2019-2020 FACULTY SENATE

The fifth regular meeting of the 2019/2020 Faculty Senate will be held on
Tuesday, January 28, 2020, at 2:10 pm in room 249 of the new main campus
Student Center located on 10th street.

AGENDA
Revised
live recording

I.   Call to Order

II.   Approval of Minutes
December 10, 2019

III. Special Order of the Day
A. Roll Call

B. Announcements

C. Ron Mitchelson, Interim Chancellor
Report on Faculty Employment, including a longitudinal profile of faculty tenure status and tenure status of permanent and temporary faculty (by unit).

(Please refer to the footnote for different selection criteria for each table and note that temporary faculty are included in these reports as required by IPEDS reporting criteria. The "Full and Part-Time Faculty by Unit and Tenure Status" does not identify faculty numbers by gender, due to expressed concerns with providing data that could potentially be personally identifiable.)

Faculty FTE by Unit and Gender
Full and Part-Time Faculty by Unit and Tenure Status
Longitudinal Profile of Faculty Tenure Status and Percent Totals (all units)
Longitudinal Profile of Faculty Tenure Status (excluding Medicine and Dental Medicine)

D. Grant Hayes, Acting Provost and Vice Chancellor for Academic Affairs

E. John Howard, University Ombuds & Professor in the School of Communication

F. Ying Zhou, Associate Provost, Institutional Planning, Assessment and Research
Report on the Faculty Salary Compression Study

G. Angela Anderson, Acting Vice Provost for Academic Success & Assistant Vice Chancellor
Mark Rasdorf, Senior Associate Director, Dr. Jesse R. Peel LGBTQ Center
Overview of LGBTQ Center's activities, Banner 9 "My Information" and myname.ecu.edu

H. TBA, Faculty Assembly Delegate
Report on January 24, 2020 UNC Faculty Assembly Meeting

I.   Jeff Popke, Chair of the Faculty

J.   Question Period

IV.   Unfinished Business

V.   Report of Graduate Council
Graduate Council, Ron Preston
Formal faculty advice on curriculum and academic matters acted on and recorded in the
January 13, 2020 Graduate Council meeting minutes including level 1 action items within the
December 4, 2019 Graduate Curriculum Committee meeting minutes which were approved by
its delegated authority and are reported here for informational purposes. Policy action items
(GC 20-1) acted on and recorded in the January 13, 2020, Graduate Council meeting included
revisions to the "Graduate Banked Courses" policy; revisions to the Graduate Faculty Criteria
for the Department of Criminal Justice within the Thomas Harriot College of Arts and Sciences;
and revisions to the Graduate Faculty Criteria for the Department of Coastal Studies within the
Coastal Studies Institute.

VI.   Report of Committees
A. Calendar Committee, Rick McCarty*
Formal faculty advice on Making Up Missed Instructional Time Due to Suspension of
Instruction Interim Policy (attachment 1) *(postponed to February 25, 2020 meeting)*

B. Unit Code Screening Committee, Ken Ferguson
Revised Department of Coastal Studies Unit Code.

C. Admission and Retention Policies Committee, Eli Hvastkovs
Proposed addition to *University Undergraduate Catalog*, Academic Regulations:
Attendance and Participation relating to student visitors in class (attachment 2).

D. Committee on Committees, Christina Tschida
1. Election of two Delegates and two Alternates to the UNC Faculty Assembly (attachment 3).
2. Election of one 2020 term regular member to Hearing Committee (attachment 4)

E.   Research/Creative Activities Committee, Zac Domire
1.   Formal faculty advice on Mobile Computing Regulation (attachment 5)

F.   Writing Across the Curriculum, Lisa Ellison*
Curriculum and academic matters acted on and recorded in the December 9, 2019 meeting
minutes including writing intensive course designation (WI) for FREN 3500 Introduction to
Literature and IDSN 3203 Interior Design Internship, and removal of writing intensive course
designation for the following courses: ARTH 2910 Ancient Art History, ARTH 2925 Byzantine
Art & Architecture, ARTH 3951 Introduction to the History of Architecture, ARTH 3940: Italian
Renaissance Art: 1500-1600, ARTH 3970 African Art, ARTH 4916 Art of India, ARTH 4920
Nineteenth-Century Art, COMM 1002 Media Writing, COMM 2210 Writing for the Electronic
Mass Media, COMM 2320 Basic Reporting, COMM 3322 Computer Assisted Reporting,
COMM 4075 Media Criticism, MUSC 4328 Language of Post-tonal Music, THEA 3036 Theatre
History-Literature III, THEA 3075 Developing the Concept, THEA 4036 Playwriting, and IDSN
MRCH 4209 Directed Study: Research in Merchandising; and curriculum and academic
matters acted on and recorded in the January 13, 2020 meeting minutes including writing

intensive course designation for RELI 3400 History of the Devil in Jewish and Christian Traditions and RELI 4900 Practicum (Internship) in Religious Studies.

