

**The University of North Carolina at Pembroke**  
**Faculty Senate Agenda**

Wednesday, May 6, 2020 at 3:30 p.m.  
<https://uncp.webex.com/meet/abigail.mann>

+1-415-655-0001 US Toll  
+1-415-655-0001 US Toll  
Access code: 736 175 029

Abigail Man, Chair  
Joseph Van Hassel, Secretary

Members of the Senate:

<b>To 2020</b>	<b>To 2021</b>	<b>To 2022</b>
<b>ART</b> Joseph Van Hassel	<b>ART</b> Mark Tollefsen	<b>ART</b> Laura Hess
<b>CHS</b> Jeffrey Warren	<b>CHS</b> Shenika Jones	<b>CHS</b> Tamara Savage
<b>EDN</b> Joe Sciulli	<b>EDN</b> David Oxendine	<b>EDN</b> Gretchen Robinson
<b>LET</b> Abigail Mann	<b>LET</b> Wendy Miller	<b>LET</b> Robin Snead
<b>NSM</b> Nathan Phillippi	<b>NSM</b> Benjamin Killian	<b>NSM</b> Bill Brandon
<b>SBS</b> Michael Spivey	<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth
<b>At-Large</b> Melissa Schaub	<b>At-Large</b> Cherry Beasley	
<b>At-Large</b> Ottis Murray	<b>At-Large</b> Susan Edkins	
<b>At-Large</b> Joe West	<b>At-Large</b> David Young	
<b>Chancellor</b> Robin G. Cummings <b>Provost and Vice Chancellor for Academic Affairs</b> David Ward		

**Order of Business**

- I. Roll Call**
- II. Approval of Minutes:** (Appendix A)
- III. Adoption of Agenda**
- IV. Reports from Administration**
  - a. Chancellor—Robin G. Cummings
  - b. Provost and Vice Chancellor for Academic Affairs—David Ward
  - c. Vice Chancellor and Administration—Virginia Teachey
- V. Reports of Committees**

## 1. Operations Committees

### a. Executive Committee—Abigail Mann

- a. Thank You
- b. Summer Communications Plans
- c. Action Item: Proposal for the formation of a Budget Advisory Committee (Appendices B and C (Article VI, section 3))
- d. Action Item. Proposal: In light of the fast-moving events in response to Covid-19 and the financial decisions the University may have to make, the Faculty Senate mandates the creation of an ad-hoc advisory finance committee. The committee will meet regularly in consultation with the Vice Chancellor of Finance & Administration to emphasize the baseline principles of the faculty in terms of budget issues that affect curricular and pedagogical matters and discuss possible scenarios. Members will also be available for immediate consultation as the need arises. The committee members will be assigned by the Faculty Senate Chair in consultation with the executive committee, and will be dissolved at the will of the Faculty Senate Chair or with the formation of a standing Budget Committee, whichever shall occur first.
- e. Action Item: Commendation: In light of the extraordinary circumstances of Spring 2020, the faculty senate wishes to extend a sincere thank you to the staff of UNC-Pembroke, who have continued to provide exceptional support and service to both faculty and students.

### b. Committee on Committees & Elections—David Oxendine

- a. Action Item: Approve Committee/Subcommittee Appointments (Appendix D)
- b. Informational: Appointments (Appendix D)
- c. Committee on Faculty Governance—Cherry Beasley
  - i. Motion (Appendix E)
- d. Committee on the Oversight of the Faculty Handbook—Tom Dooling

## 2. Standing Committees

### 1. Academic Affairs Committee—Robin Snead

1. Action Items: Curriculum (Appendix F)  
<https://uncp.curriculog.com/agenda:132/form>  
Computer Science, General Track, B.S.  
<https://uncp.curriculog.com/proposal:1424/form>  
Information Technology, Cyber Security Trac, B.S.  
<https://uncp.curriculog.com/proposal:1468/form>  
Information Technology Minor  
<https://uncp.curriculog.com/proposal:1469/form>  
Information Technology, General Track, B.S.

<https://uncp.curriculog.com/proposal:1444/form>  
Music, B.A.

<https://uncp.curriculog.com/proposal:1375/form>  
Gender Studies Minor

<https://uncp.curriculog.com/proposal:925/form>

2. Informational: curriculum (Appendix G)
3. Informational: ICC
2. Faculty & Institutional Affairs Committee— Joe Sciulli
  1. Action Items: Proposal to amend Contracts and Evaluation of Tenure Stream Faculty to go into effect Fall 2021 (Appendix H)
3. Student Affairs & Campus Life Committee—David Young
  1. Informational: Student Name Change Policy
4. Academic Information Technology Committee—Joe West
  1. Informational: LTIs over summer
3. Faculty Assembly (Appendices I and J)
4. Teacher Education Committee (Appendix K)
5. Graduate Council (Appendix L)
6. Other Committees

**VI. Unfinished Business**

**VII. New Business**

**VIII. For the Good of the Order**

**IX. Announcements**

- a. General Faculty Meeting and Faculty Forum: Friday, May 8, 1:30

**X. Adjournment**

**The University of North Carolina at Pembroke  
Faculty Senate Agenda**

Wednesday, April 1, 2020 at 3:30 p.m.

