2021-2022 FACULTY SENATE

The third regular meeting of the 2021-2022 Faculty Senate will be held on
Tuesday, November 2, 2021, at 2:10 pm via WebEx.

AGENDA
Revised
WebEx meeting link

I. Call to Order

II. Approval of Minutes

October 5, 2021

III. Special Order of the Day

A. Roll Call

B. Announcements

C. Philip Rogers, Chancellor

D. Stephanie Coleman, Vice Chancellor for Administration and Finance

E. Stephanie Whaley, Assistant Vice Chancellor and Director for Admissions*
   Report on Freshman class and home-schooled admissions

F. Ralph Scott, Faculty Assembly Delegate
   Report on October 15, 2021 UNC Faculty Assembly Meeting

G. Purificación Martínez, Chair of the Faculty

H. Question Period

IV. Unfinished Business

V. Graduate Council, Ron Preston
Formal faculty advice on curriculum and academic matters acted on and recorded in the
October 18, 2021 Graduate Council meeting minutes, including Graduate Policy action item
(GC 21-09) revision to the graduate faculty application criteria submitted by the Department of
Health Education and Promotion.

VI. Report of Committees

A. Writing Across the Curriculum Committee, Lisa Ellison
1. Curriculum and academic matters acted on and recorded in the October 18, 2021 meeting including:
   - approval of writing intensive course designation (WI) for:
     - KINE 4025 Inclusive Fitness Trainer,
     - KINE 4200 Adapted Physical Activity;
   - conversion from writing intensive course designation (WI) to writing intensive course designation by section (WI*) for:
     - RELI 3400 The History of the Devil in the Judeo-Christian Traditions,
     - RELI 3700 Religion and Social Issues;
   - removal of writing intensive (WI) designation from:
     - MIDG 3001 The Middle Grades,
     - CSDI 3040 Anatomy of the Speech and Respiratory Mechanism,
     - HNRS 2116, 2216, 2316, 2416 (Interdisciplinary Honors Seminar),
     - HNRS 3101, 3102, 3103, 4102, 4103 (Independent Study),
   - and retention of WI designation for:
     - RCTX 3240 after change to course description,
     - CSDI 4335 Apprenticeship after change to course description.

B. Unit Code Screening Committee, Ken Ferguson
1. Revised College of Nursing Unit Code of Operations, Fixed-Term Faculty Procedure for Requesting Advancement in Title, and College of Nursing Faculty Handbook.

C. Undergraduate Curriculum Committee, Stacy Weiss
Curriculum and academic matters acted on and recorded in the meeting of September 23, 2021 including curricular actions in the Department of Biology within the Thomas Harriot College of Arts and Sciences, in the School of Art and Design within the College of Fine Arts and Communication; and in the meeting of October 14, 2021 including curricular actions in the Department of Coastal Studies within Integrated Coastal Programs, in the Honors College, in the Department of Computer Science within the College of Engineering and Technology, and in the Department of Special Education, Foundations, and Research within the College of Education.

D. Calendar Committee, Mark McCarthy
Revision to Spring 2022, Fall 2022, and Spring 2023 Exam Schedules (attachment 1).

E. Faculty Welfare Committee, Pamela Reis
Formal faculty advice on University Flexible Work Arrangement and Remote Work Interim Regulation (attachment 2).

F. Educational Policies and Planning Committee, John Collins
1. Proposed revisions to *University Undergraduate Catalog*, Academic Advisement, Progression and Support Services, Academic Requirements for Degrees and Minors, Certificate Requirements (attachment 3).
2. Proposed revisions to New Certificate Development Guidelines (attachment 4).

G. General Education and Instructional Effectiveness Committee, George Bailey*
Curriculum and academic matters acted on and recorded in the meeting of October 18, 2021 including:

- Approval of Global Diversity (GD) credit for ECON 3323 Costa Rica Agriculture
- General Education Humanities (GE:HU) credit for:
    - PHIL 2276 Environmental Ethics,
    - PHIL 2277 Biomedical Ethics,
    - RELI 2345 Religion and the Environment;
- And the following transfer credit approvals for Global Diversity (GD) credit:
    - REL 239 World Religion from Germanna Community College,
    - BIB 111, Old Testament Survey from Colorado Christian University,
    - POLS 0866 World Affairs from Temple University,
    - ENG 242: British Literature II from Nash Community College.

Additionally, a curriculum item that was not reported from the meeting of March 15, 2021: approval of General Education Humanities credit (GE:HU) for PHIL 2112 Philosophy of Free Speech.

H. Faculty Governance Committee, Mark Bowler
Proposed revisions to *ECU Faculty Manual* Part VI, Section V, Subsection II. Faculty Marshals (attachment 5).

I. Distance Education and Learning Technology Committee, Melinda Doty
Proposed revisions to the Standard Operating Procedures for Access to Curricular Courses in Canvas (attachment 6).

VII. New Business

CALENDAR COMMITTEE REPORT
Revision to Spring 2022, Fall 2022, and Spring 2023 Exam Schedules

The Math Department contacted the Calendar Committee requesting a change of courses in the Common Exam during the final exam period. Currently, Math 1064 is one of two math classes that gives its final exam to all sections at one time, Common Exam. Math 1064 is being eliminated, so there is no need to have a scheduled time for that class. In its place, the Math Department would like to add Math 0001 beginning in the spring 2022 semester and future semesters, and the Calendar Committee is recommending this change.

Additions in **bold** and deletions in ~~strikethrough~~.

