The sixth regular meeting of the 1997/1998 Faculty Senate will be held on Tuesday, 24 February 1998, at 2:10 in the Mendenhall Student Center Great Room.

FULL AGENDA

I. Call to Order

II. Approval of Minutes

27 January 1998

III. Special Order of the Day

A. Roll Call

B. Announcements

C. Vice Chancellor's Report

D. Jeff Huskamp, Associate Vice Chancellor for Administration and Finance-Information Technology

E. Laura Gasaway, Chair UNC Faculty Assembly

F. Allan Rosenberg, Faculty Assembly Delegate Report on Faculty Assembly meeting of 20 February 1998

G. Election of Faculty Officers Nominating Committee

IV. Unfinished Business

Ad Hoc Committee to Review Model Computer Use Policies, Henry Ferrell
Proposed University Computer Use Policy (to be distributed prior to the meeting).

V. Report of Committees

A. Calendar Committee, Nancy Moss
   1. Revisions to the Guidelines for Setting University Calendars (attachment 1).

B. Credits Committee, Bob Woodside
   Revision to University Undergraduate Catalog concerning Grade Replacement Policy (attachment 3).

C. Faculty Governance Committee, Patricia Anderson
   1. Revision to the ECU Faculty Manual, Part VI., Section I. Employment Policies (attachment 4).
   2. Revisions to the ECU Faculty Manual, Part VIII., Section III. Division of Academic Affairs and Section V. Division of Health Sciences
D. Unit Code Screening Committee,  
Bill Grossnickle  
Revisions to the School of Social Work's Unit  
Code of Operations. (A copy is available for  
review in the Faculty Senate office.)

E. University Curriculum Committee, James Smith  
Curriculum matters contained in the minutes of  
the 12 February 1998, Committee Meeting.  
(Copies of these minutes have been  
distributed to all units and are available  
on the Faculty Senate web page.)

VI. New Business

Attachment 1.

CALENDAR COMMITTEE REPORT  
Revised Guidelines for Setting University Calendars

(These guidelines are incorporated into each University  
calendar, that is approved by the Faculty Senate.)

1.** 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.

2.* The Faculty Senate shall have the advice of a  
student-faculty committee on the calendar.

3.* The calendar shall include two semesters of 17  
weeks each and a summer session of 11 weeks  
divided into two terms of approximately 5 1/2 weeks.  
Weekend University summer session will be a 11  
weekend session, including exams.

4. Fall and spring semesters will include at least 15**  
Mondays, Tuesdays, Wednesdays, Thursdays, and  
Fridays. Each summer session will have 25 class  
days. Weekend University classes will include 15  
weekends, including exams.

5. 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.

6. 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.

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

8. 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.

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

*Mandated UNC-General Administration on 3 February 1971.

**Mandated by UNC-General Administration on 2 July 1996.

Attachment 2.

Copies of the proposed Summer 2000, Fall 2000, and Spring 2001 University Calendars may be obtained by calling the Faculty Senate office at ext. 6537.

Attachment 3.

CREDITS COMMITTEE REPORT
Revisions to University Undergraduate Catalog, Grade Replacement Policy

Revise the policy to read as follows:

"GRADE REPLACEMENT POLICY

A student is permitted to use the Grade Replacement Policy a maximum of three times for 1000- and 2000-level courses in which he or she has earned a grade of D or F. For example, a student may replace a grade in three different courses or may replace a single course grade a maximum of three times or a combination thereof not to exceed the limits of the policy.

Approval to use the policy will not be given if a student wishes to repeat a course after he or she has successfully completed an advanced course covering the same or similar material, for example, a course in the same academic discipline for which the repeated course is a prerequisite.

To replace a grade, the student must request a grade replacement on the on-line registration form, the schedule change form, or the grade replacement form; register for the course during the registration period; and submit the form to the office of the Registrar or the office of Undergraduate Studies, as appropriate. The form must be submitted no later than the last day to drop a course(s) or withdraw from school without grades of the semester in which the student wishes to implement the policy. Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record and will be included in the calculation for consideration for honors. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade
must repeat the course if credit is required for graduation. In the event that the original grade was a D, no additional credit hours will be awarded.

The Grade Replacement Policy is effective for courses originally taken fall 1994 and thereafter."

The Credits Committee recommends that implementation of this new grade replacement deadline begin with First Summer Session 1998.

Attachment 4.

