The seventh regular meeting of the 1995/1996 Faculty Senate will be held on Tuesday, 26 March 1996, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

   20 February 1996

III. Special Order of the Day

   A. Roll Call
   B. Announcements
   C. Tinsley Yarbrough, Interim Vice Chancellor for Academic Affairs
   D. James Hallock, Vice Chancellor for Health Sciences
   E. Richard Brown, Vice Chancellor for Business Affairs and David Watkins, Associate Vice Chancellor for Academic Affairs
   Information Resources Coordinating Council (IRCC)
   F. Approval of Spring 1996 University Graduation Roster.

IV. Unfinished Business

V. Report of Committees

   A. Calendar Committee, Nancy Moss
      1. Revisions to approved Fall 1996 and Fall 1997 University
         Calendars (attachment 1).
         Calendars (attachment 2).

      THESE CALENDARS MAY BE OBTAINED BY CALLING THE FACULTY
      SENATE OFFICE AT EXT 6537.

   B. Educational Policies and Planning Committee, Madge Chamness
      Revision to ECU Faculty Manual, Section V, Academic Information
      (attachment 3).

   C. Faculty Governance Committee, Jim Joyce
      1. Revision to ECU Faculty Manual, Appendix A, Faculty Constitution
         (attachment 4).
      2. Revision to ECU Faculty Manual, Appendix L, ECU
         Code (attachment 5).
      3. Revision to ECU Faculty Manual, Appendix X,
         Grievance Procedures for Complaints of Sexual or Racial
         Harassment or Discrimination or Conflicts
         of Interest Brought Against ECU Faculty members or
         Administrators Holding Faculty Status (attachment 6).
      4. Revision to ECU Faculty Manual, Appendix V, Sexual
         Harassment, Discrimination, and Conflicts of Interest Policies
         (attachment 7).
      5. Revision to ECU Faculty Manual, Appendix W, Racial
         and Ethnic Harassment Policies (attachment 8).

   D. University Curriculum Committee, Jim Smith
Undergraduate curriculum matters contained in the meeting minutes of 8 February and 22 February 1996. (Copies of the minutes have been distributed to Faculty Senators and Alternates. Others may request copies from the Faculty Senate office at ext. 6537.)

E. Ad Hoc Committee on Faculty-Student Nonacademic Grievances, Linda Allred
Conclusions Following the Review of Issues (Attachment 9).

VI. New Business

Faculty Senate Agenda
26 March 1996
Attachment 3.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

REVISION TO ECU FACULTY MANUAL
PART V. ACADEMIC INFORMATION

Replace the current information located in Section III. Curriculum Development with the following:

"Curriculum development is a faculty responsibility. Recommendations for new courses, course revisions, and changes in admission requirements for degree programs originate within the various schools and departments and within interdepartmental committees. Courses are approved by the unit faculty in accordance with unit code provisions and by the Council for Teacher Education, when appropriate. Undergraduate and 5000-level courses require consideration by the following bodies: the college or school curriculum committee, the University Curriculum Committee, the Faculty Senate, and the chancellor. In addition to unit approval and, when appropriate, Council for Teacher Education approval, 5000-level and other graduate courses require consideration by the Graduate Curriculum Committee and the Graduate Council. New and revised areas of concentration and options and revised minors which do not require UNC-General Administration approval are also approved by this procedure.

The development of new degree programs is a shared responsibility of the faculty, the administration at East Carolina University, the ECU Board of Trustees, the UNC-General Administration, and the UNC Board of Governors. The board of governors has final statutory responsibility to determine the functions, educational activities, and academic programs of the constituent institutions.

REQUESTS FOR AUTHORIZATION TO PLAN NEW DEGREE PROGRAMS, NEW MINORS AND NEW TRACKS WHICH REQUIRE NEW STATE ALLOCATIONS

Recommendations for new degree programs, as well as new minors and new tracks which require new state allocations from the UNC Board of Governors, originate within the various schools and departments or within interdepartmental committees. Academic units desiring to plan these new programs, except for new minors, must submit a notification of intent to the appropriate dean(s) (e.g., school, college, Graduate School), the director of the appropriate library (Joyner and/or Health Sciences Library), director of planning and institutional research, director of computer services, and the appropriate vice chancellor by January 1 of odd-numbered years. In addition to the notification of
intent, the program will show evidence that the planned degree is a priority in the unit's strategic/operational plan. Before making any formal request to plan any of these new programs, the unit must consult with all other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. Requests for authorization to plan are reviewed on campus by undergraduate or graduate committees in the faculty governance review process as depicted in chart form as follows. Requests for authorization to plan a new degree program or new track requiring additional resources must be submitted to the appropriate oversight committees (e.g., Educational Policies and Planning Committee, Graduate Council) on or before October 1 of odd-numbered years. A copy of the notification of intent must be attached to the request. Through administrative channels, the dean recommends to the vice chancellor for academic affairs or the vice chancellor for health sciences, as appropriate, who recommends to the chancellor. For a graduate program, the dean also recommends to the vice chancellor for research and graduate studies who will forward his or her recommendation with those of the dean and the Graduate Council to the chancellor. Requests for authorization to plan new degree programs and new tracks which require additional resources are forwarded to the president of the University of North Carolina by the chancellor. Proposals for new degree programs and new tracks which require additional resources require authorization to plan from the president of the University of North Carolina and the Committee on Educational Planning, Policies, and Programs of the board of governors. New minors follow only the campus approval process. (See below.)

