



2022-2023 FACULTY SENATE

The fourth regular meeting of the 2022-2023 Faculty Senate will be held on **Tuesday, December 6, 2022**, at 2:10 pm via WebEx.

AGENDA

**Revised*

[WebEx meeting link](#)

- I. Call to Order
- II. Approval of Minutes
[November 1, 2022](#)
- III. Special Order of the Day
 - A. Roll Call
 - B. [Announcements](#)
 - C. Philip Rogers, Chancellor
 - D. Robin Coger, Provost and Senior Vice Chancellor for Academic Affairs*
Stephanie Coleman, Vice Chancellor for Administration and Finance
The New Funding Model and ECU's Chosen Metric
 - [Understanding the UNC System Funding Model](#)
 - E. Rob Weatherly, Director of Learning and Organizational Development*
[Results from the Employment Engagement Survey](#)
 - F. Pam Reis, Faculty Assembly Delegate*
Report on [December 2, 2022](#) UNC Faculty Assembly Meeting
 - G. Anne Ticknor, 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 24, 2022](#), and [November 14, 2022](#), Graduate Council meeting minutes, including level I action items from the [September 7, 2022](#), [September 21, 2022](#), [October 5, 2022](#), and

[October 19, 2022](#), Graduate Curriculum Committee meeting minutes which were approved by its delegated authority and are reported here for informational purposes.

Programmatic action item (GC 22-09* ~~20-09~~) recorded in the [November 14, 2022](#), Graduate Council meeting minutes, included level II action items from the [October 5, 2022](#), and [October 19, 2022](#), Graduate Curriculum Committee meeting minutes, which were forwarded to the Educational Policies and Planning Committee (EPPC), including a revision to an existing certificate, Gerontology certificate; and the discontinuation of an existing certificate, Hispanic Studies certificate.

Policy action item (GC 22-10*~~09~~) recorded in the [November 14, 2022](#), Graduate Council meeting minutes, including an addition to the Graduate Catalog: a [Double Counting course Credit policy](#) to allow for several instances where double counting is appropriate and a percent guideline for double counting courses in concentrations.

VI. Report of Committees

II. Writing Across the Curriculum Committee, Lisa Ellison
Curriculum and academic matters acted on and recorded in the [November 14, 2022](#) meeting including removal of writing intensive (WI) designation-by-section from BIOL 2015 Introduction to Biological Anthropology.

B. Undergraduate Curriculum Committee, Stacy Weiss
Curriculum and academic matters acted on and recorded in the meeting of [October 13, 2022](#) including curricular actions in the following units:

- Department of Addictions and Rehabilitation Studies within the College of Allied Health Sciences,
- School of Social Work within the College of Health and Human Performance;

And in the meeting of [October 27, 2022](#) including curricular actions in the following units:

- Department of Computer Science within the College of Engineering and Technology,
- Department of Anthropology within the Thomas Harriot College of Arts and Sciences,
- Department of Kinesiology within the College of Health and Human Performance,
- Department of Communication Sciences and Disorders within the College of Allied Health Sciences.

C. Unit Code Screening Committee, Ken Ferguson

1. Revised [College of Engineering and Technology Unit Code of Operations and Departmental Promotion, Tenure, and Advancement Guidelines](#).
2. Revised [School of Dental Medicine Unit Code of Operations and Departmental Promotion, Tenure, and Advancement Guidelines](#).

D. Admission and Retention Policies Committee, Eli Hvastkovs

1. Proposed revisions to ECU Faculty Manual, Part VI., Section I., Subsection II. Office Hours (attachment 1).
2. Proposed revisions to ECU Faculty Manual Part VIII., Section I., Subsection II.A. Teaching Responsibilities (attachment 2).