<https://uncp.webex.com/meet/abigail.mann>

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<b>To 2020</b>	<b>To 2021</b>	<b>To 2022</b>
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<b>At-Large</b> Joe West	<b>At-Large</b> David Young	
<b>Chancellor</b> Robin G. Cummings <b>Provost and Vice Chancellor for Academic Affairs</b> David Ward		

**Members Present:** Victor Bahhouth, Bill Brandon, Cherry Beasley, Robin Cummings, Susan Edkins, Laura Hess, Shenika Jones, Benjamin Killian, Abigail Mann, Wendy Miller, Ottis Murray, David Oxendine, Nathan Phillippi, Gretchen Robinson, Tamara Savage, Melissa Schaub, Joe Sciulli, Robin Snead, Jack Spillan, Michael Spivey, Mark Tollefsen, Joseph Van Hassel, David Ward, Jeffrey Warren, Joe West, David Young

**Members Absent:**

**Guests:** Irene Aiken (Graduate School), Robert Arndt (Library), Scott Billingsley (Academic Affairs), Juan Bobadilla (Spanish), Polina Chemishanova (English), Thomas Crowe-Allbritton (SGA), Beth Holder (University College), Carole Graham (Political Science and Public Administration), James Hudson (History), Zach Laminack (English), Renee Lamphere

(Sociology and Criminal Justice), Cecilia Lara (Spanish), Diana Lee (Spanish), Porter Lillis (Sociology and Criminal Justice), Lawrence Locklear (Office of Student Inclusion and Diversity), Zoe Locklear (School of Education), Melissa Mann (Business), Lisa Mitchell (School of Education), Maria Pereira (Biology), June Power (Library), Marianna Rader (Psychology), Rachel Smith (Chemistry and Physics), Desmond Woods (SGA)

## Order of Business

- I. Meeting called to order at 3:30 PM
- II. Roll Call
- III. Approval of Minutes and 3/20 Special Meeting Minutes: (Appendices A and B): **Vote: 20-0-0**
- IV. Adoption of Agenda **21-0-0**
- V. Reports from Administration
  - a. Chancellor—Robin G. Cummings
    - Commencement Cancelled, new dates 8/7 and 8/8
      1. Students appreciated cancellation and newly scheduled time
      2. Entranceway and School of Business, and West Hall projects are still ongoing
      3. Groundskeeping also working on campus
      4. 337 students currently staying on campus
        - a. Refunds for housing and food will be made
      5. Meetings with Office of State Budget Management
        - a. NC was in good financial condition when Coronavirus pandemic started
        - b. State Budget was never passed – no movement on it
          - Unfortunate, campus doesn't get \$10 million if it is not passed
      6. Thanks to faculty and staff for their hard work
        - a. Hasn't received any complaints from student regarding academic affairs
  - b. Provost and Vice Chancellor for Academic Affairs—David Ward
    - Thanks to faculty for their work in transitioning entire curriculum to online; significant given the current realities
    - Dr. Mann has done an exceptional job working on the faculty's behalf relaying concerns, questions, advice to administration
    - Faculty should not hesitate to ask questions regarding advising, as there have been lots of changes recently.
    - Questions:
      1. Joseph Van Hassel: Will May 1 continue to be Fall undergraduate priority admission cut-off date?
        - a. Provost Ward: Decision hasn't been made, but in all likelihood no
        - b. Provost Ward: Board of Governors approved revisions to three-year minimum eligibility requirement, 2.5 GPA and a certain threshold on ACT and /or SAT; effective immediately – in

- response to incomplete test scores, since ACT and SAT no longer possible to take
2. Susan Edkins: Can students “undrop” a class
    - a. Provost Ward: If you know of students in this position, direct them to Lois Williams
  3. Cherry Beasley: if a student takes an incomplete, do they need to be passing the class?
    - a. Provost Ward: To take an Incomplete now to avoid failing the class, and avoiding a withdrawal would be an okay advising choice
  4. Abigail Mann: when will faculty annual evaluations be due?
    - a. Provost Ward: Not officially changing any of the timelines; will allow faculty to request consideration and more time; Provost Ward has asked Deans to be flexible
  5. Desmond Woods: a lot of seniors are confused about graduation specifics
    - a. Provost Ward: there will be specific communication hopefully relatively soon; the ceremony is just ceremony, students still graduate and get diplomas at end of semester if they complete requirements; refunds, including graduation fees, are under discussion