G. Educational Policies and Planning Committee, Mark Bowler
Curriculum and academic matters acted on and recorded in the December 6, 2019 meeting minutes including a request to discontinue the MA in Education in Birth through Kindergarten Education in the Department of Human Development and Family Science within the College of Health and Human Performance, a request to establish the MS in Planning and Development in the Department of Geography, Planning and Environment within the College of Arts and Sciences, a request to deliver hybrid the MAEd in Mathematics Education (High School Concentration) in the Department of Mathematics, Science, and Instructional Technology Education within the College of Education, a request to deliver online the MM in Music (Music Education Concentration) in the School of Music within the College of Fine Arts and Communication, and Academic Program Review Responses for the Department of Biology within the College of Arts and Sciences, Department of Computer Science within the College of Engineering and Technology, and the Department of Kinesiology within the College of Health and Human Performance; and curriculum and academic matters acted on and recorded in the January 17, 2020 meeting minutes including a revision to the minor in Community and Regional Planning in the Department of Geography, Planning, and Environment within the College of Arts and Sciences, and a reduction in program hours for the BS in Child Life in the Department of Human Development and Family Science within the College of Health and Human Performance.

H. Undergraduate Curriculum Committee, Jean Luc Scemama
Curriculum and academic matters acted on and recorded in the meeting minutes of December 12, 2019 including curricular actions in the Department of Literacy Studies, English Education and History Education within the College of Education, Department of Human Development and Family Science within the College of Health and Human Performance, Department of Mathematics and Department of Geography, Planning and Environment within the College of Arts and Sciences, School of Hospitality Leadership within the College of Business.

VII.   **New Business**
Resolution for nomination of Lori Lee for an honorary doctorate, Donna Roberson (attachment 6).

POSTPONED TO FEBRUARY 25, 2020 MEETING
CALENDAR COMMITTEE REPORT
Formal faculty advice on Making Up Missed Instructional
Time Due to Suspension of Instruction Interim Policy

Related Policies:
- REG 02.07.01 Definition of a Semester Credit Hour

Additional References:
- ECU Credit to Contact Hour Guidelines
- UNC Policy Manual 400.1.6 – The University of North Carolina Academic Calendar
- REG 06.45.02– Adverse Weather and Emergency Event Regulation
- 34 CFR 668.8: Federal Definition of a Credit Hour
- ECU Academic Calendars
- Faculty Senate Resolution #14-59 – Policy for Making Up Missed Class Days
- Contingency Plan and Continuity of Instruction: During a Catastrophic Event
- SACSCOC Emergency Temporary Relocation of Instruction Policy

Contact for Info: Director of Academic Planning & Accreditation: (252) 737-3614

1. Purpose and Applicability

ECU adheres to REG02.07.01, the associated ECU Credit to Contact Hour Guidelines, & UNC policy manual 400.1.6 which mandates the minimum amount of instructional time per credit hour. The purpose of this amendment is to establish guidelines and procedures for making up missed instructional time due to the closure of the University because of inclement weather and emergencies. ECU policy on campus closures due to adverse weather and emergency events are outlined in REG06.45.02 – Adverse Weather and Emergency Event Regulation.

2. Definition of a Semester Credit Hour

ECU REG02.07.01 outlines the institutional definition of a credit hour, which adheres to the federal definition of a credit hour, UNC Policy 400.1.6 outlined below, and the Carnegie unit for contact time. This regulation applies to all courses at all levels that award academic credit regardless of mode of delivery or site of instruction, including but not limited to self-paced, online, blended/hybrid, lecture, seminar, studio, laboratory, independent studies, internship, practicum, service learning, and other experiential learning activities. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this regulation.

