



# 2022-2023 FACULTY SENATE

The third regular meeting of the 2022-2023 Faculty Senate will be held on  
**Tuesday, November 1, 2022**, at 2:10 pm via WebEx.

## AGENDA

*\*Revised*

[WebEx meeting link](#)

- I. Call to Order
- II. Approval of Minutes  
[October 4, 2022](#)
- III. Special Order of the Day
  - A. Roll Call
  - B. [Announcements](#)
  - C. Philip Rogers, Chancellor
  - D. Stephanie Whaley, Assistant Vice Chancellor and Director for Admissions\*  
Allen Guidry, Interim Associate Vice Chancellor for Academic Operations  
[Report on Freshman class, transfer admissions, enrollment, and enrollment strategies](#)
  - E. ~~Karson Nelson, Director of Strategic Initiatives and Legislative Liaison~~ *\*postponed to future meeting*
  - F. Jeff Popke, Faculty Assembly Delegate  
Report on [October 14, 2022 UNC Faculty Assembly Meeting](#)
  - G. Anne Ticknor, Chair of the Faculty
  - H. Question Period
- IV. Unfinished Business
- V. Graduate Council, Ron Preston  
The Graduate Council will report their October proceedings at the next meeting.

## VI. Report of Committees

### A. Writing Across the Curriculum Committee, Lisa Ellison

Curriculum and academic matters acted on and recorded in the [October 17, 2022](#) meeting including:

- Removal of Writing Intensive (WI) designation from ATEP 4320
- Retention of Writing Intensive (WI) designation for:
  - CSDI 4335 after title and pre-requisite revision
  - PLAN 4099 after pre-requisite revision
- Writing Intensive (WI) designation for GERM 3510 Introduction to German Literature

### B. Service-Learning Committee, Jill Twark

Retention of Service-Learning (SL) designation by KINE 6030 – Physical Activity and Aging following notification of changes to title, course description, and objectives.

### C. Undergraduate Curriculum Committee, Stacy Weiss

Curriculum and academic matters acted on and recorded in the meeting of [September 22, 2022](#) including curricular actions in the following units:

- Department of Coastal Studies within Integrated Coastal Programs
- Department of Baccalaureate Education within the College of Nursing

### D. Educational Policies and Planning Committee, John Collins

Curriculum and academic matters acted on and recorded in the meeting of [October 14, 2022](#) including:

- Request to Deliver Online the BS in Rehabilitation Services in the Department of Addiction and Rehabilitation Studies within the College of Allied Health Sciences
- Request to Discontinue the MS in Athletic Training in the Department of Health Education and Promotion within the College of Health and Human Performance
- Request to Deliver Online the MSA in Accounting in the Department of Accounting within the College of Business

### E. Admission and Retention Policies Committee, Eli Hvastkovs

1. Proposed revisions to *ECU Faculty Manual Part VI.*, Section I., Subsection X. Class attendance and Participation Regulations (attachment 1).
2. Proposed revisions to University Undergraduate Catalog, Academic Regulations, Grading System, Grade Replacement Policy (attachment 2).

F. Distance Education and Learning Technology Committee, Melinda Doty  
Proctoring pilot update (for information only).

### G. General Education and Instructional Effectiveness Committee, Mary Tucker-McLaughlin

Curriculum and academic matters acted on and recorded in the meeting of [October 17, 2022](#) including:

- The following transfer credit approvals:
  - Global Diversity (GD) credit for History 103 World History from Salem College
  - General Education Fine Arts (GE:FA) credit for DRAM 120H Contemporary London Theatre and Its Origins from UNC Chapel Hill
  - General Education Fine Arts (GE:FA) for HNRS 390.01S The London Art World from UNC Chapel Hill

- Retention of Domestic Diversity (DD) credit for KINE 4030 Physical Activity and Aging
- General Education Natural Sciences (GE:SC) for BIOL 1010 Biodiversity of Coastal North Carolina

## VII. New Business

**Faculty Senate Agenda  
November 1, 2022  
Attachment 1.**

**ADMISSION AND RETENTION POLICIES COMMITTEE**  
Proposed revisions to *ECU Faculty Manual* Part VI., Section I.,  
Subsection X. Class attendance and Participation Regulations

The Committee first presented revisions to the Faculty Senate at the March 29, 2022 meeting. The Faculty Senate provided feedback and voted to send the revisions back for further consideration by the Committee. The Committee addressed the feedback from Faculty Senate in the proposed revisions below.

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

**X. Class Attendance and Participation Regulations**

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, along with other course requirements, 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. In determining the number of unexcused absences which will be accepted, the instructor should consider carefully the nature of the course, the maturity level of the students enrolled, and the consequent degree of flexibility included in the instructor's policy.

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 **(UEA) situations where the correct timeline policy has been followed (see below)**, 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.

**Medical Absences**

**Short-term illnesses and other medical conditions are not eligible for a university excused absence. Based on syllabus language and departmental policy, instructors should use their discretion to honor written medical excuses from a licensed medical or psychological practitioner that states that student was too ill or injured to attend class and provides the specific date(s) for which the student was unable to attend class due to the medical or psychological problem. 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 medical care. In the event that the student is seriously ill or injured at**

the time of final examinations, the Student Health Service or the Center for Counseling and Student Development, on request of the student, may recommend a medical incomplete.

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 medical care. For chronic medical conditions or short-term injuries which do not require hospitalization, but may impact student course performance, students may work with ECU Disability Support Services (DSS) to help coordinate the required classwork with the participation of the course instructor. In each case, DSS must have documentation in order to verify the circumstance, take action, and advocate on behalf of the student. Each request is determined on an individual basis collaboratively between the student, the instructor, and with a review of the documentation provided.