E. Educational Policies and Planning Committee, John Collins

Curriculum and academic matters acted on and recorded in the meeting of [November 11, 2022](#), including the following actions:

- Request to deliver BS in Family and Community Services in the Department of Human Development and Family Science within the College of Health and Human Performance
- APR unit response of Department of History
- APR unit response of Department of Political Science

F. Committee on Committees, Toyin Babatunde
Information about the call for faculty volunteers

G. General Education and Instructional Effectiveness Committee, Mary Tucker-McLaughlin
Curriculum and academic matters acted on and recorded in the meeting of [November 21, 2022](#), including:

- The following transfer credit approvals:
 - Domestic Diversity (DD) credit for HIST 201 from UT Martin
 - Domestic Diversity (DD) credit for AFST Introduction to African Studies from University of Tennessee – Knoxville
 - Global Diversity (GD) credit for Art Appreciation/Art B1 from Bakersfield College
 - Domestic Diversity (DD) credit for HIST B17A from Bakersfield College
 - Domestic Diversity (DD) credit for MUS 102 Music in American Culture from Western Carolina University
 - General Education Humanities (GE:HU) credit for English 105-14 Introduction to Narrative from UNCG
 - Global Diversity (GD) credit for LITR 2206 African Literature from I-University of Belize
- Global Diversity (GD) and General Education Social Sciences (GE:SO) designations for HIST 2200 Witch Hunts through History

H. Faculty Governance Committee, Mark Bowler
Proposed revisions to ECU Faculty Manual Part V, Section II. Statement of Professional Ethics (attachment 3).

~~III. Distance Education and Learning Technology Committee, Melinda Doty*
Formal faculty advice on Text Messaging Communication PRR (attachment 4). (postponed to a future meeting due to changes made to PRR after committee review)~~

J. Agenda Committee, Margaret Bauer
Proposed 2023-2024 Faculty Senate and Agenda Committee Meeting Dates (attachment 5).

VII. New Business

ADMISSION AND RETENTION POLICIES COMMITTEE

Proposed revisions to ECU Faculty Manual, Part VI., Section I., Subsection II. Office Hours

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

IV. Office Hours **for Student Engagement**

In addition to teaching, each instructor must maintain **at least five weekly** office hours ~~five hours during a work-week~~ **that reflect the mode of delivery and timing of the courses taught** to be available to ~~advisees and to campus and online~~ students **and advisees** who wish to consult with ~~him or her~~ **them**. It is strongly recommended that the instructor ~~be~~ **make themselves** available either on campus or **virtually** online at least one hour each day during the work-week. **Office hours should be provided for student-instructor engagement that mirror the delivery of the course. Instructors should attempt to schedule office hours that reflect the availability of both the students and the instructor to participate in the office hour interaction. Office hours can also be made by appointment in cases where a student cannot attend the posted times. In situations where an instructor's course and service load does not necessitate the minimum weekly office hour requirement, the instructor may maintain less than five hours concomitant with their service and teaching load if approved by the unit administrator.**

~~Instructors who teach only~~ **For** face to face/~~in-person~~ **C** courses: Instructors must maintain office hours in a designated location **accessible to students** for a minimum of five hours during the work-week to be available to counsel students ~~or to answer email~~. **If the instructor chooses, and if approved by the unit administrator, a portion of the office hour requirement may be provided virtually via a university-approved meeting software platform.**

~~Instructors who teach only~~ **For** online courses: Instructors must establish a time frame of a minimum of five hours during the work-week in which they are available to ~~answer email from~~ **interact with** students who wish to consult with them. **Office hours for strictly online courses must be held virtually via university-approved meeting software platform.**

~~Instructors who teach a~~ **For** hybrid online/~~face to face~~ **s** courses **or a for instructors with a** combination of online and face to face courses: Instructors must maintain **five weekly** office hours **to interact with students that reflect the mode of delivery, timing, and proportion of the types of courses taught.** ~~In a designated location for a minimum of five hours during the work-week to be available to counsel students to answer the email of their online students.~~

Each Instructor is to submit to the unit administrator a schedule of their office hours and the unit administrator is to have a complete schedule of the office hours of all Instructors of the unit. The office hour availability schedule is to be posted **in the course syllabus**, on the Instructor's office door, and/or on the online course website. ~~(FS Resolution #10-53, April 2010)~~

Official communication between students and instructors is via ECU email. Instructors should reply to student emails within 48 hours if received during the normal workweek (M-F) or within 72 hours if emails are received during a non-work day (weekends, holidays), or if the instructor is away from the office on university-related business. In cases where the instructor has limited access to or cannot access email, an automated email reply stating this information should be utilized. In those situations, the instructor should respond to student inquiries when their schedule permits.

