AGENDA

I. Call to Order

II. Approval of Minutes

   February 25, 2020

III. Special Order of the Day

   A. Roll Call

   B. Announcements

   C. Ron Mitchelson, Interim Chancellor

   D. Jeff Popke, Chair of the Faculty

   E. 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 March 16, 2020, Graduate Council meeting minutes, including level I action items from the February 5, 2020, February 19, 2020, and February 26, 2020 Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes; programmatic action item (GC 20-4) including a request to establish a new academic degree program, PhD in Maritime Archeology from the Department of Maritime Studies within the Thomas Harriot College of Arts and Sciences; programmatic action item (GC 20-5) including level II and level III programmatic action items from the February 5, 2020, February 19, 2020, and February 26, 2020 Graduate Curriculum Committee meeting minutes, which were forwarded to the Educational Policies and Planning Committee (EPPC), including an establishment of a new graduate certificate, Digital Learning for Educational Administrators from the Department of Mathematics, Science, and Instructional Technology within the College of Education; an establishment of a new certificate in Biostatistics from the Department of Biostatistics, a request to discontinue an accelerated program, BS in Exercise Physiology/DPT Physical Therapy from the Department of Physical Therapy, a discontinuation of an existing certificate in Vocational Evaluation from the Department of Addictions and Rehabilitation Sciences within the College of Allied Health Sciences; an establishment of a new accelerated program, Accelerated Bachelor of
VI. Report of Committees

A. Undergraduate Curriculum Committee, Jean Luc Scemama
Curriculum and academic matters acted on during the February 13, 2020 meeting including curricular actions in the Departments of History, and Criminal Justice within the Harriot College of Arts and Sciences, the Departments of Accounting and Management Information Systems within the College of Business, and the Department of Military Science within the College of Health and Human Performance; the February 27, 2020 meeting including curricular actions in the Department of Elementary Education within the College of Education, the Department of Addiction and Rehabilitation Studies within the College of Allied Health Sciences, and the Department of Philosophy and Religious Studies within the Harriot College of Arts and Sciences; and the March 5, 2020 meeting including curricular actions in the Departments of Mathematics, English, Physics, and Foreign Languages and Literatures within the Harriot College of Arts and Sciences, and the School of Theatre and Dance within the College of Fine Arts and Communication.

B. Educational Policies and Planning Committee, Mark Bowler
Curriculum and academic matters acted on during the March 20, 2020 meeting including a new Music Education concentration, the removal of the Piano Pedagogy concentration, and a new Keyboard Performance Specialist and Pedagogy concentration in the MM Music in the School of Music within the College of Fine Arts and Communication; a new Academically Gifted concentration in the BS Elementary Education within the College of Education; a new undergraduate certificate in Applied Data Analytics, and the discontinuation of the Supply Chain Management concentration in the BSBA Marketing within the College of Business; the change of prefix from RCLS to RCSC in the BS Recreation and Park Management in the Department of Recreation Sciences within the College of Health and Human Performance; and the Request to Establish the PhD in Maritime Archeology in the Department of History within the Harriot College of Arts and Sciences.

C. Faculty Governance Committee, Jeff Popke
1. Second reading of proposed revisions to ECU Faculty Manual Part II. East Carolina University Organization and Shared Governance, Section II. Faculty Constitution and By-Laws, subsection By-Laws of the Faculty of East Carolina University, IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure (attachment 1).
2. Proposed revisions to the 2020 Administrative Surveys (attachment 2).

D. Unit Code Screening Committee, Ken Ferguson
Revised College of Education Unit Code. (pending final approval)
E. Admission and Retention Policies Committee, Eli Hvastkovs
Proposed revisions to the *ECU Faculty Manual*, Part VI, Section I., subsection VIII.A. Grades and Grading (attachment 3).

F. General Education and Instructional Effectiveness Committee, Puri Martinez
Curriculum and academic matters acted on by Committee vote on March 23, 2020, including curricular actions that will be reported here after the meeting has taken place.