Final Examinations Schedule - Spring Semester 2022

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes 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. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 28 - May 5). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 28 - May 5). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (April 28 - May 5).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Friday, April 29
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Monday, May 2
MATH **0001,** 0045~~, 1064~~	5:00 - 7:30 Wednesday, May 4

Time and days class regularly meets	Time and day of final examination
8:00 MWF	8:00 - 10:30 Tuesday, May 3
8:00 TTh	8:00 - 10:30 Wednesday, May 4
9:00 MWF	8:00 - 10:30 Friday, April 29
9:00 TTh (9:30)	8:00 - 10:30 Thursday, April 28
10:00 MWF	8:00 - 10:30 Monday, May 2
10:00 TTh	8:00 - 10:30 Thursday, May 5
11:00 MWF	11:00 - 1:30 Tuesday, May 3
11:00 TTh	11:00 - 1:30 Wednesday, May 4

12:00 MWF	11:00 - 1:30 Friday, April 29
12:00 TTh (12:30)	11:00 - 1:30 Thursday, April 28
1:00 MWF	11:00 - 1:30 Monday, May 2
1:00 TTh	11:00 - 1:30 Thursday, May 5
2:00 MWF	2:00 - 4:30 Tuesday, May 3
2:00 TTh	2:00 - 4:30 Wednesday, May 4
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 29
3:00 TTh (3:30)	2:00 - 4:30 Thursday, April 28
4:00 MWF	2:00 - 4:30 Monday, May 2
4:00 TTh	2:00 - 4:30 Thursday, May 5
5:00 MWF (5:30)	5:00 - 7:30 Tuesday, May 3
5:00 TTh (5:30)	5:00 - 7:30 Thursday, April 28

Faculty Senate Resolution #20-22; Approved by the Faculty Senate: February 25, 2020; Approved by the Chancellor: April 6, 2020

Final Examinations Schedule - Fall Semester 2022

   There will be no departure from the posted schedule, except as noted below: All examinations for one credit hour classes 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. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

   Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - 14). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 7 - 14). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 7 - 14).

   Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

   Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Thursday, December 8
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Friday, December 9
MATH **0001,** 0045~~, 1064~~	5:00 - 7:30 Tuesday, December 13

Time and days class regularly meets	Time and day of final examination
8:00 MWF	8:00 - 10:30 Monday, December 12
8:00 TTh	8:00 - 10:30 Tuesday, December 13
9:00 MWF	8:00 - 10:30 Thursday, December 8
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December 7
10:00 MWF	8:00 - 10:30 Friday, December 9

10:00 TTh	8:00 - 10:30 Wednesday, December 14
11:00 MWF	11:00 - 1:30 Monday, December 12
11:00 TTh	11:00 - 1:30 Tuesday, December 13
12:00 MWF	11:00 - 1:30 Thursday, December 8
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December 7
1:00 MWF	11:00 - 1:30 Friday, December 9
1:00 TTh	11:00 - 1:30 Wednesday, December 14
2:00 MWF	2:00 - 4:30 Monday, December 12
2:00 TTh	2:00 - 4:30 Tuesday, December 13
3:00 MWF (3:30)	2:00 - 4:30 Thursday, December 8
3:00 TTh (3:30)	2:00 - 4:30 Wednesday, December 7
4:00 MWF	2:00 - 4:30 Friday, December 9
4:00 TTh	2:00 - 4:30 Wednesday, December 14
5:00 MWF (5:30)	5:00 - 7:30 Monday, December 12
5:00 TTh (5:30)	5:00 - 7:30 Wednesday, December 7

Faculty Senate Resolution #21-07
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

Final Examinations Schedule - Spring Semester 2023

There will be no departure from the posted schedule, except as noted below: All examinations for one credit hour classes 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. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 27 - May 4). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (April 27 - May 4).

Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time. Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 2003, SPAN 1001, 2004, GERM 1001	5:00 - 7:30 Tuesday, May 2
FREN 1002, SPAN 1002, 2003, GERM 1002	5:00 - 7:30 Thursday, April 27
MATH **0001,** 0045~~, 1064~~	5:00 - 7:30 Monday, May 1

Time and days class regularly meets	Time and day of final examination
8:00 MWF	8:00 - 10:30 Monday, May 1
8:00 TTh	8:00 - 10:30 Tuesday, May 2
9:00 MWF	8:00 - 10:30 Friday, April 28

9:00 TTh (9:30)	8:00 - 10:30 Wednesday, May 3
10:00 MWF	8:00 - 10:30 Thursday, April 27
10:00 TTh	8:00 - 10:30 Thursday, May 4
11:00 MWF	11:00 - 1:30 Monday, May 1
11:00 TTh	11:00 - 1:30 Tuesday, May 2
12:00 MWF	11:00 - 1:30 Friday, April 28
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, May 3
1:00 MWF	11:00 - 1:30 Thursday, April 27
1:00 TTh	11:00 - 1:30 Thursday, May 4
2:00 MWF	2:00 - 4:30 Monday, May 1
2:00 TTh	2:00 - 4:30 Tuesday, May 2
3:00 MWF (3:30)	2:00 - 4:30 Friday, April 28
3:00 TTh (3:30)	2:00 - 4:30 Wednesday, May 3
4:00 MWF	2:00 - 4:30 Thursday, April 27
4:00 TTh	2:00 - 4:30 Thursday, May 4
5:00 MWF (5:30)	5:00 - 7:30 Friday, April 28
5:00 TTh (5:30)	5:00 - 7:30 Wednesday, May 3

Faculty Senate Resolution #21-07
Approved by the Faculty Senate: February 23, 2021
Approved by the Chancellor: March 15, 2021

Faculty Senate Agenda
November 2, 2021
Attachment 2.

FACULTY WELFARE COMMITTEE
Formal faculty advice on University Flexible Work Arrangement and Remote Work Interim Regulation

The Faculty Welfare Committee's formal advice is as follows:

1. The Faculty Welfare Committee recommends clarification and guidance in the Flexible Work Arrangement and Remote Work Regulation PRR Section 1.2.10 about "reasonable commuting distances," such as who determines what is reasonable and how this requirement is applied.
2. The Faculty Welfare Committee requests further guidance regarding PRR section 3.3.1 that states that "Sensitive information/data, defined as level 3 and level 4 data classifications in accordance with University data governance, must not be processed or stored on a personally owned computer or device, but instead must be processed on institutionally owned systems, stored in approved, secure remote storage, and accessed only by secure network access technologies (utilizing VPN or other multifactor authentication)." ECU faculty do not always have access to University-issued devices for use in their homes and may need to conduct activities such as grading student coursework in learning management systems such as Canvas while at home. Specifically, please clarify if accessing student assignments in Canvas

or other learning management systems using a non-ECU issued device is compliant with current data security policies and regulations if the faculty member is connected to the VPN or connected to the ECU server using technologies such as multifactor authentication.

