE
FALL SEMESTER 1997

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (December 12 -December 19). Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Friday, December 19, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examinations at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTH class will meet the examination schedule of the 9:00 a.m. TTH class; and 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

<table>
<thead>
<tr>
<th>Course 1</th>
<th>Course 2</th>
<th>Time and day of examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1251, 1261, MATH 1065</td>
<td>5:00-7:00</td>
<td>Friday, December 12</td>
</tr>
<tr>
<td>FREN 1002, SPAN 1002, 1003, GERM 1002</td>
<td>5:00-7:00</td>
<td>Monday, December 15</td>
</tr>
<tr>
<td>ECON 1000, 2113, 2133</td>
<td>5:00-7:00</td>
<td>Tuesday, December 16</td>
</tr>
<tr>
<td>CHEM 1121, 1151, 1161, 2621</td>
<td>5:00-7:00</td>
<td>Wednesday, December 17</td>
</tr>
<tr>
<td>CHEM 0150, 1120, 1150, 1160, 2620</td>
<td>5:00-7:00</td>
<td>Thursday, December 18</td>
</tr>
<tr>
<td>FREN 1001,1003, SPAN 1001,1004, GERM 1001</td>
<td>5:00-7:00</td>
<td>Friday, December 19</td>
</tr>
</tbody>
</table>

Times class regularly meets  Time and day of examination

<table>
<thead>
<tr>
<th>Time</th>
<th>Day</th>
<th>Class</th>
</tr>
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<tbody>
<tr>
<td>8:00</td>
<td>MWF</td>
<td>8:00 - 10:00 Friday, December 12</td>
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<tr>
<td>8:00</td>
<td>TTH</td>
<td>8:00 - 10:00 Tuesday, December 16</td>
</tr>
<tr>
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</tr>
<tr>
<td>9:00</td>
<td>TTH</td>
<td>8:00 - 10:00 Thursday, December 18</td>
</tr>
<tr>
<td>10:00</td>
<td>MWF</td>
<td>8:00 - 10:00 Wednesday, December 17</td>
</tr>
<tr>
<td>10:00</td>
<td>TTH</td>
<td>8:00 - 10:00 Friday, December 19</td>
</tr>
<tr>
<td>11:00</td>
<td>MWF</td>
<td>11:00 - 1:00 Friday, December 12</td>
</tr>
<tr>
<td>11:00</td>
<td>TTH</td>
<td>11:00 - 1:00 Tuesday, December 16</td>
</tr>
<tr>
<td>Time</td>
<td>Days</td>
<td>Date</td>
</tr>
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<td>--------------</td>
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</tr>
<tr>
<td>12:00</td>
<td>MWF</td>
<td>Monday, December 15</td>
</tr>
<tr>
<td>12:00</td>
<td>TTH</td>
<td>Thursday, December 19</td>
</tr>
<tr>
<td>1:00</td>
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</tr>
<tr>
<td>1:00</td>
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<td>Friday, December 19</td>
</tr>
<tr>
<td>2:00</td>
<td>MWF</td>
<td>Friday, December 12</td>
</tr>
<tr>
<td>2:00</td>
<td>TTH</td>
<td>Tuesday, December 16</td>
</tr>
<tr>
<td>3:00</td>
<td>MWF</td>
<td>Monday, December 15</td>
</tr>
<tr>
<td>3:00</td>
<td>TTH</td>
<td>Thursday, December 18</td>
</tr>
<tr>
<td>4:00 &amp; 5:00</td>
<td>MWF</td>
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</tr>
<tr>
<td>4:00 &amp; 5:00</td>
<td>TTH</td>
<td>Friday, December 19</td>
</tr>
</tbody>
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**SPRING SEMESTER 1998**

(Actual class days: 14 Mondays, 16 Tuesdays, 16 Wednesdays, 15 Thursdays, 14 Fridays, 13 Saturdays. Effective class days: 15 Mondays, 15 Tuesdays, 15 Wednesdays, 15 Thursdays, 15 Fridays, 13 Saturdays)

**October 15, Wednesday**  Last day to apply for admission to Graduate School for the spring semester

**December 19, Friday**  Last day to pay or secure spring semester fees without penalty

**January 9, Friday**  Schedules canceled for all who have not paid fees by 4:00 P.M.

**January 12, Monday**  Registration and schedule changes

**January 13, Tuesday**  Classes begin; late registration; schedule changes

**January 19, Monday**  State Holiday (no classes)

**January 20, Tuesday**  Last day for late registration and schedule changes (drop and add)

**January 21, Wednesday**  Last day for schedule changes (add only)

**January 28, Wednesday**  Last day to apply for graduation in May

**February 24, Tuesday**  Last day for undergraduate students to drop term-length courses or withdraw from school without grades. Block courses may be dropped only during the first 40% of their regularly scheduled class meetings.