In the event that the student is seriously ill or injured at the time of final examinations the Student Health Service or the Center for Counseling and Student Development, on request of the student, may recommend a medical incomplete. Instructors should normally honor written medical excuses from a licensed medical or psychological practitioner that states the student was too ill or injured to attend class and provides the specific date(s) for which the student was unable to attend class due to the medical or psychological problem.

## University-Excused Absences

The Dean of Students may authorize university-excused absences (**UEA**) in the following situations:

### Type 1 – Pre-planned Activities:

1. Student participation in authorized activities as an official representative of the university (i.e. athletic events **including both varsity and ECU sanctioned club activities**, 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 **non-emergency situation** 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)~~
- ~~5.3. Student participation in religious holidays.~~
4. **A subpoena or summons requiring them to appear in court.**

### Type 2 – Emergency or Unexpected Circumstances:

5. **Emergency military-related duties.**
6. An extreme personal emergency or serious medical condition.
7. The death of an immediate family member (such as, **but not limited to**, parent, sibling, spouse or child).
8. **Any other circumstance that impacts student performance and is characterized as emergency or unexpected as deemed by the Dean of Students Office.**

For Type 1 absences, the student must notify the affected instructor(s) of the upcoming UEA as soon as they are made aware that a course session will be missed, but no later than two (2) weeks before the date(s) of the UEA. In cases where a 2-week notice cannot possibly be given (e.g., the first day of class for a UEA within a 2-week time window), the

student shall inform the instructor of the UEA as soon as they enroll in the class or during the first class session meeting.

Notification at this stage may be informal, but may include verbal or written (i.e., email) communication between student and instructor informing the latter of the UEA and course dates to be missed. If applicable, the instructor may request informal written confirmation of the upcoming UEA from the faculty leader/officer in charge/coach who will be responsible for the group during the course session absence. This notification lead time is important so that any appropriate adjustments for missed coursework can be made by the instructor if necessary. Instructors may choose to not offer alternative arrangements for any missed work if they student did not provide proper lead time notification for a **Group 1 UEA**. In non-emergency (Type 1) UEA situations where the UEA was not appropriately communicated by the faculty in charge to students that results in students not being able to inform affected instructors with proper lead time, affected instructors may choose to not honor the UEA.

For Type 2 absences, the student shall inform the instructor(s) of the affected course(s) that they will miss a session(s) as soon as they are made aware that they will be missed. Because of the unexpected nature of the absence, no lead time notification is necessary, and instructors are expected to make any necessary arrangements for the coursework that the student may have missed.

For all UEAs, it is the student's responsibility to obtain **official** verification of a **university-excused absence UEA** by contacting the Dean of Students **as soon as they are made aware that they will be absent from a class meeting**. **Official notification from the Dean of Students documenting the UEA will often be delivered to instructors after the absence occurs.**

The responsible faculty member or designee (i.e., faculty mentor or coach) leading university related efforts resulting in Type 1 absences must initiate the UEA request for the group (i.e., those involving a team or a class) by following the procedure outlined by the Dean of Students office. Faculty must inform their students of these procedures to initiate the UEA process with enough lead time so that affected instructors can be made aware of the UEA. These **Faculty UEA requests for university-excused absences** should be submitted according to the **procedures and** timeline established by the Dean of Students. Requests submitted after the fact will be disapproved unless circumstances **made make** prior approval impossible.

**Provided that the proper lead time notification was given by the students for Type 1 UEAs,** instructors are expected to honor **all (both Type 1 and Type 2)** 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 UEAs** 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 drop the course within the schedule change period.

No instructor should urge a student to take part in an extracurricular activity at the expense of the student's class work or expect the student to appear at any practice or rehearsal if he or she has a scheduled class at that time. No class absences will be excused for practices or rehearsals. Only absences for performances and necessary travel to and from performances are excused.

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 chairperson or school director, and in the event the resolution is not satisfactory, the final decision rests with the academic dean. (FS Resolution #12-62, April 2012; FS Resolution #17-79, December 2017)

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**Faculty Senate Agenda  
November 1, 2022  
Attachment 2.**

**ADMISSION AND RETENTION POLICIES COMMITTEE**  
Proposed revisions to University Undergraduate Catalog,  
Academic Regulations, Grading System, Grade Replacement Policy

The Committee is proposing revisions to address a request from the Student Academic Appellate Committee for clarification of the policy in the catalog when applied to special topics courses, specifically if the topic is different in the second attempted course. The Committee identified other instances when a similar issue might occur and proposed the additional language below.

Additions in **bold**.

**Grade Replacement Policy**

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

The grade replacement will be automatically processed for courses worth 3 or more semester hours. The student must request a grade replacement for 1 or 2 semester hour courses by completing a grade replacement form located on the [Office of the Registrar website](#). The grade replacement form must be submitted by the last day of classes of the semester in which the student retakes the course in order for the grade replacement(s) to be reflected in the student's GPA and Academic Standing for the current semester. Although the original grade will not be used in determining the GPA of the student, the original grade will remain on the student's permanent academic record. The replacement grade, or last grade, stands. Students receiving an F on the replacement grade must repeat the course if credit is required for graduation. If the original grade was a C-, D+, D, D- no additional credit hours will be awarded.

**If a grade replacement needs to be made for a Special Topics, Independent Study, or Directed Readings course, an alternative course may be used for the grade replacement if approved by the unit administrator. The alternative course used for the replacement grade must be from the same academic level, must be the same number of credit hours, and must exhibit similar academic rigor. To be used for the grade replacement, the unit administrator must provide written communication to the University Registrar documenting the reason(s) for the alternative class used for grade replacement and also outline the similarities in course offerings.**

This policy is retroactive for all students completing degree requirements in catalogs which have not yet expired.