## VI. Reports of Committees

### 1. Operations Committees

#### a. Executive Committee—Abigail Mann

- a. Thank You
  - a. Thanks to faculty for doing their job extremely well
  - b. Thanks for Faculty Senate participation with committees
- b. A word on voting
- c. Action Item. Recommendation: In light of the extraordinary circumstances of Spring 2020, the faculty senate recommends that **as long as faculty members can view them first**, Student Evaluation of Instruction (SEIs) be collected in all classes, so that valuable data can be gathered, but that SEIs should only be used in evaluating faculty at the request of the faculty member.  
**Language with amendment Vote: 16-0-4**  
**Motion to Recommend Vote: 17-0-4**
  - a. Could be useful to allow BoG to see how successful or not online instruction is with a solid chunk of data
  - b. Melissa Schaub: all classes, or just the ones originally scheduled
    - a. Abby Mann: the intent was all classes
  - c. Nathan Phillippi: how would student evals be recorded?
    - a. Online, on Canvas
  - d. Joe Sciulli: evaluation should be developmental – used to make improvements, not meant to be punitive; not every

faculty member is comfortable with the process with their chair, but if developmental, would be a good idea to have student evaluations

- e. Nathan Phillippi: would we get to view the evaluations before they are submitted? Who collects them? Department chairs still might use evaluations how they want to use them.
    - a. Cherry Beasley: evaluations go to chair first, then sent to faculty member
  - f. Robin Snead: because student evaluations are seen by faculty after the semester ends, faculty evaluation may be relevant for next year
  - g. Provost Ward: perhaps routing is changed, where faculty see their student evaluations, and can choose to include or not in their annual evaluation or P & T portfolios, based on results
  - h. Robert Arndt: what is the return rate of student evaluations?
    - a. Provost Ward: varies, depending on the class and/or situation
  - i. Jeff Warren: will the evaluations be modified to capture the data you describe?
    - a. Abby Mann: I don't think we have the ability to change, but we could help prompt them regarding comments for this unique situation
    - b. Provost Ward: changing would be a tall order right now
  - j. Melissa Schaub: do SEI's really comment upon the platform used for teaching? Can we have a separate survey?
    - a. Abby Mann: would possibly lower response rate
    - b. Provost Ward: inclined to have this evaluative free as possible; evaluations may reflect a lot more than individual faculty members personal expertise and teaching capabilities, can be used for aggregate data of success of online classes
- d. Action Item: Recommendation: In light of the extraordinary circumstances of Spring 2020, the faculty senate urges that faculty evaluations contextualize the tremendous service requirements of the transition to remote teaching, and apply flexibility and understanding to the way such changes altered outcomes. Recognizing that some disruptions may be longer term, the faculty senate recommends that, as future events dictate, the possibility be investigated that pre-tenure faculty affected by this semester be offered the option to take an additional year before applying for tenure, with the appropriate contract adjustment.

**Motion to Recommend Vote: 21-1-0**

- e. Informational ICC: Will be addressed at next Academic Affairs; Website with Proposal, Requested Background, SGA statement, and space for open comments (Appendix C)
  - a. Abby will have website with ICC materials by the end of the week; the discussion will continue
  - b. Executive Committee has accepted report; ICC has been dissolved, and now Abby represents the proposal
  - c. Important to remember that this is something put together by our colleagues
  - d. No vote right now
  - e. Questions:
    - a. Cherry Beasley: will this be able to be passed this academic year?
      - a. Yes, if passes Academic Affairs, we can vote in May Faculty Senate meeting
    - b. Thomas Logan Crowe-Allbritton: 2017-2018 SGA passed legislation, and proposal has evolved from there; SGA and student body supports this proposal
    - c. Cecilia Lara: concern about proposal – if passed it will effect programs, including foreign language, may keep them from completing their program requirements. Proposal should be applied to American Indian program, not all students.
      - a. Abby Mann: designed to be universal
      - b. Cherry Beasley: there are indigenous people in all language groups; reflects the history of UNCP
    - d. Susan Edkins: if this is passed, and a student changes their catalog year, it could leave them only one year to complete the proposed new requirements, could impact their decision
      - a. Abby: there is a graduated number of hours, so would be less for current students; will look into changing/clarifying language
    - e. Desmond Woods: original SGA proposal has grown from just a class to more requirements
    - f. Laura Hess: Will the website provide info about which specific courses will meet the ICC requirement? What are the standards for meeting such requirements? Same questions for events and service learning credits?
      - a. Yes, available on current proposal, and will be on website
    - g. Ottis Murray: are we pre-empting Academic Affairs Committee and their work? The discussion on this



topic was tabled at the last AA meeting. Should let the committee do their work before we provide our input.