REQUESTS FOR AUTHORIZATION TO ESTABLISH
Requests to establish new programs that have received authorization to plan must be approved by the unit faculty according to unit code requirements. Programs that have received authorization to plan must submit their request to establish to the appropriate oversight committees at least by November of the odd-numbered year following approval to plan. Before making any formal request to establish a new program, the unit must again consult with all the other units that may be affected, including Joyner Library, Health Sciences Library, and Computing and Information Systems. The requests to establish are then reviewed according to the faculty governance review process depicted in chart form, as follows. The administrative approval process is the same as that described above for requests for authorization to plan. The chancellor forwards the proposed new programs with the requests for authorization to establish to the president of the University of North Carolina for approval. The president submits the proposed program to the UNC Committee on Educational Planning, Policies, and Programs, which recommends to the board of governors. If the new programs require new resources, the Committee on Educational Planning, Policies, and Programs, acting jointly with the board's Committee on Budget and Finance, will so recommend to the board. The president will communicate to the chancellor the decision of the board and, in the event of favorable action, an approximate date for the initiation of the program.

REQUESTS FOR NEW MINORS
New minors follow the same on-campus procedure as new degree programs for request for authorization to plan and request to establish with the following exceptions: Notification of intent to plan a new minor must be submitted at least three months prior to submission of the request for authorization to plan. There is no specified timetable for submission of request for authorization to plan. Permission to plan, if authorized, will extend for a two-year period. Request to establish must be
submitted at least one year prior to the date of intended implementation.

REQUESTS FOR NEW TRACKS WHICH DO NOT REQUIRE NEW STATE ALLOCATIONS
Units that wish to establish new tracks which do not require new state allocations must submit a request to establish at least one year prior to the date of intended implementation, following the procedure for establishing new degree programs. Evidence that the new track is a priority in the unit's strategic/operational plan must be shown.

Formats for requests for authorization to plan and to establish new programs are available in the offices of deans and vice chancellors."

Copies of the revised charts depicting the procedures for developing a new degree program can be obtained by calling the Faculty Senate office at ext. 6537.

Faculty Senate Agenda
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Attachment  4.

FACULTY GOVERNANCE COMMITTEE REPORT
REVISION TO ECU FACULTY MANUAL
APPENDIX A. FACULTY CONSTITUTION

Revise Appendix A. Faculty Constitution, Section V. Organization of the Faculty Senate, by revising the last paragraph in that section to read as follows:

"The count of faculty members for the purpose of apportionment shall include those members who are absent from the campus because of illness or leave of absence, unless replaced by a full-time instructor or above under annual contract. The ex-officio members of the Faculty Senate shall include the following representatives of the East Carolina University administration: Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Health Sciences, Vice Chancellor for Research, and an academic dean elected by the Administrative Council in a manner determined by the Council. The immediate past Chair of the Faculty and the elected representatives of East Carolina University to the Faculty Assembly of the University of North Carolina who are not members of the Faculty Senate shall also be ex-officio members. These ex-officio members shall have a vote in all Senate matters except the election of officers and committee members."

Faculty Senate Agenda
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Attachment  5.

FACULTY GOVERNANCE COMMITTEE REPORT
REVISION TO ECU FACULTY MANUAL
APPENDIX L, ECU CODE
Revise Appendix L. ECU Code, Section D. Code Unit Changes, by replacing all of the material in that section with the following:

"D. Code Unit Changes

1. The policies and procedures set forth in this section apply to the following code unit changes:
   a. dissolving a code unit without terminating faculty members' employment,
   b. dividing a code unit into two or more code units,
   c. merging a code unit with one or more code units,
   d. moving a code unit,
   e. changing a code unit's status from a department in the College of Arts and Sciences to a professional school, or from a professional school to one or more departments in the college,
   f. renaming a code unit,
   g. any combination of the above.

Changes will not occur until the faculty members in the units affected and the Faculty Senate have the opportunity to recommend to the Chancellor approval or disapproval of the proposed changes as originally presented or as amended by the affected units or the Faculty Senate.

2. Proposals recommending code unit changes of the sort listed above may be initiated by:
   a. at least one-fourth of a code unit's faculty members or
   b. by administrators holding faculty status.