FACULTY GOVERNANCE COMMITTEE REPORT

REVISION TO THE ECU FACULTY MANUAL, PART VI., SECTION I. EMPLOYMENT POLICIES

Replace the wording in subsection D. Leaves of Absence (page Part VI-4) to read as follows:

"A faculty member may take a leave of absence for one or more semesters (normally not more than two academic years or more often than once in three years.) The leave can be with salary or without salary, depending on the type of leave and the advance approval for the leave of absence.

There are generally 3 types of leaves of absence.
1. Professional leave. This type of leave is granted to give a permanently tenured faculty member opportunities for research, advanced study and/or professional growth. For probationary-term faculty members, this type of leave allows faculty members to accept competitive awards in programs such as the Board of Governors Doctoral Assignment Fellowship, Fulbright Fellowship, or Fogarty Fellowship programs, allowing research or advanced study opportunities.
2. Personal leave. Faculty members may request personal leave for purposes such as illness, childbirth, and/or child care.
3. Public service leave. A faculty member may run for political office, serve in appointed or elected public office, or serve in an appointed professional office and use this type of leave. Policies governing this type of leave are explained in the ECU Faculty Manual, Part VI., Section 1., Employee Involvement in Political Candidacy and Officeholding. A leave of absence for the purpose of holding public office may not exceed two years.

Any requests for leave of absence must be made in writing, in accordance with unit codes and with ECU Faculty Manual, Appendix D. Tenure and Promotion Policies and Procedures of ECU. Requests must accompany the personnel recommendation form. Leaves of absence are subject to Appendix D., Section II.C.3. Extensions of the Probationary Term. For faculty members who do not have tenure, a period of leave might not count as a part of the probationary period. The tenure decision
might be postponed for a period as specified in Appendix D., Section II.C.3.

Since leaves are often granted under circumstances that place an ethical obligation on the recipient of such leaves to return, the faculty member on leave should observe the same rules regarding adequate notice of resignation as found in Appendix D, II.A.5., Notice of Resignation.

The returning faculty member's pay will begin in the semester in which he or she returns from leave. The contract between the faculty member on leave and the university will be renewed. Raises and promotions awarded during the period of leave will be placed into effect at the time that the faculty member returns from leave. While on leave, the faculty member will have the opportunity to maintain group life, health, and total disability insurance consistent with the policies of the university. It should be noted that if the health insurance is not continued while on leave of absence, the employee and dependents will be subject to a preexisting clause for any medical condition, whether diagnosed or not, for one year upon their re-enrollment in the plan."

Attachment 5.

FACULTY GOVERNANCE COMMITTEE REPORT

REVISIONS TO THE ECU FACULTY MANUAL, PART VIII., SECTION III. DIVISION OF ACADEMIC AFFAIRS AND SECTION V. DIVISION OF HEALTH SCIENCES

Replace the wording in Section III., subsection B. Unit Administrators (page Part VIII-5) to read as follows:

"The dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and the department chairs in the College of Arts and Sciences are responsible for instruction and research within their areas. They are appointed by and are responsible to the chancellor through the division vice chancellor. The chairpersons of departments within the College of Arts and Sciences and the professional schools report to their respective deans and use the ECU Faculty Manual and the unit's code procedures. The unit administrators preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations. The duties of the dean of the College of Arts and Sciences, deans of the professional schools within the academic division, and departmental chairs in the College of Arts and Sciences are described in the following paragraphs. (In some units, the elected faculty chair can preside at faculty meetings.)"

Replace the wording in Section VI., subsection B. Unit Administrators (page Part VIII-8) to read as follows:

"The deans of the professional schools of Allied Health, Nursing and Medicine are unit administrators in
all incidences except for those pertaining to Appendix D, in which case the department chair is the unit administrator. The dean is responsible for instruction, research and association with the Eastern Area Health Education Center. Additionally, the dean of the School of Medicine is responsible for the Medical Faculty Practice Plan. The deans within the Health Sciences Division are appointed by the chancellor and are responsible to the vice chancellor for Health Sciences. As unit administrators, the deans preside at faculty meetings, can appoint ad hoc committees, assist with the orientation of new faculty members, act on requests for travel funds, and lead the faculty in promoting professional growth and good public relations. The duties of the deans of health sciences are described in School Codes and in the Faculty Manual, Part VIII, III, B1-3. (In some units, the elected faculty chair can preside at faculty meetings.)