- h. Melissa Schaub: wants to emphasize Academic Affairs Committee doing their work; specific language needs to be in proposal
- i. Thomas Logan Crowe-Allbritton: wants to clarify that the SGA wanted to emphasize specifically the history and culture of UNCP and Indigenous Americans
- j. Robin Snead: happy to hear comments, ideas, etc in the interim between now and April 15<sup>th</sup>

- b. Committee on Committees & Elections—David Oxendine
  - a. Action Item: Approve Student Conciliator Nominees (Appendix D) –  
**Vote: 20-0-0**
  - b. Informational: Appointments (Appendix D)
- c. Committee on Faculty Governance—Cherry Beasley
  - **No report**
- d. Committee on the Oversight of the Faculty Handbook—Tom Dooling
  - **No report**

## 2. Standing Committees

- 1. Academic Affairs Committee—Robin Snead
  - 1. Action Items: Curriculum
    - <https://uncp.curriculog.com/agenda:129/form>
    - 1. **Votes:**
      - 1. **ETFL (Spanish 1320) 20-0-0**
      - 2. **Biology (Program Deletions) 20-0-0**
      - 3. **Biology (Biotechnology Emphasis) 19- 0-0**
      - 4. **History (Asian Studies Minor) 20-0-0**
      - 5. **Sociology and Criminal Justice 19-0-1**
      - 6. **Sociology and Criminal Justice (Substance Abuse Minor) 19-0-0**
      - 7. **Counseling (Clinical Mental Health Counseling) 20-0-0**
      - 8. **Kinesiology (Athletic Training) with amendment to the 3 + 2 BS EXSS: Ex Phys/MSAT proposal: 17-1-0**
        - 1. **Amendment: Program Specific General Education: Students Can Choose Between PHI 2040 and 2070**
      - 9. **Music (Minor) 19-0-0**
    - 2. Informational: curriculum (Appendix E)
    - 3. **Informational: There is a board looking at academic integrity/conduct; would like someone from faculty be a part of that**
  - 2. Faculty & Institutional Affairs Committee— Joe Sciulli

1. Action Items: Proposal to amend Faculty Handbook Procedures for Contract Renewal Evaluations and Advisory Evaluations of Untenured Tenure (Appendix F) – **Appendix F is not most current version of document; revised document was disseminated and covered during meeting**

1. **Motion to accept revised Appendix F as disseminated at meeting vote: 18-0-1**
2. **Vote to accept Amendments to Faculty Handbook Procedures for Contract Renewal 19-0-0**

2. Informational: The cabinet and deans have requested, in light of the current situation, that the proposed revised pre-tenure evaluation structure, currently in FIAC, if passed, be delayed for one year, to the 2021-2022 academic year

3. Student Affairs & Campus Life Committee—David Young
  1. **No Report**
4. Academic Information Technology Committee—Joe West
  1. Informational: Faculty Senate Webex Teams Space
  2. **Created a Faculty Webex Teams Space**

3. Faculty Assembly (Appendix G)
  1. **No report**
4. Teacher Education Committee
  1. **No report**
5. Graduate Council (Appendix H)
  1. **Graduate accomadations posted online**
6. Other Committees

- VII. 5:00 PM: Motion to Extend for 20 Minutes – approved**
- VIII. Unfinished Business None**
- IX. New Business None**
- X. For the Good of the Order None**
- XI. Announcements None**
- XII. Adjournment at 5:20 PM**

**TO: Abigail Mann, PhD, Chair of the Faculty Senate and General Faculty**

**FROM: Scott Hicks, PhD, Chair of the Committee on Faculty Governance**

**DATE: March 30, 2020**

**RE: Establishment of a Budget Oversight Committee**

I am writing on behalf of the Committee on Faculty Governance to urge the Faculty Senate to approve the proposal of the addition of a Budget Advisory Committee to the UNCP Faculty Constitution and Bylaws.

The Committee unanimously recommends ratification of the establishment of a Budget Advisory Committee in the interest (1) of increasing faculty's understanding of the University's fiscal resources in support of more considered and knowledgeable decisionmaking, (2) of facilitating and institutionalizing faculty and administrative collaboration in the matter of the University's fiscal resources; and (3) of enhancing faculty and administrative consultation in the advancement of shared governance.

Please find attached a redlined copy of this proposal, and please contact me or committee Vice Chair Cherry Maynor Beasley, PhD, if you have questions or comments. Thank you for your consideration.