**VII. New Business**
IV. Faculty Senate, Academic and Administrative Committees, Membership, and Structure

Membership of Faculty Senate Committees and Academic Committees shall consist of faculty members in at least their second consecutive year of full-time employment at East Carolina University. A majority of the members of all committees must be tenured or tenure-track faculty members, and in no case shall more than two elected members of each committee be fixed term faculty members. The Chancellor and the Chair of the Faculty are ex-officio members of all committees. (Faculty Senate Resolution #14-88)

Members of committees serve in accordance with their ability, training, and experience rather than as representatives of their electoral unit.

The process for election of academic and selective administrative committees will be as follows:

1. The Academic and Administrative Committee preference forms will be distributed to all faculty, by the Committee on Committees with assistance of the office personnel in January. The completed forms are due in the Faculty Senate office in February.
2. The Committee on Committees will review all preference forms and present to the Faculty Senate a slate of one or more nominees as there are vacancies to fill. Nominations may also be made from the floor of the Faculty Senate. Election of Academic and Administrative Committee members will take place at the Faculty Senate Organizational Meeting in April. Election will be by majority present and voting.

Members are elected to staggered three-year terms, which may extend to the beginning of the fall semester. Faculty members are not eligible to serve as an elected regular member on more than one standing university academic committee at a time. Service on a single academic or administrative committee is limited to election to two consecutive 3-year terms with ineligibility for election to the same committee for at least one year. Student members are nominated by the Student Government Association for appointment by the Chancellor.

Faculty Senate and Academic Committees meet on a standard schedule, set and revised by the Committee on Committees. When a Faculty Senate academic committee deals with matters which directly concern any administrator these matters should be discussed with the administrator during the development of a proposed policy. Further, the administrator should have adequate input before the finished resolution is presented to the Senate. This not only would involve ex-officio committee members but also would involve working with any administrator involved in a particular policy under consideration.
All University Academic Committees are Standing Committees of the Faculty Senate. Information relating to each committee is available in the Faculty Senate office and electronically on the Faculty Senate web site.

Officers: Officers of each committee are elected from the membership of the committee, excluding ex-officio, by the members of the committee, for a term of one year. Previous service as a committee officer shall not prejudice a member's election to any committee office. Under normal circumstances each committee shall have a chairperson, a vice chairperson, and a secretary. Upon organization of the new committees, at the Committees' Organizational meetings beginning in the Fall, the former chairperson if available will turn over committee records to the new chairperson. The Chair of the Faculty may declare an elected member's seat vacant upon the occurrence of three consecutive absences of that member. The Chair of the Faculty will appoint faculty members to fill vacancies of any University Academic Committee that may occur during the academic year. Interim elections may be held to fill an office that has become vacant or to replace an officer that two-thirds of the full committee membership deems is not fulfilling the obligations of the office.

The charge of each Faculty Senate and academic committee is on file in the Faculty Senate office and available electronically on the Faculty Senate web site. Many administrative committee charges are available on the East Carolina University web site.

Each committee shall operate according to the latest version of *Robert's Rules of Order, Newly Revised*. Minutes of each committee are on file in the Faculty Senate office and available electronically on the Faculty Senate web site and shall be sent to members of the committee and Chair of the Faculty.

A file on each committee’s activities, minutes, and other records shall be maintained in the Faculty Senate office. All committees and subcommittees, unless prohibited explicitly by the committee's charge, University policies, or state statutes, shall hold their regular and special meetings in open session in accordance with the North Carolina Open Meetings Law, and the chairperson of committees shall inform the Senate office of the time and place of such meetings so they may be placed on the Senate calendar and publicized in order that interested faculty may attend.