For purposes of the application of this regulation at ECU and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

2.1 One hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or

2.2 At least an equivalent amount of work as required outlined in item 2.1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (34 CFR 668.8, July 1, 2011)

Credit hours are determined based on the amount of instructional time devoted to coursework and are developed and reviewed in consultation with the ECU Credit to Contact hour Guidelines; a companion document to REG02.07.01.

3. UNC Policy Manual 400.1.6
UNC policy manual 400.1.6 (adopted 07/12/96; amended 07/01/07) requires that all UNC system campuses must ensure that every course offered for academic credit adheres to the standard of a minimum of 750 scheduled minutes of instructional time or the equivalent per credit hour. The time may include required examination periods but may not include study days.

4. Guidelines for Making Up Classes After a Closure or Multiple Closures of the University
The University's goal is to plan for unanticipated interruptions to the delivery of education and services. The following procedure is intended to guide faculty, departments, and colleges when schedule interruptions occur.

4.1 Definitions

For the purpose of this document:
➢ **One Contact Hour** – equals 50 instructional minutes.
➢ **Academic calendar** – The official list of dates and deadlines found at the beginning of the undergraduate and graduate catalogs and on the Faculty Senate website. The academic calendar specifies the dates for semesters and terms, enrollment periods, examination periods, holidays, periods classes are not in session, and commencement.

4.2 Closures of 14 days or less

When a closure of up to 14 days at any time or multiple closures totaling up to 14 days of due to inclement weather or other emergencies occurs, individual faculty will determine how the subject matter will be covered and how the students will satisfy the requirements of the course, as stated in Faculty Senate Resolution #14-59. Suggestions for alternative assignments and activities that can be used to make up instructional time for class periods are detailed in the University's Contingency Plan and Continuity of Instruction: During a Catastrophic Event. Faculty will submit documentation of how missed instructional time is recovered to IPAR for archiving. Documentation is necessary for Department of Education financial auditing and SACSCOC regional accreditation purposes. For a partial closure during the week of final exams of any semester, the exam period will be extended by the appropriate number of days.

4.3 Closures of longer than 14 days

A closure of more than 14 days at any time or multiple closures totaling more than 14 days of requires a more structured approach to recovering lost instructional time. To maintain course continuity, make up instructional time for missed class periods, make progress in course content, and meet the state and federal credit hour requirements, executive leadership in consultation with faculty senate leadership may elect to use one or more of the following strategies to amend the academic calendar:

1. Hold classes on fall break, spring break, reading day(s), or other academic breaks
2. Classes may be held on weekends
3. Extension of the semester for the amount of time missed
    a. For fall semester
        i. final exams may extend into or be held after winter break
        ii. spring semester may begin late to accommodate the shift in fall schedule
        iii. commencement dates may be adjusted as needed
    b. For spring semester
        i. the summer school schedule may be altered to extend spring final exams
        ii. the first half of summer session may be cancelled, summer school to resume with the late summer session
        iii. commencement dates may be adjusted as needed
    c. For summer session
        i. Courses taken the first half of summer may be extended into the second half of summer and second summer session may be cancelled
        ii. If the closure occurs during course taken during the second half of summer session, the session may be extended or cancelled
        iii. For 12-week sessions, the session may be extended
4. Closure during Exam Week: for a partial closure during the week of final exams of any semester, the exam period will be extended by the appropriate number of days.
5. Emergency Temporary Relocation: In the event of natural disasters, fires, or other extraordinary circumstances that may impact the University's ability to provide services on-campus for an extended period of time, ECU will follow the guidelines detailed in the University's Contingency Plan and Continuity of Instruction: During a Catastrophic Event and SACSCOC Emergency Temporary Relocation of Instruction Policy.

4.4 Distance Education Instruction

Unless an exception is indicated by the Office of Academic Affairs, all technology-delivered courses will follow the University's above procedures on holding classes. Under adverse circumstances, the assumption should be made that students do not have access to necessary materials or technology. In the event that inclement weather prohibits students from participating in technology-delivered instruction, class activities, or testing, students will be permitted to make up missed class requirements.

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT
Proposed addition to the *University Undergraduate Catalog*, Academic Regulations:
Attendance and Participation relating to student visitors in class

This report is a follow-up to Faculty Senate consideration in April 2019 (#19-59).

(addition is noted in **red** text)

"<u>Attendance and Participation</u>

A student's participation in the work of a course is a precondition for receiving credit for the course. Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus. Absences are counted from the first class meeting after the student registers. Students registering late are expected to make up all missed assignments in a manner determined by the instructor.