**Faculty Senate Agenda
December 6, 2022
Attachment 2.**

ADMISSION AND RETENTION POLICIES COMMITTEE
Proposed revisions to ECU Faculty Manual Part VIII., Section I.,
Subsection II.A. Teaching Responsibilities

This section is being revised to bring it in line with the proposed revisions to *ECU Faculty Manual*, Part VI., Section I., Subsection II. Office Hours (report #2, attachment 2).

Additions in **bold**.

Consistent with Part VI, Section I.II., faculty members teaching one or more courses must maintain five hours of office hours during the workweek. **The means by which the faculty member holds office hours must mirror the delivery mode of the course.** Faculty members are also expected to be on campus an appropriate number of hours consistent with assigned instructional duties and disciplinary norms.

**Faculty Senate Agenda
December 6, 2022
Attachment 3.**

FACULTY GOVERNANCE COMMITTEE
Proposed revisions to Part V., Section II. Statement on Professional Ethics

The Faculty Governance Committee voted to approve the following changes to convey expectations about bullying behavior.

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

Statement on Professional Ethics

The East Carolina University faculty and administration expect all ECU faculty to perform all their job responsibilities in conformance with the following *Statement on Professional Ethics* modified from the American Association of University Professors: Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

1. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential

nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

2. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or engage in hostile conduct toward members of the university community. **Professors refrain from repeated, unreasonable actions directed towards other members of the university community that are intended to intimidate, degrade, humiliate, or undermine; or that create a risk to the health or safety of others.** They Professors respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors give proper acknowledgement to the ideas and data of others and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
3. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. (Faculty Senate Resolution #11-93, January 2012)

**Faculty Senate Agenda
December 6, 2022
Attachment 4.**

******POSTPONED TO FUTURE MEETING DUE TO
CHANGES MADE TO PRR AFTER COMMITTEE REVIEW******

DISTANCE EDUCATION AND LEARNING TECHNOLOGY COMMITTEE

Formal faculty advice on Text Messaging Communication PRR

Following the Committee's review, there are no revisions being suggested.

Title: Text Messaging Communication

PRR Classification #: (List POL, REG RULE and leave #blank. To be done by Legal)

PRR General Subject Matter: (Leave blank. To be done by Legal)

Authority: Office of the Provost and Senior Vice Chancellor for Academic Affairs

History: [Insert dates the PRR was first enacted and last revised.]

Related Policies: [Insert related PRRs and hyperlinks.]

Additional References: [Insert task force reports, memoranda, forms, state or federal laws or regulations that may be pertinent and hyperlinks.]

Contact for Info: Director, Digital Learning & Emerging Technology Initiatives, 252-328-9175, creaseyw@ecu.edu

1. Introduction

2. Text messaging is an effective mode of communication that allows East Carolina University (“University”) to quickly convey critical information to current and prospective students. To preserve the usefulness of this type of communication, text messaging should be reserved to relay information that is critical and/or time sensitive and enhances the support provided to current and prospective students. This regulation is not intended to restrict individual communication between a current or prospective student and a University employee.

3. Permissible Communication via Text Messaging

- 3.1. The following information may be communicated by University-level Offices and Colleges (defined as a major academic unit of the University and which may be called a college, school, or institute) to current and prospective students via text messaging:
 - 3.1.1. Admissions-related deadlines and events, application status notices, and updates, and enrollment milestones and tasks;
 - 3.1.2. Class registration related messages, transcript issues, graduation and commencement information, and other critical academic calendar notices and deadlines;
 - 3.1.3. Tuition and financial aid information, including but not limited to application directions, deadlines, and eligibility;
 - 3.1.4. Communication intended to foster student success and aid student advisement;
 - 3.1.5. Emergency notifications; and
 - 3.1.6. Information available through the University’s PeeDee the Chatbot communication platform; and other mission-critical text messages as determined by the Chancellor and/or Provost.