Policy	REG06.25.03
Title	University Flexible Work Arrangement and Remote Work Regulation
Category	Human Resources
Sub-category	Conditions of Employment
Authority	Chancellor
History	Approved to post as interim June 16, 2021
Contact	University Human Resources, Employee Relations employeerelations@ecu.edu
Related Policies	UNC Policy Manual 300.8.6 Regulation on Flexible Work Arrangements and Remote Work

UNC Policy Manual 300.2.15 Policy on UNC System Pandemic and Communicable Disease Emergency

Teleworking Program Policy, Office of State Human Resources |
| **Additional References** | University Student and Employee Computer Use Regulation
Information Security Regulation
ECU Data Governance Regulation
HIPAA Policies and Standards
ECU Regulation on Social Security Numbers (SSN) and Personal Identifying Information (PII)
FERPA Policy
Generic Telework Status Report Form
Flexible Work Arrangement Agreement
University Continuity of Operations Plan
Mobile Computing Regulation
University Export Control Compliance Regulation
ECU Travel Approval and Reimbursement Regulation
University Data Governance
EH&S Ergonomics Webpage |

1. Introduction

1.1. Policy Statement

1.1.1. East Carolina University typically requires that work be performed on University property, during normally scheduled work hours as determined by the supervisor. ECU may permit or direct designated employees to have Flexible Work Arrangements (FWAs) for all or part of the workweek for reasons including, but not limited to, those specified in 1.1.3. below. Flexible work arrangements, including telework and flexible work schedules, requires formalized agreements approved by authorized individuals as outlined in this regulation. Flexible work arrangements can vary from a part-time basis (with a predetermined number of hours per week) up to full-time.

1.1.2. Consistent with the UNC System Regulation on Flexible Work Arrangements and Remote Work, the University will principally employ individuals who reside within or live within a close proximity to the State of North Carolina to the greatest extent practicable and will avoid long term flexible work arrangements for employee who live outside a reasonable commuting distance.

1.1.3. Purpose of Policy: East Carolina University allows Flexible work arrangements to meet goals including, but not limited to, the following:

- improve job productivity and departmental efficiencies,

- promote the recruitment and/or retention of a highly qualified workforce,

- achieve administrative efficiencies,

- promote/achieve space efficiencies,

- promote sustainable environmental practices,

- ensure continuity of operations, and

- allow for competitive advantages.

1.2. Definition of Terms in Policy:

1.2.1. "Flexible work arrangements" (FWAs) are work structures that alter the time and/or place of work to accomplish work duties, either by employee request or at management's direction. A flexible work arrangement may include:

1.2.1.1. Flexible Work Schedules. Flexibility in the scheduling of hours worked, such as alternative work schedules (e.g., flex time and compressed workweeks) and arrangements regarding shift and break schedules;

1.2.1.2. Flexible Work Hours. Flexibility in the number of hours worked, such as part-time work and job shares; and/or

1.2.1.3. Flexible Work Locations. Flexibility in the place of work, such as remote work from home or a designated satellite location.

1.2.2. Duty station: The employee's designated on-site University work site.

1.2.3. Alternate Work Location: Approved work sites other than University property where official University business is performed during scheduled workhours.

1.2.4. Standard Hours of Work: The employee's normally scheduled work hours as determined by the supervisor.

1.2.5. Telework/Remote work: Work duties that are performed at an alternate work location that is not an employee's designated University work site (duty station).

1.2.6. Teleworker/Remote Worker: An employee engaged in teleworking.

1.2.7. Flexible Work Arrangement Agreement: A required, written and/or digitally, formally approved agreement between the University and an employee in which supervisors direct or permit employees to perform their usual job duties away from University property and details the terms and conditions of an employees work and/or flex their scheduled work hours.

1.2.8. Hybrid work schedule: A schedule where a portion of work duties are performed at the employee's designated on-site University work site (duty station) and the other portion is performed via telework/remote work.

1.2.9. Full remote work: A schedule where all of an employee's work duties are performed at an alternate work location that is not an employee's designated University work site (duty station).

1.2.10. Reasonable Commuting Distance: A location that does not exceed a distance that can be traveled by automobile under average conditions of traffic, weather, and roads to employee's assigned duty station. Reasonable commuting distance is measured from the employee's home.

1.3. General Policy

1.3.1. This regulation is applicable to all ECU employees, both permanent and temporary.

1.3.2. Flexible work arrangements may be provided based upon the needs of the work unit as determined by school, college and/or department leadership. These arrangements may include hybrid, full telework/remote, and/or flexible work schedules.

    1.3.2.2. Full telework/remote work requests will only be approved on a case-by-case basis in limited position-based situations based on industry standard and/or recruitment/retention of positions requiring unique and/or scarce skills. All full telework/remote work requests must have the written approval of the appropriate Vice Chancellor.

1.3.3. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption to performance and/or service delivery. Management will determine allowable arrangements based on factors such as the nature of the work performed, employee productivity, employee conduct, task interdependence, federal and state laws, and operational constraints. Employees with a flexible work arrangement must be able to perform their duties free of external obligations and unreasonable interruptions. Certain University positions do not lend themselves to Flexible Work Arrangements and the University has sole discretion to make such determinations.

    1.3.3.1. Flexible work arrangements will be determined separately from the accommodations process mandated by the ADA. Flexible work arrangements are not intended to substitute for reasonable accommodations resulting from an interactive process under the Americans with Disabilities Act (ADA) or to meet the University's ADA obligations.