Each instructor shall determine the class attendance policy for each of his or her courses as long as the instructor's policy does not conflict with university policy. The instructor's attendance policy will be provided to the class on a syllabus distributed at the first class meeting. Class attendance may be a criterion in determining a student's final grade in the course if the instructor provides a written statement to this effect in the course syllabus.

Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. Except in the case of university excused absences, it is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course.

Student Health Services does not issue official written excuses for illness or injury, but will upon request at the time of the visit, provide a note confirming that the student has received care. In the event that the student is seriously ill or injured at the time of final examinations, Student Health Services on request by the student, may recommend a medical incomplete. A student who receives medical care from another licensed medical provider may take his or her instructor a note from that provider indicating that the student was too ill or injured to attend class, and listing the date(s) for which the student was unable to attend. The instructor may choose to accept these notes as evidence of excused absences.

The Dean of Students may authorize a university-excused absence in the following situations:

1. Student participation in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances).
2. Participation in other activities deemed by the Dean of Students to warrant an excused absence, such as required military training.
3. An extreme personal emergency or serious medical condition.
4. The death of an immediate family member (such as parent, sibling, spouse or child).
5. Student participation in religious holidays.

It is the student's responsibility to obtain verification of a university-excused absence by contacting the Dean of Students. Requests for university-excused absences should be submitted, whenever possible, to the Dean of Students at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

Instructors are expected to honor valid university excused absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences. Students who anticipate missing 10% or more of class meeting time as a result of university-excused absences are required to receive approval from the instructor at the beginning of the semester. Student experiences that cannot be made up should be discussed at the onset of the course to ensure that continued enrollment is feasible while there is still the opportunity to withdraw the course within the schedule change period.

A student who believes that he or she has been treated unfairly concerning absences or has been misinformed by the instructor regarding that instructor's absence policy shall have the right to appeal. The appeal shall be in writing to the instructor's department chair or school director, and in the event the resolution is not satisfactory, the final decision rests with the academic dean.

While East Carolina University is a public university serving the state of North Carolina, classes operated by East Carolina University are not public events. Anyone wishing to be present in or audit an East Carolina University class in which they are not enrolled, regardless of format, must obtain express permission, in writing if possible, from the instructor of record for the course prior to each class meeting attended, and also meet all other requirements for attendance that may be imposed by ECU (e.g., screening of persons pursuant to UNC policy regarding minors on campus; completion of any registration requirements for auditing classes). Such persons may be denied permission to enter or required to leave at any point and may be subject to other penalties if they are present without consent of the instructor of record or otherwise present in violation of applicable law or policy. Otherwise, persons not enrolled in a class may attend that class only with the specific approval of the Chancellor or their designee or as provided in applicable policy."

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COMMITTEE ON COMMITTEES REPORT
Election of Two Delegates and Two Alternates to the UNC Faculty Assembly

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Nominees for two Delegate Seats:
George Bailey, Philosophy and Religious Studies
Jeff Popke, Geography, Planning and Environment

Nominees for two Alternate Seats:
Pamela Reis, Nursing
Cristina Richie, Medicine

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CURRENT UNC FACULTY ASSEMBLY DELEGATION

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Delegates	Academic Unit	Term	Office Location	Tele #
Jeff Popke	Chair of the Faculty* Geography, Planning and Environment	2020	Brewster A-222	328-6087
Cynthia Deale	Hospitality Leadership	2020	Rivers 313	737-4195
George Bailey	Philosophy and Religious Studies	2020	Brewster A-330	328-6121
Jeni Parker	Theatre and Dance	2021	Messick 107	328-1212
Ralph Scott	Academic Library Services	2022	Joyner 4106	328-0265

*Chair of the Faculty terms begin and end with term in office.