## UNCP Faculty Constitution

### Preamble

We, the members of the Faculty of The University of North Carolina at Pembroke, desiring to:

- Provide a democratic form of government for the coordination of faculty activities;
- Provide a forum for the expression of faculty views and interests;
- Maintain academic freedom, academic responsibility, and faculty rights;
- Improve intellectual, cultural, social, and physical welfare;
- Develop better educational standards, facilities, and teaching methods;
- Foster the recognition of the rights and responsibilities of the faculty to the school, the community and humanity; do hereby establish this Constitution.

### ARTICLE I. GENERAL FACULTY

Section 1. The General Faculty of The University of North Carolina at Pembroke shall consist of the Chancellor, all full-time instructional personnel, those faculty participating in phased retirement and all full-time non-instructional personnel who hold academic rank.

#### Section 2. Powers

The General Faculty shall have power (or authority):

- A. To receive reports from--and make recommendations to--the Faculty Senate.
- B. To discuss--and pass resolutions on--matters relating to the life of the University.
- C. To take action on the awarding of honorary degrees.
- D. To review and revoke action of the Faculty Senate.
- E. To review and modify the structure of Faculty Government.
- F. To elect Senators-at-Large, members of the Faculty Hearing Committee, members of the Faculty Grievance Committee, and Delegates/Alternates to the UNC Faculty Assembly.

#### Section 3. Meetings

The General Faculty shall meet three times during the academic year, the exact dates of the meeting to be determined by the Chancellor and the Chair of the Faculty Senate. The first meeting will coincide with the fall opening of the University. The second meeting will be held in late fall. The third meeting will be held in the spring.

A. Special Meetings of the General Faculty may be called by the Chancellor; the Faculty Senate; or, within thirty days after receiving a petition stating specifically the purpose of the meeting and signed by fifty members of the General Faculty, the Chancellor shall be empowered to call a meeting of the General Faculty.

B. The Agenda for the regular meetings of the General Faculty shall be determined by the Chancellor and the Executive Committee of the Faculty Senate. The Agenda shall contain a report on the business conducted by the Senate since the last meeting of the General Faculty.

C. The Chair of the Faculty Senate shall notify members of the General Faculty at least one week in advance of the date of each regular meeting of the General Faculty. If practicable, the agenda and any materials to be voted on shall be distributed to the members of the General Faculty one week in advance of each meeting.

D. A quorum for Meetings of the General Faculty shall consist of a majority of the voting membership as defined above (see Article I, Section 1). A majority vote of members present is sufficient to conduct business, except that when the question of revoking an action of the Faculty

Senate is under consideration by the General Faculty, a two-thirds vote of a quorum shall be required to annul.

E. Voting in General Faculty Meetings shall normally be by voice vote. Vote by ballot shall be taken on motion approved by a majority of members present and voting. Results of voting shall be recorded in the minutes.

F. Meetings of the General Faculty and its deliberative bodies shall follow Robert's Rules of Order (Newly Revised). In particular, proxy voting is not permitted.

Section 4. The minutes and records of the General Faculty shall be kept by the Secretary of the Faculty Senate.

A. Copies of the minutes of General Faculty Meetings shall be sent to each member.

B. Minutes of the General Faculty Meeting shall be placed on file in the Office of the Chancellor, of the Provost and Vice Chancellor for Academic Affairs, in the UNCP Archives, and on the website of the Faculty Senate.

## ARTICLE II. FACULTY SENATE

Section 1. The General Faculty delegates the responsibility for the conducting of business to a Faculty Senate.

Section 2. The purpose of the Faculty Senate of The University of North Carolina at Pembroke shall be to serve as the principal academic policy-making body of the University, subject to review and approval by the Chancellor; to serve as an advisory and consultative council to the Chancellor and other Administrators; and to receive from Senate Committees or University Departments recommendations concerning educational policies of The University of North Carolina at Pembroke upon which the Senate may deliberate and act.

Section 3. The Senate shall recognize the province within the University of the traditional academic disciplines and the established departments and divisions in setting and implementing rules and regulations directly affecting these areas, but reserves the right to review such rules and regulations as may affect the University as a whole.

Section 4. Actions of the Senate completed

A. Actions of the Senate shall be in one of three forms:

1. Act. An Act shall have the effect of policy.

2. Resolution. A Resolution shall express the sentiment of the Senate.

3. Recommendation. A Recommendation shall express the advice of the Senate, giving advice only.

B. No Acts of the Senate shall have the effect of policy unless they have been passed by a majority vote and bear the signature of the Chancellor of the University, indicating his approval.

C. Upon passage of an action as defined above, the Chair of the Senate shall submit the completed Faculty Senate Routing Form to the Chancellor within three school days of its passage.