1.3.4. The availability and terms of flexible work arrangements must be administered equitably based upon applicable factors and without regard to an employee's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

1.3.5. Management must consider employee performance and conduct when granting or continuing a flexible work arrangement and any arrangement may be provided on a conditional

or trial basis. For a flexible work arrangement to be considered and maintained, the employee is expected to meet all performance expectations and conduct requirements of their current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

1.3.5.1. Employees who have active written warnings, disciplinary actions, or who received a "Does not meet expectations" on their most recent performance evaluation or other similar applicable documentation in their personnel files are generally not eligible for flexible work arrangements (unless given special approval by the Human Resources Department in consultation with departmental leadership).

1.3.6. Flexible Work Arrangements may be changed or revoked at any time by the University in its sole discretion, with notification to the appropriate Division Office/Vice Chancellor and the Director of Employee Relations. Reasons for changing or revoking flexible work arrangements can include, but are not limited to, changing business or operational needs or unsatisfactory employee performance or conduct.

1.3.7. Travel between an alternate work location to an assigned duty station should occur prior to the start of or at the end of the work day, if at all possible. In the event an employee has to travel from their alternate work location to an assigned duty station during the work day, that travel time is considered work time however the employee may not charge mileage for travel between their alternate work location and their assigned duty station. Supervisors may ask employees to adjust or change their scheduled remote work days in order to avoid travel from their alternative work location to an assigned duty station during the work day.

Employees traveling for business to a location other than their assigned duty station or another local on-campus location departing from their alternate work location will be reimbursed for mileage the distance between their on-site duty station and the work destination, consistent with existing state policies.

1.3.8. Employees approved for flexible work locations are expected to be able to report to their regular on-site duty station within a reasonable period of time when directed due to operational needs and/or due to changes to or revocation of their flexible work arrangements. The University may provide limited exceptions to the reasonable commuting distance based on operational needs. These exceptions to the reasonable commuting distance may include but are not limited to:

1.3.8.1. recruitment of those with unique or scarce skills;

1.3.8.2. arrangements for faculty who teach exclusively in distance education programs; or

1.3.8.3. arrival or departure of employees for a transitional period of relocation.

1.3.8.3.1. Out-of-state flexible work arrangements, including teleworking, introduce tax withholding and reporting, unemployment insurance, and workers compensation requirements in the employee's state of residence, among other considerations. Employees with remote work arrangements outside of North Carolina may only be approved following specific review by institutional experts, including Human Resources, Financial Services, Division Personnel Office and Office of University Counsel, as any such arrangements may be subject to the laws and regulations of other states or countries with respect to the employee/employer relationship. Additionally, institutional policies on

export controls may also be applicable for international requests (even for short-term or temporary flexible work arrangements).

1.3.8.3.2. All such exceptions must have the written approval of the appropriate Vice Chancellor in consultation with the Chief Human Resources Officer, if applicable.

1.3.9. The employee may not engage in a Flexible Work Arrangements prior to receipt of formal approval from their supervisor.

1.3.10. Flexible Work Arrangements Agreements must be formally discussed and approved at least annually and revised if/as appropriate.

1.3.11. Each unit will have its own documented Flexible Work Arrangements standard operating procedures to complement, while remaining fully compliant with, this Regulation. Any such standard operating procedures must be reviewed and approved by the respective Division Office/Vice Chancellor in collaboration with the Director of Employee Relations. No employee shall be approved for a Flexible Work Arrangement unless/until the unit to which the employee is assigned has received a formal review of its standard operating procedures as indicated above.

1.3.12. Employees working under a flexible work arrangement are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. When the alternate work location is in the employee's home, however, workers' compensation does not cover injuries that are not job-related.

1.3.13. The Employee Relations Unit within the Human Resources Department will maintain a roster of all University employees who have current Flexible Work Arrangements agreements and provide this information to the Office of State Human Resources and/or UNC System Office, as requested.

1.3.14. Nothing in this policy shall preclude employees from the responsibility to adhere to other University policies, procedures, and expectations of employees.

2. Responsibilities/Obligations

2.1. The responsibilities and obligations of the Supervisor/Unit include, but are not limited to, the following:

2.1.1. To meet goals indicated in 1.1.3 above.

2.1.2. Comply with any and all applicable local, state, and federal laws, rules and regulations, as well as with any East Carolina University, Office of State Human Resources and UNC System policies, regulations, rules and guidelines, and Standard Operating Procedures.

2.1.3. Ensure that the necessary approvals have been obtained as required by this Regulation for the establishment of a Flexible Work Arrangement as well as for the termination of any Flexible Work Arrangement.

2.1.4. Submit approved Flexible Work Arrangement Agreements to the Employee Relations Unit in the Human Resources Department.

2.1.5. Ensure there is appropriate and sufficient documentation of the work completed and hours worked as required by the Division/unit's Flexible Work Arrangement Standard Operating Procedure.

2.1.6. Actively manage and communicate with employees who are working remotely as supervisors are to be responsible and accountable for all remote work activities performed by employees reporting to them.

2.2. The responsibilities and obligations of Employees include, but are not limited to, the following:

2.2.1. Be able to provide an appropriate Alternate Work Location that meets or exceeds any and all applicable University standards including, but not limited to, the Division/unit's Flexible Work Arrangements Standard Operating Procedure.

2.2.2. Agree to and abide by the formally approved Flexible Work Arrangement Agreement with the University.

2.2.3. Attend any work-related obligations that occur on University property during scheduled teleworking periods, such as meetings and trainings, as directed by the employee's supervisor/unit.

2.2.4. Comply with any and all applicable local, state, and federal laws, rules and regulations, as well as with any East Carolina University, Office of State Human Resources and UNC System Office policies, regulations, rules and guidelines.

2.2.5. Agree to make the Alternate Work Location available for inspection, if/as necessary, to conduct accident or other investigations of matters occurring during work or to inspect, repair or retrieve University property. The University will strive to give reasonable notice of any work location inspections for these purposes.

2.2.6. Accept full responsibility for their safety within the Alternate Work Location.

2.2.7. If subject to overtime, must honor the established work hours approved in the Flexible Work Arrangement Agreement.