**March 15-22**  Spring break

**March 23, Monday**  8:00 A.M.  Classes resume

**March 30, Monday**  Early registration for summer sessions and fall semester 1998

**April 10, Friday**  State holiday (no classes)

**April 15, Wednesday**  Last day to remove incompletes given during fall semester 1997

**April 24, Friday**  Last day for graduate students to drop courses without grades

**April 27, Monday**  Last day to submit thesis to Graduate School for completion of degree in this term
May 5, Tuesday  State holiday makeup day (Classes which normally would have met on Friday, April 10, will meet on this day so that there will effectively be the same number of Tuesdays and Fridays as every other weekday during the semester.) Classes which normally meet on this day will not meet.

May 6, Wednesday State holiday makeup day (Classes which normally would have met on Monday, January 19, will meet on this day so that there will effectively be the same number of Wednesdays and Mondays as every other weekday during the semester.) Classes which normally meet on this day will not meet.

May 6, Wednesday  Classes end

May 7, Thursday  Reading Day

May 8, Friday  Regular exams begin

May 14, Thursday  7:00 P.M. - Exams for spring semester close

May 16, Saturday  Commencement

EXAMINATION SCHEDULE
SPRING SEMESTER 1998

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour courses will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes.

Examinations in undergraduate courses meeting at night will be held at 7:30-9:30 p.m. on the first night of their usual meeting during the examination period (May 8 - May 14). Graduate courses meeting at night will hold their examination during their regular class times the first class night during the examination period. Courses meeting on Saturday morning will have the final examination on Saturday, May 9, at the usual hour at which the class meets.

Those classes beginning between hours or meeting more than one hour will have the final examinations at the time scheduled of the hour during which the class begins (e.g., a 9:30-11:00 a.m., TTH class will meet the examination schedule of the 9:00 a.m. TTH class; an 8:00-10:00 a.m. MWF class will meet the examination schedule of the 8:00 a.m. MWF class)

Common examinations will be held according to the following schedule:

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<tr>
<td>FREN 1001,1003, SPAN 1001,1004, GERM 1001</td>
<td>5:00-7:00 Wednesday, May 13</td>
</tr>
<tr>
<td>PHYS 1251, 1261, MATH 1065</td>
<td>5:00-7:00 Thursday, May 14</td>
</tr>
</tbody>
</table>

Times class regularly meets  Time and day of examination
8:00 MWF  8:00 - 10:00 Wednesday, May 13
8:00 TTH  8:00 - 10:00 Thursday, May 14
9:00 MWF  8:00 - 10:00 Friday, May 8
Attachment 3.

CALENDAR COMMITTEE REPORT
PROPOSED REVISION TO THE
GUIDELINES FOR SETTING UNIVERSITY CALENDARS

1. Fall and spring semesters will include at least 15** Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. Each summer session will have 25 class days.

2. When appropriate, fall semester will include Labor Day as a holiday, a two-day break appended to a weekend in October, a Thanksgiving holiday beginning no later than 1:00 P.M. Wednesday before Thanksgiving and continuing through Saturday, and a Reading Day between the last day of classes and the beginning of exams.

3. There will be a minimum of a three-week break between fall and spring semesters.

4. When appropriate, spring semester will include Martin Luther King, Jr.'s Birthday and Good Friday as holidays, a break of one week, and a Reading Day between the last day of classes and the beginning of exams.

5. Commencement will be scheduled at appropriate times at the end of both fall and spring semesters.

6. When appropriate, fall and spring semester exams will be scheduled on seven days including Saturday according to a rotation schedule. Exams for each summer session will be held on the day after the last class day.

7. Independence Day will be scheduled as a summer session holiday.

8.* The calendar shall include two semesters of seventeen weeks each and a summer session of eleven weeks divided into two terms of approximately five and one-half weeks.

9.* You shall have the advice of a student-faculty committee on the calendar.

10.** The calendar shall provide a minimum of 75 class days per semester - excluding final examinations, Reading Days, Saturdays, Sundays, and holidays - for a total of 150 class days per academic year.
FACULTY GOVERNANCE COMMITTEE REPORT

Principal Features of a Meaningful System of Post-Tenure Review

This report is a response to the memo from President Spangler to Chancellor Eakin on 7 August 1996, requesting "a list describing what the principal features of a meaningful system of post-tenure review of faculty performance should include from the point of view of your faculty." This list will be forwarded to the Chancellor and then to the UNC Ad Hoc Committee to Study Post-Tenure Review.

The Faculty Governance Committee recommends that the Faculty Senate adopt the following six items as "principal features of a meaningful system."