D. The Chancellor may veto an Act. In such case the Senate shall be notified of such action at its next meeting.

## ARTICLE III. MEMBERSHIP AND ELECTIONS

Section 1. The Senate shall consist of the following members:

- A. The Chancellor of the University
- B. The Provost and Vice Chancellor for Academic Affairs
- C. Three General Faculty members from each of the six divisions listed below, elected by and from the General Faculty of the division:
  - 1. Division of Arts
  - 2. Division of Education
  - 3. Division of Letters
  - 4. Division of Natural Science and Mathematics
  - 5. Division of Social and Behavioral Sciences
  - 6. Division of Health Sciences
- D. Six General Faculty members elected at-large by the General Faculty.

Section 2. Those eligible to vote for representatives in a division shall be General Faculty who currently hold academic rank at The University of North Carolina at Pembroke in a discipline associated with the division; those eligible to vote for Senators-at-Large shall be General Faculty members.

Section 3. Eligibility for election to Senate membership is restricted to members of the General Faculty

- A. not holding an administrative position above that of Department Chair, and
- B. having a minimum of two consecutive years as members of the General Faculty at The University of North Carolina at Pembroke prior to candidacy and having not broken the current period of employment at UNCP except by virtue of approved leaves of absence.

Section 4. Senators elected by the division shall serve for a term of three years. The Committee on Committees and Elections of the Faculty Senate shall conduct annual elections for division representatives.

Section 5. Senators representing divisions shall normally be elected during the month of October by those holding current academic rank in the division they will represent, to take office at the adjournment of the first General Faculty meeting of the academic year. Faculty members with joint appointments shall be eligible to run and to vote in only one division in the election of Senators representing divisions.

Section 6. Elections for Senators-at-Large shall be conducted immediately following election of division representative, for a term of three years. The election of Senators-at-Large shall be conducted by the Committee on Committees and Elections of the Senate.

Section 7. No elected Senator may serve more than two successive terms; the filling of an unexpired term shall be deemed as one of the two successive terms.

Section 8. The position of an elected Senator whose term is unexpired shall be considered vacant upon:

- A. Notification by the Senator to the Chair of (1) his/her resignation, or (2) a leave-of-absence;
- B. The Senator's becoming ineligible through change in professorial status, either at this University or elsewhere;
- C. The Senator's absence from more than two regular meetings of the Senate in an academic year.

Such vacancy shall be filled by special ballot in accordance with Article V, Section 2, A, 3 of the By-Laws for the Faculty Senate. Senators so elected shall serve the unexpired portion of the term.

Section 9. Senators shall take office at the adjournment of the first General Faculty meeting of the academic year.

#### ARTICLE IV. DUTIES OF SENATORS

Section 1. Senators shall bring to the Senate proposals originating from (or endorsed by) Department Chairs, from academic supportive services, and from other areas of academic concern of the faculty. Proposals shall be in writing and furnished in sufficient copies to facilitate review and action of the Senate.

Section 2. Each elected Senator (except the Chair and Secretary) shall serve on one of the Standing Committees or on the Committee on Committees and Elections.

#### ARTICLE V. OFFICERS

Section 1. The Chancellor of the University shall have the right to preside over the deliberations of any legislative bodies of the Faculties of The University of North Carolina at Pembroke.

Section 2. The Senate shall elect from its voting membership a Chair of the General Faculty who shall also serve as Chair of the Faculty Senate, to serve for one year. The Chair shall serve as Chair of the Executive Committee, and shall preside at meetings of the Faculty Senate and of the General Faculty subject to the right of the Chancellor to preside over such deliberations as provided in Article V. Section 1, above. The Chair shall not serve for more than two successive years; the filling of an unexpired term shall be deemed as one of the two successive years. The Chair of the Faculty Senate is entitled to a course load reduction (six hours per semester) while serving as Chair.

Section 3. The Senate shall elect from its voting membership a Secretary to serve for a period of one year. The Secretary shall serve as the Secretary of the General Faculty.

#### ARTICLE VI. COMMITTEES

Section 1. The consideration of matters within its jurisdiction may be delegated by the Senate to Committees, which shall be responsible to and report to the Senate.

Section 2. The Senate shall have the following types of committees: Operations Committees, Standing Committees, Subcommittees of the Standing Committees, and Continuing and Special Committees. The terms of the Standing Committees, and Continuing Committees, shall end with the convening of a new Senate at the first regular meeting of the academic year; the Committee on Faculty Governance will be appointed for three-year staggered terms and other Operations Committees' terms shall be the same as the Standing and continuing Committees; members of Subcommittees of Standing Committees will be appointed for two-year staggered terms; and the term of any Special Committee will be ended upon completion of its designated assignment.