2.3. University Human Resources and/or Division Personnel/HR Office responsibilities and obligations include, but are not limited to, the following:

2.3.1. Provide guidance regarding eligible University positions, as well as specific employees eligible for Flexible Work Arrangements.

2.3.2. Provide training and guidance, as needed, to supervisors/managers to effectively manage employees with flexible work arrangements.

2.3.3. Report flexible work arrangements, including remote work, activities to the Office of State Human Resources and to UNC System Office, as requested.

3. Information and Data Security:

3.1. Sensitive information/data, defined as level 3 and level 4 data classifications in accordance with University data governance, must not be processed or stored on a personally owned computer or device, but instead must be processed on institutionally owned systems, stored in approved, secure remote storage, and accessed only by secure network access technologies (utitlizing VPN or other multifactor authentication).

3.2. Ensure all Sensitive University Information stored on Covered Devices, as defined in the Mobile Computing Regulation, 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.

3.3. The employee and their supervisor will comply with all applicable local, state, and federal laws, rules and regulations, as well as with East Carolina University, Office of State Human Resources, and UNC System Office policies, regulations, rules, guidelines, and training requirements involving sensitive/confidential information. Employee and supervisor will ensure any and all appropriate safeguards are in place to secure all confidential data and information as specified in the Flexible Work Arrangement Agreement.

3.4. All confidential hard copy data will remain on University property and shall not be taken to the Alternate Work Location as required by University Regulations regarding Protecting Sensitive Data unless prior written approval is sought and obtained by the employee's Department and the appropriate data steward(s) responsible for the types of data and records being used.

4. Equipment and Supplies:

4.1. The University, in its sole discretion, may provide needed equipment and supplies at the Alternate Work Location, with the appropriate security measures in place. Equipment and supplies purchased with University funds is not permitted to be shipped to an employee's alternate work location. Employees must come to campus to pick up any equipment or supplies. Departments are responsible for fixed assets at alternate work locations and proper documentation must be on file as assets are inventoried annually.

4.2. Any and all University property used at the Alternate Work Location will remain the property of the University and must be returned to the University immediately upon the termination of the Flexible Work Arrangement Agreement, and/or the University's request.

4.3. Any and all University property must be returned to the University for repair or maintenance, if/as needed, by the employee.

4.4. The employee is fully responsible for the security of all items furnished by the University.

5. Costs Associated with Flexible Work Arrangements and/or Remote Work:

5.1. All costs associated with remote work will be the responsibility of the employee (e.g., long distance phone calls; internet, maintenance, repair and operation of personal equipment not provided by the University) at the alternate work location.

6. Failure to Comply:

6.1. Failure to comply with the provisions of this Regulation, the applicable unit's Flexible Work Arrangements standard operating procedures, and/or the Flexible Work Agreement may result in the immediate termination of the Flexible Work Agreement and/or disciplinary action against the employee and/or the supervisor up to and including dismissal/discharge from employment with the University and/or any and all other legal and equitable remedies available to the University under applicable law, if/as appropriate.

7. Special Circumstances

7.1. In the event of a catastrophic weather event, an outbreak of a communicable disease or pandemic, or other such significant emergencies, flexible work arrangements, including remote work, may be implemented by the Chancellor or designee on a widespread basis. In such cases, employees may be required to work from alternate work locations in order to ensure the continuity of the business and operational needs of the University.

7.2. The Chancellor or Chancellor's designee has authority to determine whether special circumstances exist and implement remote work on a required and/or more widespread basis. The decision will be communicated to those impacted.

7.3. Mandatory employees will be designated accordingly by management during a special circumstance, notified of their status and be provided with information necessary to accomplish their tasks. This designation is subject to change at the discretion of management. Employees under this designation will be identified by management for areas as deemed essential to sustain University operations under a special circumstance and may be expected to report in part or in whole to the central workplace.

7.4. The duration of a special circumstance may vary and the University will set the requirements for renewal decisions about continuation of required telework on a case-by-case basis given the nature of the special circumstance. The reason for such a stipulation is to give both the University and impacted employees a reasonable expectation of the temporary nature of this provision and need for flexibility on setting duration.

7.5. While the implementation of flexible work arrangements under special circumstances does not always require flexible work arrangement agreements, the University or individual managers/supervisors may require flexible work arrangement agreements or other documentation in order to confirm agreed upon work expectations during a special circumstance. Any procedures established during special circumstances will supersede the procedures set forth in this Regulation.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Proposed revisions to the *University Undergraduate Catalog*, Academic Advisement, Progression and Support Services, Academic Requirements for Degrees and Minors, Certificate Requirements

Additions in **bold** and deletions in ~~strikethrough~~.

Undergraduate students currently enrolled in an undergraduate degree program may simultaneously pursue an undergraduate certificate, if approved by their academic advisor or undergraduate program director ~~and the certificate program director~~. All certificate candidates must be informed at the time of their acceptance that admission to and completion of a certificate program does not supersede the admission requirements to a**n** ~~degree~~ **undergraduate major** program **of study.** ~~should they subsequently apply to an undergraduate degree program. Each undergraduate program decides which, if any, certificate courses can be counted toward the undergraduate degree.~~ **Unless prohibited by a degree or certificate program, credit hours earned toward major requirements may count toward certificate requirements.** The certificate student must be informed at the time of admission into the certificate program how many semester hours can be ~~applied toward~~ **shared with** an undergraduate ~~degree~~ **major**.

The number of undergraduate credits for an undergraduate certificate may not be less than twelve semester hours or more than one-half of the semester hours necessary for a related undergraduate degree.

For the certificate to be awarded, a student must have earned a minimum cumulative GPA of 2.0 in the courses completed toward the certificate, although some undergraduate certificates may require a higher GPA for certificate conferral. Undergraduate certificates will only be awarded concurrently with an undergraduate degree.

EDUCATIONAL POLICIES AND PLANNING COMMITTEE REPORT

Proposed revisions to New Certificate Development Guidelines

Additions in **bold** and deletions in ~~strikethrough~~.