1. Unit administrator's initiation of possible review based on a permanently tenured faculty member's negative annual evaluations by the administrator.
2. Unit administrator's consultation with the unit tenure committee with respect to whether post-tenure review of the faculty member in question should be undertaken.
3. Where found appropriate by the unit administrator in consultation with the unit tenure committee, initiation of an in-depth, post-tenure review of the faculty member's credentials.
4. Where found appropriate by the unit administrator and the tenure committee, creation of a faculty development plan by the unit administrator in consultation with the tenure committee and faculty member.
5. Review by the unit administrator in consultation with the tenure committee of the faculty member's progress under the development plan.
6. Where found appropriate by the unit administrator and tenure committee, recommendation to the Chancellor to initiate procedures for the imposition of serious sanction.

STUDENT SCHOLARSHIPS, FELLOWSHIPS, AND FINANCIAL AID COMMITTEE REPORT

SCHOLARSHIPS AND GRANTS FOR SOPHOMORE-LEVEL AND ABOVE STUDENTS

Whereas, the number of students who receive financial assistance based on their academic performance is very small, and

Whereas, due to the importance of recruiting quality high school students, most of the scholarships and grants are given to incoming freshman students, and

Whereas, retention of quality students, whose academic performance has been outstanding should be a
primary objective of the University, and

Whereas, there are many students having to work 20-30 hours a week to pay for school, books, or room and board and are still achieving excellent grades, and

Whereas, the University should reward as many of these hard working and gifted students as possible.

Therefore Be It Resolved, that the Student Scholarships, Fellowships, and Financial Aid Committee requests that the University provide scholarships and grants to sophomore-level and above students who have proven themselves academically at East Carolina University.

Be It Further Resolved, that the Student Scholarships, Fellowships, and Financial Aid Committee be kept abreast annually of the awarding of these new scholarships and grants through a report from the Financial Aid office.

Attachment 6.

TEACHING EFFECTIVENESS COMMITTEE REPORT

Proposed revisions to the Selection Procedures for Robert and Lina Mays and Robert L. Jones Alumni Distinguished Professor for Teaching Awards

1. Each faculty unit is invited to nominate candidates for the annual Alumni Distinguished Professor for Teaching Awards. Each unit is to develop its own nomination procedures based on Faculty Senate Resolution #91-29, "Seven Characteristics of Effective Teaching", and should allow consideration of any eligible faculty member who requests consideration for nomination. No more than one nominee for each ten faculty members in the academic unit can be nominated for the award. A call for nominees will be sent out to each academic unit from the Teaching Effectiveness Committee by October 1 of each year. The call will include a brief statement that each unit is to determine their own method for selecting nominees.

2. Any full-time faculty member who has taught at ECU for three or more years is eligible to be considered for a teaching award. Four years must have elapsed before a faculty member who has won can be considered again. The candidate is to turn in all evaluative materials to his or her unit administrator by November 15 each year. The unit administrator is to forward the candidate's materials to the Chair of the Teaching Effectiveness Committee by December 1.

3. The candidate, once nominated by the unit, will prepare a two page cover letter describing his/her assignments, approaches, and efforts for effective teaching and learning, plus the following required materials for the Ad Hoc Teaching Awards Committee:
   A. List of all courses taught over the past three years, average credit/contact hours per semester, and representative samples of course outlines, tests, and teaching materials. Samples
B. Student evaluations for three years, and the corresponding grade distributions for each course.

C. Peer evaluations, if available, or other approved evaluation methods as listed in Faculty Senate Resolution #91-28, "Methods for Assessing Teaching Effectiveness".

D. Three to five letters of support from former students (not to exceed two double-spaced pages each). Include names, addresses, phone numbers of students, and the title and date of course attended.

The total packet of materials submitted to the Ad-Hoc Teaching Awards Committee is not to exceed 50 single-sided pages. Packets in excess of the page limitation will be eliminated from consideration. The committee chair will forward format guidelines to each candidate. Award recipients will be invited to place their portfolios and videotapes in the library set aside in the Faculty Development Center.

4. The Ad Hoc Teaching Awards Committee will be created by the Vice Chancellor for Academic Affairs and the Chair of the Teaching Effectiveness Committee. It will be chaired by a member of the Teaching Effectiveness Committee and have at least one member who is experienced in classroom observation and evaluation. The Committee will receive the materials, which will be read by at least three committee members, and evaluated using the criteria in Faculty Senate Resolution #91-29. The seven characteristics of effective teaching will all have equal weight.

5. A list of a maximum number of twelve finalists and their evaluations will be forwarded to the Vice Chancellor for Academic Affairs for review. The Committee will request that the unit administrator for each finalist forward a letter of support to the Vice Chancellor.

6. Upon approval by the Vice Chancellor for Academic Affairs, the final pool of twelve applicants will be contacted. Finalists must provide a videotape showing them teaching a portion of a class. The video segment submitted to the committee may be up to twenty minutes in length, must include at least one pan of the students, and must have been recorded within the past two years. The finalists will be given three to four weeks to provide the videotape.

7. The committee will evaluate the materials, including the video tapes, and by scoring determine the three winning candidates.

8. The names of the winning candidates will be announced during the annual teaching awards ceremony. The finalists will be publicly recognized at that time.