Alternates	Academic Unit	Term	Office Location	Tele #
Josie Bowman	Nursing	2020	Health Sciences 3128	744-6412
Richard Baltaro	Medicine	2020	Brody 7S-10	744-8735
Cody Chullen	Business	2021	Bate	737-4608
Catherine Rigsby	Geological Sciences	2022	Graham 101	328-4297
Anne Ticknor	Education	2022	Speight 209	328-6400

COMMITTEE ON COMMITTEES REPORT
Election of one 2020 term regular member to Hearing Committee

Nominee: Ran Hu, Associate Professor, Education

Regular Members	Academic Unit	Faculty Status	Term	College/School	Office Location	Mail #	Office #
OPEN			2020				
Jay Newhard	Philosophy & Religious Stud.	Associate Professor	2020	Arts & Sciences	Brewster A-334	562	328-5331
Runying Chen	Interior Design & Merchandising	Associate Professor	2021	Health & Human Performance	Rivers 334 RW	505	328-1329
Jennifer Matthews	Health Educ. & Promotion	Associate Professor	2022	Health & Human Performance	Belk 2302	529	328-1704
Jeanne Hoover	Academic Library Services	Associate Professor	2022	Academic Library Services	Joyner 1205	516	328-2261
Alternate Members							
Hanna Jubran	Art and Design	Professor	2020	Fine Arts & Communication	Jenkins 127	502	328-1303
Hazel Walker	Academic Library Services	Associate Professor	2020	Academic Library Svcs.	Joyner Library 2502	516	328-4994
Birgit Jensen	Foreign Languages and Literatures	Associate Professor	2021	Arts & Sciences	Bate 3310	556	328-6539
Ryan Martin	Health Education & Promotion	Associate Professor	2021	Health & Human Performance	Belk 3106	529	737-1939
Peter Francia	Political Science	Professor	2022	Arts & Sciences	Brewster A-101	564	328-6126

RESEARCH AND CREATIVE ACTIVITIES COMMITTEE REPORT
Formal faculty advice on Mobile Computing Regulation

The Committee has reviewed the regulation and notes that the currently described definition of Sensitive University Information includes research data. The committee suggests this be clarified as not all research data is sensitive.

Policy	REG08.05.12
Title	Mobile Computing Regulation
Category	Information Technology
Sub-category	Security and Compliance
Authority	Chancellor
History	New regulation approved by Chancellor's Executive Council on November 18, 2019
Contact	Chief Information Officer, ITC (252-328-9000)
Related Policies	University Student and Employee Computer Use Policy Academic Computer Use Policy Data Governance Regulation - Interim Software and Data Collection Services Acquisition Regulation - Interim Information Security Regulation Family Education Rights and Privacy Act (FERPA or Buckley Amendment) Health Insurance Portability and Accountability Act (HIPAA) Privacy Policies Health Insurance Portability and Accountability Act (HIPAA) Security Policies Social Security Numbers (SSN) and Personal Identifying Information (PII) Regulation Volunteer Regulation
Additional References	ECU Information Security Best Practices and Standards ECU Data Classification Standard International Standards Organization (ISO) 27002 Code of Practice for Information Security Controls (formally adopted by all University of North Carolina institutions) North Carolina Identity Theft Act North Carolina Human Resources Act Family Educational Rights & Privacy Act of 1974 (FERPA) Health Insurance Portability and Accountability Act (HIPAA) Security Rule Summary Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Summary Health Information Technology for Economic and Clinical Health (HITECH) Act Payment Card Industry Data Security Standards (PCI-DSS) Gramm-Leach-Bliley Act (GLBA) EU General Data Protection Regulation (GDPR)

1. Purpose

1.1. This Regulation defines ECU Employee and volunteer responsibilities for the appropriate use, support, and oversight of University Information on Mobile Computing Devices and Removable Electronic Media.

2. Scope

2.1. This regulation applies to all persons and entities employed by or performing work on behalf of the University, including, but not limited to, staff, faculty, student workers, residents, contractors, and volunteers (the "Covered Persons").

3. Definitions

3.1. IT Support Staff: An employee who provides technical or end-user support of a University-owned or managed IT system or service to other persons, regardless of their affiliation with the University. For the purpose of this policy, this pertains to University-owned Laptops and supported Mobile Computing Devices.

3.2. Administrative Head: An employee who manages departmental operations and directs the use of departmental resources. This role is typically associated with an administrative department director or a college dean, though this oversight responsibility extends to Vice-Chancellors and other leadership positions who may be charged with these duties.

3.3. Covered Device: Any Mobile Computing Device or Removable Electronic Media, regardless of whether it is owned by the University or is the personal property of a Covered Person.

3.4. Mobile Computing Device: A portable computing device that provides persistent data storage and runs software applications much like a typical computing device. Examples of Mobile Computing Devices include, but are not limited to: smartphones, tablets, laptops, and wearable computing devices.