New Certificate Development Guidelines

A. Introduction

Proposals for new certificate programs are created and submitted through Curriculog by constituent faculty at the appropriate program level for campus review. Each proposal must include endorsement by all of the department chairperson(s) and dean(s) of the college or professional school(s) contributing to the organization and administration of the certificate. In the case of interdisciplinary certificate programs, the administrator ultimately responsible must be identified.

B. Criteria for Developing New Certificate Programs

Criteria for developing new certificate programs include the following:

1. A demonstrated need for the certificate must exist.

2. The proposed coursework must meet a clear and appropriate educational objective at the program's level.

3. The proposed program must achieve its educational objective(s) [learning outcome(s)] in a well-designed, cohesive, and timely manner.

The certificate program must comprise an appropriate number of credit hours.
- Graduate: The number of graduate credits may not be less than nine semester hours, or more than one half of the semester hours necessary for a related graduate degree.
- Undergraduate: The number of undergraduate credits may not be less than twelve semester hours or more than one-half of the semester hours necessary for a related undergraduate degree.

C. Review and Approval of New Certificate Programs

Graduate: The Graduate Curriculum Committee (GCC) reviews certificate proposals and submits them to the Graduate Council for approval. The Graduate Council considers the merit of all graduate certificate proposals, and makes recommendations for approval/disapproval of graduate action items to the chancellor. Once approved by the Graduate Council, the certificate proposal is reviewed by the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate provides formal faculty advice to the chancellor. The Academic Council reviews Graduate Council actions and Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor.

Undergraduate: The Undergraduate Curriculum Committee (UCC) reviews certificate proposals and submits them to the Faculty Senate for approval through Curriculog. The certificate proposal will be reviewed by the Educational Policies and Planning Committee (EPPC), which makes recommendations to the Faculty Senate. The Faculty Senate considers the merit of all undergraduate certificate proposals and makes recommendations for approval/disapproval through resolutions to the chancellor. The Academic Council reviews the Faculty Senate resolutions and makes recommendations for approval/disapproval to the chancellor.

D. Certificate Program Review
 All certificate programs will be reviewed within the course of regular undergraduate and graduate program assessment and review.

Policies Governing Certificate Admission
A. Introduction

Students may be awarded certificates upon completion of a well-defined program of coursework. The certificate program is not defined as a degree, rather, it is a focused collection of courses that, when completed, affords the student some record of coherent academic accomplishment in a given discipline or set of related disciplines. However, the certificate is not viewed as a guaranteed means of entry into a degree program. While courses comprising a certificate may be used as evidence in support of a student's application for admission to a degree program, the certificate itself is not

considered to be a prerequisite. The didactic material encompassed within a certificate program may represent a more practice-oriented subset of an existing discipline. The title of any certificate program may or may not contain the word "certificate," depending on the tradition in the discipline proposing the program.

B. Policies Governing Certificate Admission Criteria and Subsequent Admission to Undergraduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to undergraduate degree programs include the following:

1. Admission to ECU and enrollment in an academic program are required.

2. Each certificate program sets the minimum admissions requirements for the certificate (e.g., grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to and completion of a certificate program does not supersede the admission requirements to a ~~degree~~ **major** program **of study** should they subsequently apply to ~~an~~ **that** undergraduate ~~degree~~ **major** ~~program~~.

3. Each undergraduate program must decide which, if any, certificate courses can be counted toward the undergraduate **major** ~~degree~~. **Unless prohibited by a degree or certificate program, credit hours earned toward major requirements may count towards certificate requirements.** The certificate student must be informed at the time of admission into the certificate program how many semester hours can be ~~applied toward~~ **shared with** an undergraduate **major** ~~degree~~.

4. Undergraduate students currently enrolled in an undergraduate degree program may simultaneously pursue an undergraduate certificate, if approved by their academic advisor or undergraduate program director ~~and the certificate program director~~.

5. ~~The certificate program director will note successful completion of a certificate program to the Office of the Registrar to ensure notification on the student's transcript~~. **Final certification for the credential to be awarded is processed by the Office of the Registrar using the student's Degree Works audit.** The certificate will be awarded to a baccalaureate student upon completion of the degree program ~~or to a post-baccalaureate student upon completion of the certificate hours~~.

6. Students pursuing an undergraduate certificate will be required to meet the academic retention requirements approved by the certificate program.

An undergraduate certificate student may enroll on either a part-time or a full-time basis, as determined by the certificate program director.
The rationale for requiring formal enrollment in undergraduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students access to the desired undergraduate courses.

C. Policies Governing Certificate Admission Criteria and Subsequent Admission to Graduate Degree Programs

The certificate admissions criteria and policies governing the relation of certificates to graduate degree programs include the following:

1. An earned baccalaureate degree, or its equivalent from a regionally accredited college or university, is required.

2. Each certificate program sets the minimum admissions requirements for the certificate (e.g. grade point average, minimum TOEFL scores, standardized test scores, work experience). All certificate candidates must be informed at the time of their acceptance that admission to, and completion of, a certificate program does not supersede the admission requirements to a degree program should they subsequently apply to a graduate degree program.

3. Credit earned while enrolled in a graduate certificate program may be transferred into a degree program with the approval of the department offering the degree program.

4. Graduate students currently enrolled in a graduate degree program may simultaneously pursue a graduate certificate if approved by their graduate program director and the certificate program director. The electronic Request to Add a Certificate form must be submitted by the student to obtain proper permissions for pursuit of the certificate. This form is electronically routed to the graduate program director, the certificate program director, and the Graduate School for permissions before being sent to the Office of the Registrar to become part of the student's academic record.

5. Certificate-seeking graduate students who are not currently enrolled in a master's program must apply and be admitted as certificate seeking students into a separate classification within the Graduate School, as "Certificate Graduate" students. This separate classification will permit keeping of university-wide statistical and enrollment data for certificate programs and will allow inclusion of such efforts in the annual reports and academic planning. Successful completion of a certificate program will be noted on the student's transcript and a certificate will be issued by the Office of the Registrar.