Section 3. There shall be ~~four~~ the following Operations Committees:

A. The Committee on Committees and Elections shall consist of three Senators appointed by the Senate Chair. The Chair of the Committee shall be appointed by the Senate Chair. The Committee shall conduct elections for Divisional and At-Large Senators, members of the Promotion and Tenure Committee, the Faculty Awards Committee, the Faculty Grievance Committee, the Faculty Hearing Committee, and Delegates and Alternates to the UNC Faculty Assembly. All elections administered by the Committee on Committees and Elections will be conducted by anonymous balloting. The Committee shall nominate all members of Faculty Senate Subcommittees, the Faculty Governance Committee, the Budget Advisory Committee, the non-Senate faculty members on the Academic Information Technology Committee, and the Student Affairs and Campus Life

Committee, and one member of the Student Publications Board. The Committee shall select four nominees for the position of Faculty Conciliator for Undergraduate Grade Appeals.

B. The Executive Committee shall consist of the Chair of the Senate, who shall serve as its Chair; the Secretary of the Senate; the Chairs of the ~~four major~~ Standing Committees as provided for in Article VI, Section 4 of this Constitution; ~~and~~ the Chair of the Committee on Committees and Elections; ~~and the Chair of the Budget Advisory Committee~~. This committee shall prepare a Senate Agenda and publish it to the General Faculty five days prior to each regular meeting. The Agenda for regular meetings of the General Faculty shall be determined by the Senate Executive Committee consisting of the Chancellor and the Executive Committee of the Faculty Senate. The Senate Executive Committee shall have general supervision of the affairs of the Senate between its regular meetings. This includes the implementation of Senate-approved policies and procedures. None of these implementing actions shall conflict with actions taken by the Senate.

The Senate Executive Committee shall have general supervision of the affairs of the Senate between its regular meetings. This includes the implementation of Senate-approved policies and procedures. None of these implementing actions shall conflict with actions taken by the Senate.

C. The Committee on Faculty Governance shall consist of not more than nine members, a majority of whom must be Senators or former Senators. They are to be nominated by the Committee on Committees and Elections and confirmed by the Senate.

D. The Committee for Oversight of the Faculty Handbook shall consist of seven members: the Chair of the Faculty Evaluation Review Subcommittee, who serves in an ex officio capacity, and one member elected from each Division of the General Faculty in General Faculty-wide elections conducted by the Committee on Committees & Elections. Any member of the General Faculty with tenure and the rank of Associate or Full Professor is eligible for election. Membership is for three-year staggered terms, and the chair and secretary of the Committee shall be appointed by the Faculty Senate Chair from its Divisional membership.

The Committee, through its continuous review and oversight of the Faculty Handbook, shall assure the accuracy and currency of the Faculty Handbook and maintain the document and its previous versions in a digital format accessible via the Faculty Senate's official website. The committee shall implement the acts of the Senate in the Faculty Handbook and, as necessary, edit and/or update the Faculty Handbook for consistency, accuracy, and currency. The Committee must present any such alterations to the Faculty Handbook to the Faculty Senate; with subsequent action undertaken at the pleasure of the Faculty Senate.

~~E. The Budget Advisory Committee shall consist of nine members: the Vice Chancellor of Finance & Administration, who serves in an ex officio capacity, and members of the General Faculty, one from each Division and two at-large, nominated by the Committee on Committees and Elections and confirmed by the Senate. Membership is for three-year staggered terms, and the chair and secretary of the Committee shall be appointed by the Faculty Senate Chair from its General Faculty membership.~~

~~It is the Committee's responsibility to develop a comprehensive understanding of the fiscal resources available to the University, their allocations, and their management, within the institutional contexts in which budgetary decisions are made. In this role, the Committee shall serve in a consultative role to the Vice Chancellor of Finance & Administration regarding the University's strategy and management of fiscal resources and ensure that the University meets its fundamental mission, vision, and core values and future aspirations.~~



Section 4. The Senate members of the four major Standing Committees and their Chairs shall be appointed by the Chair of the Senate. Membership of the Standing Committees, Subcommittees, and other committees is outlined in the By-Laws, Article VI.

The Standing Committees shall be:

- A. Academic Affairs
- B. Student Affairs and Campus Life
- C. Faculty and Institutional Affairs
- D. Academic Information Technology Committee

Section 5. Standing Committees may, with the approval of the Senate, set up Subcommittees; the tenure of the Subcommittee shall be coincident with that of the parent Standing Committee.

Section 6. Persons eligible to serve on Subcommittees are members of the General Faculty and staff members appropriate to the function of the subcommittee. When one or more of the four Standing Committees request Subcommittee formation, the Committee on Committees and Elections shall determine the size of the Subcommittee and make nominations to the Senate, to be confirmed by the Senate.

Section 7. All Subcommittees shall report directly to the parent Standing Committee, of which each subcommittee's Chair will be a voting member.