Proposals must include at least a vestigial code of operations reflecting the changes and detailed plans for any faculty who might be displaced by the change.

3. Procedures for making code unit changes are as follows:
   a. The person(s) initiating a proposal will provide copies of the proposal to the faculty members and unit administrators of all code units to be altered by the proposed changes.
   b. Within 15 working days after the proposal has been distributed the initiator(s) will meet to discuss the proposal with the faculty members of the unit(s) or with representatives elected by each affected unit, the unit administrators, and the appropriate deans and vice chancellors (or their representatives).
   c. Within 10 working days after this meeting, the faculty members of each affected unit will meet and vote their approval or disapproval of the proposal in its original form or as amended and then will communicate in writing the results of their action to their unit administrator.
   d. Within 10 working days the unit administrator will forward to the next higher administrator the results of the unit's action and his or her concurrence or non-concurrence with the unit's action.
   e. Within 10 working days the next higher administrator will communicate in writing to the initiator(s) and to the appropriate vice-chancellor(s) the following: the unit faculty's action, the unit administrator's concurrence or non-concurrence with that action, and his or her concurrence or non-concurrence with that action.
   f. The initiator(s) shall present copies of the
proposal, the affected units' faculty recommendations, and the relevant administrators' concurrence or non-concurrence to the chair of the Educational Policies and Planning Committee. The committee shall consult with appropriate deans and vice-chancellors, and, if it deems necessary, with other faculty members and administrators. Within 40 working days (during the regular academic year), the committee will report its recommendations to the Faculty Senate.

g. The Faculty Senate will vote in a timely manner to recommend to the Chancellor the approval or disapproval of the proposal as originally received by the Educational Policies and Planning Committee or as amended by the Faculty Senate.

h. If the changes are approved by the Chancellor (and higher authority if necessary), implementation of these changes will be overseen by a committee including a faculty member appointed by the Chancellor, a faculty member appointed by the Chair of the Faculty, and a faculty member appointed by the Educational Policies and Planning Committee. The committee will provide timely reports on progress to the Educational Policies and Planning Committee.

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Attachment 6.

FACULTY GOVERNANCE COMMITTEE REPORT

REVISION TO ECU FACULTY MANUAL

APPENDIX X, GRIEVANCE PROCEDURES FOR COMPLAINTS OF SEXUAL OR RACIAL HARASSMENT OR DISCRIMINATION OR CONFLICTS OF INTEREST BROUGHT AGAINST ECU FACULTY MEMBERS OR ADMINISTRATORS HOLDING FACULTY STATUS

Revise Appendix X, by adding the following at the end of Section I. Preamble as follows:

"The chancellor may take such disciplinary action as he or she deems appropriate, including discharge, suspension from employment, or reduction in rank."

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Attachment 7.

FACULTY GOVERNANCE COMMITTEE REPORT

REVISION TO ECU FACULTY MANUAL

APPENDIX V, SEXUAL HARASSMENT, DISCRIMINATION, AND CONFLICTS OF INTEREST POLICIES

Revise Appendix V, by adding a new section at the end of the document as follows:

"VII. Disciplinary Action
See section I of Appendix X of the ECU Faculty Manual for the policies and procedures governing disciplinary actions that may be taken against faculty members who violate these policies."
Faculty Senate Agenda
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Attachment 8.

FACULTY GOVERNANCE COMMITTEE REPORT

REVISION TO ECU FACULTY MANUAL
APPENDIX W, RACIAL AND ETHNIC HARASSMENT POLICIES

Revise Appendix W, by adding a new section at the end of the document as follows:

"VI. Disciplinary Action
See section I of Appendix X of the ECU Faculty Manual for the policies and procedures governing disciplinary actions that may be taken against faculty members who violate these policies."

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Attachment 9.

AD HOC COMMITTEE ON FACULTY-STUDENT NONACADEMIC GRIEVANCES REPORT

In November 1995, the Faculty Senate established an ad hoc committee consisting of three members appointed by the Chair of the Faculty, three members appointed by the Chancellor, and a representative from the Division of Student Life, Undergraduate Studies, and University Attorney's office. The committee was charged to review what is currently being done relative to faculty-student grievances and to consider how to handle concerns not yet covered by policies already in place. The committee was asked to report to the Faculty Senate prior to the end of the 1995-96 academic year.

After investigating the issue of grievances against faculty by students, the committee has reached several conclusions:

1. Non-academic grievances against students by faculty are already covered by the Student Code of Conduct.
2. Non-academic grievances against faculty by students appear to be rare.
3. No new formal policies are necessary at this time.
4. The following statement was developed by the Committee for inclusion in the Student Handbook:
   "In situations where a student has a non-academic complaint against a faculty member, the student should report the complaint to the office of the Dean of Students for possible resolution. The Dean of Students, as a courtesy, will contact the faculty member involved and discuss options for mediating the problem with the faculty member and the student."