6. With the support of the graduate program director, up to one-third of the credit hours in a graduate certificate may be transferred from a regionally accredited college or university, but in all cases, students must earn at least one-half of the credit hours in a graduate certificate at East Carolina University. Programs may set lower transfer hour limits. (Graduate Council, December 8, 2014)

7. Students pursuing a graduate certificate will be required to meet the academic retention requirements approved by the Graduate Council for the certificate program.

A certificate graduate student may enroll on either a part-time or a full-time basis, as determined by the certificate program coordinator. Certificate graduate students enrolled as non-degree students will not be eligible for graduate assistantships. Not all certificate programs are approved for financial aid; the list of approved certificates is maintained by the Office of Student Financial Aid.

The rationale for requiring formal enrollment in graduate certificate programs is based on the need for proper allocation of instructional resources and the desire to afford the certificate students equal access to the desired graduate courses. Departments and programs are better able to plan offerings of the appropriate graduate courses if they are aware of the upcoming demand for such courses. This demand can best be gauged by knowledge of the number of students in the program. By registering as graduate students, the certificate-seeking students will have timely access to graduate courses offered by departments and schools.

FACULTY GOVERNANCE COMMITTEE REPORT
Proposed revisions to *ECU Faculty Manual* Part VI, Section V, Subsection II. Faculty Marshals

The Faculty Governance Committee voted to change the eligibility requirements for Faculty Marshals to include fixed-term faculty and to remove inaccurate information about the process for determining the Chief Faculty Marshal.

Deletions in ~~strikethrough~~.

II. Faculty Marshals
Faculty Marshals are ten faculty and two alternates appointed from the full-time~~, tenured, senior~~ faculty to serve at graduations and other such ceremonial occasions as requested by the chancellor. Those appointed should be individuals readily recognized as outstanding members of the academic community. The Chief Faculty Marshal shall be the faculty marshal in the second or later year of appointment as a faculty marshal and who is of greatest faculty seniority among the faculty marshals. ~~This seniority determination is made each year by the Assistant Vice Chancellor for Human Resources.~~ The Chief Faculty Marshal shall serve as ex-officio on the Administrative Commencement Committee. A Faculty Marshal's appointment is a one-term, four-year appointment beginning August 1. The Chair of the Faculty will make recommendations in May of each year to the Chancellor, who will appoint the individuals no later than July 31.

DISTANCE EDUCATION AND LEARNING TECHNOLOGY REPORT*
Proposed revisions to the Standard Operating Procedures
for Access to Curricular Courses in Canvas

Additions in **bold** and deletions in ~~strikethrough~~.

Standard Operating Procedures for Access to Curricular Courses in Canvas

ECU limits access to a curricular course in Canvas to faculty and students registered to teach or take a course. Only the Instructor of Record may grant course access to ECU faculty, staff or external guests. The Banner system controls the student enrollments for curricular courses.

There will be occasions when faculty need to enroll additional course members to their course for the purposes of activities such as peer review, accreditation, sharing course content, or to host a guest speaker. The faculty member or an ITCS Canvas Administrator must add any additional course members, in order to ensure appropriate approvals and documentation are received. When faculty or ITCS Canvas Administrators add additional participants to a course, they must select the appropriate course role and ensure compliance with the provisions of FERPA.

If faculty need to invite a course member (e.g, Guest Lecturer, Peer Reviewer, Accreditor, etc…) external to ECU, they must submit a Canvas Support ticket through the Help Desk ~~and~~ **to** request an

external account. Faculty can learn more about this process in the ITCS Service Catalog. Access to and use of Canvas is subject to the <u>Academic Computer Use Policy</u> and the <u>Student Conduct Process</u>. Per these policies, accessing individual faculty member's computers to enforce university policies requires specific approval of the chancellor.

Only certain course roles contain privileges to view gradebook, student work or interactions protected by FERPA. According to FERPA, any information that is not considered Directory Information may not be disclosed to anyone except the student without prior written consent. For details about Directory Information, visit the Office of the <u>Registrar's FERPA page</u>. There are exceptions to this rule. Institutions may release information from student records (that is not considered Directory Information) without prior consent to school officials with legitimate educational interest (e.g. one faculty member to another) and to Federal, State, and local authorities involving an audit or evaluation of compliance with educational programs (e.g. NCAA).

Below is a list of the most typical scenarios and recommendations for course roles, along with a brief description of the privileges assigned to each role. This list does not include technical support roles. Modifications of these role permissions and additional roles can be made on a case-by-case basis with ~~the~~ approval of the Registrar.

<u>Course Roles</u>
Primary Access to a Course:
- Course Role: ~~Instructor of Record (In Canvas =~~ *Teacher)*
  - o Purpose: The person teaching or facilitating the class.
  - o Process: Instructor of Record is assigned in Canvas through the Banner Enrollment feeds.
  - o Role Permissions: Instructor has access to all areas in the course. Instructor can add and remove guests from the course. Banner controls Canvas student enrollments. Additional instructors should only be added through the Banner Feed since Instructors can change grades in the gradebook. Adding only through the Banner Feed ensures the institution has an accurate understanding of who is teaching the course.

- Course Role: ***TA (**Teaching Assistant) ~~(In Canvas = TA)~~*
  - o Purpose: To assist Instructor with developing, teaching or facilitating the class.
  - o **Process: Faculty adds TA to course and selects appropriate course role that ensures compliance with the provisions of FERPA.**
  - o Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on ~~T~~time frame are left to the discretion of the instructor of record.
  - o Role Permissions: ~~Teaching Assistant~~ **TA** has the similar privileges as ~~Instructor~~ **Teacher** including gradebook access. This role CANNOT add or remove users from the course or elevate another user's role.

- Course Role: *Learning Assistant ~~(In Canvas = Learning Assistant)~~*
  - o Purpose: Learning Assistants help with interactive learning in the classroom.
  - o **Process: Faculty adds Learning Assistant to course and selects appropriate course role that ensures compliance with the provisions of FERPA.**
  - o Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on ~~T~~time frame are left to the discretion of the instructor of record.
  - o Role Permissions: The Learning Assistant has similar access to a ~~Teaching Assistant~~ **TA** ~~access~~ including access to course content (add/edit/delete) groups, and discussions. Learning Assistants do not have access to the gradebook.