The committees' annual reports shall be composed by the committee officers according to the official form and submitted to the Faculty Senate office for duplication and distribution to the Chair of the Faculty, the Chair of the Committee on Committees, the present members of the committee, and the new members of the committee whose terms begin next academic year. Copies of the committees' annual reports will be kept on file in the University Archives, Faculty Senate office, and made available electronically on the Faculty Senate web site. Upon request, copies of committees' annual reports shall be made available by the Faculty Senate office.

The Chair of the Faculty shall each year compile the Annual Report of the Faculty Senate. This report, among other things, shall contain a summary of Senate and Senate committees' activities for the immediate past year.

The Annual Report of the Faculty Senate will be distributed to the Chancellor, academic Vice Chancellors and made available on the Faculty Senate web site. Copies of the report will also be kept on file in the University Archives and the Faculty Senate office. In addition, copies of the Annual Report of the Faculty Senate will be distributed to the members of the Faculty Senate not later than the first regular Faculty Senate meeting of the next academic year.
Currently there are two Faculty Senate committees (Agenda Committee and Committee on Committees), five appellate committees (Due Process Committee, Faculty Grievance Committee, Grievance Board, Hearing Committee, and Reconsideration Committee), and 20 academic committees as follows:

- Academic Awards Committee
- Admission and Retention Policies Committee
- Calendar Committee
- Distance Education and Learning Technology Committee
- Educational Policies and Planning Committee
- Faculty Governance Committee
- Faculty Welfare Committee
- Foundations Curriculum and Instructional Effectiveness Committee
- Libraries Committee
- Research/Creative Activities Committee
- Service Learning Committee
- Student Academic Appellate Committee
- Student Scholarships, Fellowships, and Financial Aid Committee
- Teaching Grants Committee
- Unit Code Screening Committee
- University Athletics Committee
- University Budget Committee
- University Curriculum Committee
- University Environment Committee
- Writing Across the Curriculum Committee

As the need arises, additional committees are created, by the Committee on Committees to assist in the academic policy-making process.

Faculty Senate Agenda
March 31, 2020
Attachment 2.

FACULTY GOVERNANCE REPORT
Proposed revisions to the 2020 Administrative Surveys

(Additions are in bold and deletions are in strikethrough.)

ECU Administrator Survey
Deans and Directors Form

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<tr>
<th>Leadership</th>
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14. Supports sound practices of collaboration, openness and shared governance

Open-ended Comments

15. Which matters need priority attention by this administrator during the next year or two?


16. What is the most important observation you can make about this administrator’s effectiveness?


Demographics

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**ECU Administrator Survey**  
**Chancellor Form**

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Diversity and Collaboration

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Faculty Senate Agenda
March 31, 2020
Attachment 3.

ADMISSION AND RETENTION POLICIES COMMITTEE REPORT
Proposed revisions to the ECU Faculty Manual Part VI. Teaching and Curriculum Regulations, Procedures and Academic Program Development, Section I. Teaching Regulations and Guidelines Related to Faculty, Subsection VIII.A. Grades and Grading

In October 2019, Jeff Popke, Chair of the Faculty, charged the Committee with consideration of the use of external grading systems, in response to the appearance of advertisements in faculty email inboxes from a service called “Gradify.” The Committee was asked to consider whether such services should be allowed and to propose revisions to the ECU Faculty Manual based on their deliberations. The Committee first proposed the addition of the sentence, “Instructors shall not use paid, non-ECU personnel to grade materials assigned in a course.” The Faculty Senate voted to return the report back to the Committee for further discussion and review, and the Committee decided that the below language should be added to the ECU Faculty Manual.

(Additions are noted in bold text.)

VIII. Grades
A. Grades and Grading
Instructors assign grades on the basis of their evaluation of the academic performance of each student enrolled in their courses. Course grades are based on the quality of the student’s performance as evaluated by the performance criteria stated in the course syllabus. Instructors for a course shall not use ad hoc contracted or outsourced companies or personnel to grade materials assigned in a course unless obtaining prior approval from the unit administrator. (FS Resolution #10-08, February 2010)