3.5. Removable Electronic Media: A portable electronic storage device that provides persistent data storage but lacks processing capability for running software applications. Examples of Removable Electronic Media include USB flash drives. removable hard drives, and optical media such as CDs and DVDs.

3.6. University Information: Information in any form (e.g., electronic, printed or spoken) that is collected, created, stored, distributed or otherwise used by Covered Persons in the course and scope of their employment, or volunteer responsibilities, respectively, for any University purpose, including, but not limited to teaching, research, and service.

3.7. Sensitive University Information: A subset of University Information that is confidential pursuant to applicable regulation, law, contractual obligation or other legal requirement., such as FERPA, HIPAA, the North Carolina Identity Theft Protection Act, and the Payment Card Industry (PCI) Data Security Standard. Examples of Sensitive University Information include but are not limited to: Social Security Numbers (SSNs), credit card numbers, bank account numbers, Protected Health Information, educational records, personnel records, and research data, records, and information of a proprietary nature.

4. Policy Statements

4.1. It is the policy of East Carolina University that Covered Persons who access, use, transmit or store University Information on a Covered Device shall protect it from unauthorized and/or unlawful access, use, disclosure, and destruction.

4.2. University Rights: ECU is the legal owner of University Information. Covered Persons have no expectation of privacy regarding University Information created, used stored, or residing on Covered Devices.

4.3. Covered Device Access: Covered Persons shall make available University Information on Covered Devices to authorized University representatives as required for the University to conduct business and/or comply with applicable legal or policy requirements. This includes, but is not limited to, providing University Information on Covered Devices for the purpose of responding to litigation, public records requests, and audit requirements. Covered Persons shall provide appropriate assistance to authorized University officials (such as the Covered Person's supervisor or person in the Covered Person's supervisory hierarchy, University legal counsel, or internal or external auditors) to make available University Information on Covered Devices. Monitoring or otherwise accessing a Covered Device to enforce University policies requires specific approval of the Chancellor or the Chancellor's designee.

4.4. Covered Person Responsibilities: Covered Persons shall take reasonable precautions when using a Covered Device to protect University Information from unauthorized and/or unlawful access, use, disclosure, destruction, and/or loss. Covered Persons shall adhere to all applicable federal regulations, state laws, contractual requirements, and University information security policies and standards.

4.4.1. Device use authorization: Covered Persons shall use Covered Devices to access or store Sensitive University Information only as authorized by the relevant data steward(s), compliance office(s) or University committee(s). Depending on the data involved (e.g., Protected Health Information, educational records, Social Security Numbers, and Banner IDs), the acceptable uses and documentation requirements are defined by the same respective authority(ies).

4.4.2. Device security: Covered Persons shall ensure all Sensitive University Information stored on Covered Devices is encrypted, and the Covered Devices are secured in accordance with University policies, the ECU Information Security Standards, and applicable regulations, laws and contractual requirements. Examples of additional security measures include, but are not limited to password protection, up-to-date software and operating system security patches, anti-malware software, inactivity time-out, and physical device protection.

4.4.3. Device replacement and disposal: Covered Persons shall ensure that all Sensitive University Information stored on Covered Devices is removed or rendered inaccessible before replacing, disposing or otherwise relinquishing possession of the devices to persons who are not authorized to access the information.

4.4.4. Loss or theft of a Covered Device: Covered Persons shall promptly report the loss or theft of a Covered Device containing Sensitive University Information to their supervisors, who shall ensure that ITCS and the relevant compliance office(s), data steward(s), University committee(s), and Administrative Head(s) are appropriately notified.

4.5. IT Support Staff Responsibilities: Designated IT Support Staff shall utilize approved technology resources to assist Covered Persons in meeting with their responsibilities for the appropriate use of University-owned Mobile Computing Devices.

> 4.5.1. Encryption of University-owned Laptops: IT Support Staff shall enable industry-standard encryption on all University-owned laptops, prior to being provided to Covered Persons for the first time, and following each time serviced thereafter.

> 4.5.2. Encryption of University-owned Mobile Computing Devices: IT Support Staff shall enable industry-standard encryption on all other supported University-owned Mobile Computing Devices, prior to being provided to Covered Persons for the first time, and following each time serviced thereafter.

> 4.5.3. Maintenance of University-owned Laptops: IT Support Staff shall deploy all software and operating system security patches and updates for all University-owned laptops following appropriate testing and approval.