- Course Role: *Student* (In Canvas = Student)
  - Purpose: This course role is assigned to students enrolled in a class.
  - Process: Students are enrolled in a Canvas class through the Banner Enrollment feeds.
  - Role Permissions: Student only has access to grade book, course content, and assessments. *Please Note: An enrolled student in a course should never be elevated to a TA because of the additional privileges that role provides within the course. If anyone is approved to audit a course this must be coordinated with the Office of the Registrar. The Office of the Registrar is the only one who should add a student to a course for the purpose of auditing the course.*

Instructional Support:
- Course Role: *Course Designer* (In Canvas = Designer)
  - Purpose: A research assistant, instructional designer or an assistant with limited responsibilities.
  - **Process: Faculty adds Designer to course and selects appropriate course role that ensures compliance with the provisions of FERPA. The faculty member should remove the Designer when access is no longer needed.**
  - Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on Time frame are left to the discretion of the instructor of record.
  - Role Permissions: The ~~Course Builder~~ **Designer** has access to most areas of the course. The ~~Course Builder~~ **Designer** role does not have access to the gradebook. *Note: The role has the ability to reset course content. There is a warning before that occurs.*

- Course Role: *Guest Lecturer* (In Canvas = Guest Lecturer):
  - Purpose: Class participants who are external to ECU.
  - **Process: Access to Canvas is solely available to users with active PirateIDs. If non-ECU users need Access to a course, the faculty member must request external accounts using the ECU Canvas Help Request. Additional licensing costs may be associated with some external accounts. After account is created faculty adds Guest Lecturer to course and selects appropriate course role that ensure compliance with the provisions of FERPA. The faculty member should remove the Guest Lecturer when access is no longer needed.**
  - Time frame: This role may be assigned indefinitely or on a time-limited basis. Decisions on Time frame are left to the discretion of the instructor of record.
  - Role Permissions: Users with the role of Guest can view content and view/post to Discussions. Users do not have access to the gradebook or any content area that has a gradable item. Note: Once this role is applied to a user in a course, the role under the People menu will say "Observing: nobody" under the role column and not "*Guest Lecturer*".

Administrative Access:
- Course Role: *Chair* (In Canvas = Chair)
  - Purpose: This course role can be made available to a Department Chair for business purposes. Business purpose includes but is not limited to absence of instructor, grading, accreditation, and teaching review. Business purpose does not include access for an investigation into misconduct or to enforce policy which requires Chancellor approval.
  - Process: Instructor of Record for the course must be informed prior to Chair access. The instructor can enroll their Department Chair or the Department Chair can submit a Canvas Help Request **for an ECU ITCS** Canvas Administrators to provide access. Documentation the faculty was informed should be retained by the Chair or administrator who accessed the course.

- o Time frame: This role is assigned indefinitely.
- o Role Permissions: The Chair role has access to course content, test, assignments, discussion forums, groups, gradebook and users. The Chair role cannot edit or delete content. *Note: The role has the ability to reset course content. There is a warning before that occurs.*

Accreditation, Course Review, and Peer Review Access:
- Course Role: *Course Reviewer (In Canvas = Course Reviewer)*
  - o Purpose: Course visitors who need access to course content, interactive tools, assessments, and users.
  - o **Process: Faculty adds Course Reviewer to course and selects appropriate course role that ensures compliance with the provisions of FERPA. The faculty member should remove the Course Reviewer when access is no longer needed.**
  - o Time frame: This role may be assigned indefinitely or on a time-limited basis. When no longer needed, the faculty should promptly remove the role from the course.
  - o Role Permissions: Course Reviewer has access to course content, tests, assignments, discussion forums, groups, and users. Course Reviewer cannot edit or delete content and does not have access to the Grade Center. The Course Reviewer role cannot edit or delete content.

- Course Role: *Content Reviewer (In Canvas = Observer)*
  - o Purpose: Course visitors that need access to course content.
  - o **Process: Faculty adds Observer to course and selects the appropriate course role that ensures compliance with the provisions of FERPA. The faculty member should remove the Observer when access is no longer needed.**
  - o Time frame: This role may be assigned indefinitely or on a time-limited basis. When no longer needed, the faculty should promptly remove the role from the course.
  - o Role Permissions: Content Reviewer **Observer** has access to course content. A**n Observer** Content Reviewer cannot edit or delete content, view users, or access the Grade Center. *Note: Once this role is applied to a user in a course, the role under the People menu will say "Observing:* nobody" under the role column and not "Observer".

Special Considerations for Course Content Access
Course content developed by a faculty member can in most cases be made available to others for use in teaching a course. For example, Faculty A develops a course while working at ECU and in the future Faculty B is assigned to teach the course. In this example, the course content can be made available to Faculty B.

In this scenario, the faculty member who created the course should be asked to share the content or make the content of the course available. ITCS Canvas Administrators can be contacted by the faculty member to assist with making the content available should assistance be required.

In the event the currently employed faculty member is not available or does not make the content available in the required time frame, the chair of the department is considered the custodian of this data and should put in a Canvas Help Request via the ITCS Help Desk to make the request for access to the course content.

If the faculty member is no longer an employee, the chair of the department is considered the custodian of this data and should put in a Canvas Help Request via the ITCS Help Desk to make the request for access to the course content.

As a condition of employment, EHRA Employees shall be deemed to have granted the University a perpetual, non-exclusive, non-transferrable, royalty-free license to use Traditional or Non-Directed Works and Sponsored or Externally Contracted Works owned by them for the University's own education or research use, unless such license will impede scholarly publication or similar activities, or violate provision of a contract between the EHRA employee and a third-party. Any questions regarding usage should be directed to ECU's Copyright Officer and to the Copyright Regulation.

Resolution History:
FS Resolution #16-24, approved April 1, 2016
Revised by FS Resolution #20-83, approved December 3, 2020