4. Impermissible Communication via Text Messaging

- 4.1. The following information should not be communicated by University-level Offices and Colleges via text messaging:
 - 4.1.1. Marketing or promotion of University related products or services available for sale;
 - 4.1.2. Announcement of ticketed events such as concerts, sporting events, theatre performances or symposiums;
 - 4.1.3. Personal matters (for example, items for sale, farewell messages);
 - 4.1.4. Information that contains private information such as Social Security numbers, passwords or credit card numbers;
 - 4.1.5. FERPA-protected information unless consent from the student is obtained; and
 - 4.1.6. Communication related to topics not listed in the “Permissible Categories of Text Messages” section.

5. University-level Offices and Colleges sending text messages must adhere to the following protocols:

- 5.1. Approval and Distribution of Text Messages and Creation of Chatbots
 - 5.1.1. With the exception of text messages sent through the PeeDee the Chatbot and the Office of Emergency Management, all other requests to send text messages must be submitted to **(COMMITTEE TO BE NAMED-CTBN)** for review, approval and distribution.

5.1.2. Requests for approval and distribution of a text message should be sent at least seven (7) business days in advance of the preferred distribution date. CTBN shall also be responsible for approving requests to create new Chatbots/texting systems by a University-level Office or a College.

5.2. Consent to Receive Text Messages.

5.2.1. With the exception of the Office of Emergency Management, a University-level Office or College should obtain the current or prospective student's consent to receive text messages. Students may opt-in to receive text messages on paper or electronically and by providing their wireless phone number.

5.3. Documentation of Consent.

5.3.1. With the exception of the Office of Emergency Management, the University-level Office or College should retain proof of a student's consent.

5.4. Opt-Out Mechanism.

5.4.1. Current or prospective students should have the ability to opt-out of receiving future text messages from a University-level office of College. Once a student unsubscribes, the choice should be documented and text messages should cease immediately.

5.5. Retention Period.

5.5.1. With the exception of text messages sent through PeeDee the Chatbot or the Office of Emergency Management, text messages sent pursuant to this regulation will be retained by CTBN and proof of consent will be retained by the University-level Office or College.

5.5.2. Record retention periods are based on the content of the message and not the mode of delivery. The period of retention for text messages and proof of consent will be no less than 4 years from the date the text message was sent. This retention period is prescribed by federal law but a longer retention period may be required for certain information by CTBN and/or ECU Records Retention Schedules. Therefore, CBTN will consult as needed with the University Records Management Office regarding how long to maintain text messages.

5.6 Message Content. The content of the message should be brief with no more than 160 characters and must clearly identify the originator of the message. Those University-level Offices or Colleges sending text messages must ensure the content is appropriate and the circulation list is correct before providing this information to CBTN for approval and distribution. Messages must be professional and polite. Abbreviations and slang should be avoided.

5.7 Timing. With the exception of emergency notifications and communication initiated by current or prospective students to the University's Chatbot communication platform, no text messages should be sent to students before 8 a.m. or after 9 p.m.

**Faculty Senate Agenda
December 6, 2022
Attachment 5.**

AGENDA COMMITTEE REPORT

Proposed 2023-2024 Faculty Senate and Agenda Committee Meeting Dates

2023/2024 University Academic Calendar

Fall 2023		Spring 2024	
August 21	Classes Begin	January 8	Classes Begin
September 4	State Holiday	January 15	State Holiday
October 8-10	Fall Break	March 3-10	Spring Break
November 6	Registration	March 25	Registration
November 22-26	Thanksgiving Break	March 29-30	State Holiday
December 4	Classes End	April 23	Holiday Makeup Day
December 5	Reading Day	April 23	Classes End
December 6-13	Exams	April 24	Reading Day
		April 25-May 2	Exams

2023/2024 Agenda Committee and Faculty Senate Meeting Dates

Agenda Committee	Faculty Senate
August 29, 2023	September 12, 2023
September 19, 2023	October 3, 2023
October 24, 2023	November 7, 2023
November 21, 2023	December 5, 2023
January 16, 2024	January 30, 2024
February 13, 2024	February 27, 2024
March 12, 2024	March 26, 2024
April 9, 2024	April 23, 2024
	April 30, 2024 (2024/2025 organizational mtg.)