> 4.5.4. Maintenance of University-owned Mobile Computing Devices: IT Support Staff shall deploy all software and operating system security patches and updates on all other supported University-owned Mobile Computing Devices following appropriate testing and approval.

> 4.5.5. Support of University-owned Laptops: IT Support Staff shall provide technical assistance for all Covered Persons for all University-owned laptops, as it pertains to the storage, access, and use of all University Information.

> 4.5.6. Support of University-owned Mobile Computing Devices: IT Support Staff shall provide technical assistance for all Covered Persons for all other supported University-owned Mobile Computing Devices, as it pertains to the storage, access, and use of all University Information.

4.6. Administrative Head Responsibilities: Administrative Heads shall ensure Covered Persons are aware of their responsibilities to take reasonable precautions when using a Covered Device to protect all University Information from unauthorized and/or unlawful access, use, disclosure, destruction, and/or loss, as well as to adhere to all applicable federal and state laws, contractual requirements, and University Information security policies and standards. In addition, Administrative Heads shall ensure that IT Support Staff are aware of their responsibility to assist Covered Persons in meeting with their responsibilities for the appropriate use of Covered Devices.

5. Guidance

5.1. Covered Persons shall refer to their respective ECU Best Practices in Information Security manual(s) and/or the relevant data steward(s), compliance office(s), and University committee(s) for specific guidance on fulfilling the responsibilities outlined herein.

Covered Persons shall contact the Information Technology and Computing Services (ITCS) department for any assistance needed with University technologies to fulfill these requirements.

6. Violations

6.1. Violation of this Regulation may result in disciplinary action, up to and including dismissal from employment or volunteer position, being taken in accordance with applicable University policy.

NEW BUSINESS
Donna Roberson, Reporting
Nomination for Conferral of East Carolina University Honorary Degree to Lori Lee in Spring 2022

Whereas, Lori Lee faithfully, steadfastly, and proactively served in the Faculty Senate Office from 1989 to 2019 acting as the institutional memory of the Faculty Senate, advocating for shared governance and consistently and effectively promoting the voice of the faculty in the affairs of East Carolina University; and

Whereas, while at ECU she moved through her work and her life animated by the sterling values of integrity, fairness, inclusion, and kindness towards others and as a model exemplar of ECU's motto, To Serve; and

Whereas, during her 30 years at ECU, Lori earned a Bachelor of Science in Family and Community Services, a Master of Science in Child Development and Family Relations, and was honored with the Chancellor's Award for Excellence, Devotion to Duty in 2000, the Women of Distinction Award by the Chancellor's Committee on the Status of Women in 2015, the Faculty Senate 50th Anniversary Medallion in 2015, the Centennial Award for Excellence, Spirit Award in 2017 and SHRA Emeritus in 2019 for her many contributions to the Faculty Senate, ECU, and the larger community; and

Whereas, prior to retirement in 2019, Lori was commended for her distinguished service in support of faculty governance and countless, selfless contributions to ECU over three decades with Faculty Senate Resolution #19-99 and the ECU Board of Trustees' approved naming the Faculty Senate conference room located in 142 Rawl Annex, "The Lori Lee Faculty Senate Conference Room"; and

Whereas, Lori helped foster the culture of shared governance at ECU, which is recognized statewide as a leading example of a strong system of shared governance; and

Whereas, nominations for the conferral of an honorary degree shall be made in accordance with the policy and procedure outlined in the Board of Trustees Bylaws, Article VII, Section 702 involving the Honorary Degrees, Awards, and Distinctions Committee; and

Whereas, nominations for honorary degrees from East Carolina University may be made to the Committee by any interested person or organization to recognize eminent achievement in scholarship, public affairs, service to the University, service to the State or Nation, or in activities recognized as significant in the educational world.

Therefore, Be It Resolved That the East Carolina University Faculty Senate, representing all ECU faculty members, nominates Lori Lee to the Honorary Degrees, Awards, and Distinctions Committee for conferral of an East Carolina University Honorary Degree during the Spring 2022 academic year.

Be it Further Resolved That, the East Carolina University Faculty Senate asks Interim Chancellor Ron Mitchelson to support this nomination and to forward his written support while still in office to Dean Paul Gemperline, current Chair of the Honorary Degrees, Awards, and Distinctions Committee, for consideration at the appropriate time.