Section 8. The Chair of each Standing Committee shall speak for the Committee. He/she may present an oral or written report, but in every case the presentation must give sufficient information on which the Senate can act.

Section 9. Continuing and Special Committees may be constituted, with appropriate membership, at any time by the Senate.

Section 10. The Faculty Research Advisory Board shall be a Continuing Committee of the Faculty Senate. It shall consist of not more than seven members to serve three-year staggered terms. The members will be nominated by the Chair of the Faculty Senate and confirmed by the Senate. The membership will consist of one faculty member from each division, and one At-Large faculty member from a department not already represented. The Board shall elect a Chair from its membership.

#### ARTICLE VII. MEETINGS

Section 1. The Senate shall regularly meet at least once each month during the academic year. Regular meeting dates shall be established by the Senate; however, these dates may be altered when deemed necessary.

Section 2. A Special Meeting may be called by the Chancellor, the Chair of the Faculty, or at the request of a majority of the voting members of the Senate.

Section 3. Written notices of Regular Meetings of the Senate shall be sent to each Senator five business days prior to the meeting and shall contain an agenda. Special Meetings, when practicable, shall require a three-day notice. Special Meetings may be arranged by telephone or email. The General Faculty will be notified.

Section 4. All Meetings of the Senate shall be open meetings unless, consistent with the requirements of State Law, a meeting is closed to the public by majority vote of a quorum of the Senate membership.

Section 5. Fifteen elected members of the Senate present at any meeting shall constitute a quorum.

Section 6. Minutes of all meetings shall be posted on the faculty Senate website within ten days after approval.

#### ARTICLE VIII. RIGHT OF FACULTY APPEAL

Section 1. Any action or resolution of the Senate may be appealed to the Senate by a petition containing not fewer than fifteen faculty signatures. In the event of failure of the Senate to produce agreement with the petitioners, fifty members of the faculty signing a petition may call for a General Faculty Meeting. A two-thirds vote of a quorum of the faculty in a General Faculty Meeting shall be required to revoke Senate action.

Section 2. Written notice of a full Faculty Meeting for deliberation of Senate action appealed by petition shall be distributed to the faculty one week prior to the meeting. Such notice shall include a statement of the action to be discussed.

#### ARTICLE IX. REVIEW OF THE CONSTITUTION, BY-LAWS, PROCEDURES

Section 1. The Senate shall have the authority to make by-laws and rules of order for the conduct of its business.

#### ARTICLE X. AMENDMENT OF THE CONSTITUTION

Section 1. A recommendation to amend the Faculty Constitution may be made in one of two ways: at a regular meeting of the Senate preceding that at which the vote on such recommendation is taken, or at a meeting of the General Faculty at least thirty days preceding that at which the vote on such recommendation is taken.

Section 2. A two-thirds vote of a quorum of the Senate present and voting shall be necessary in order to recommend the amendment of the Constitution or any of its provisions.

Section 3. Ratification of the recommendation of the Senate or General Faculty for the amendment of the Constitution or any of its provisions shall require a two-thirds vote of the faculty.

Section 4. The Board of Trustees of The University of North Carolina at Pembroke and the Board of Governors of The University of North Carolina shall be properly informed by the Chancellor of changes in faculty organization and operating procedures.

## **By-Laws for the Faculty Senate**

### ARTICLE I. MEETINGS

Section 1. The Faculty Senate shall meet regularly on the first Wednesday of each month of the academic year consistent with the University academic calendar.

Section 2. Special meetings and alterations of the prescribed schedule shall require a three-day notice when practicable.

Section 3. Meetings shall not exceed 90 minutes without a vote to extend the time.

Section 4. Absences from Meetings. Faculty members who desire to run for a Senate seat are obligated to check professional responsibilities against the Senate's meeting schedule for potential conflicts. When a Senator cannot be present at a regular meeting and requests to be excused, such request must be addressed to the Chair of the Senate in writing.

Section 5. The minutes and all official documents of the Senate and its committees and subcommittees will be filed by the Secretary of the Senate. The Secretary will post the completed Faculty Senate Routing Form and attachments, official agendas, and minutes on the Faculty Senate web site. It will be the responsibility of each committee and subcommittee Chair to see that agendas and minutes are delivered to the Secretary in advance of meeting dates.

### ARTICLE II. RULES OF ORDER

Section 1. The Senate shall determine the rules of order for the conduct of its business meetings.

Section 2. Robert's Rules of Order (Newly Revised) shall be followed, except that proxy voting shall be not be permitted.

### ARTICLE III. ORDER OF BUSINESS

Section 1. The order of business at meetings of the Senate shall be as follows:

- A. Roll Call
- B. Approval of Minutes
- C. Adoption of Agenda
- D. Reports from Administrators
  1. The Chancellor
  2. The Provost and Vice Chancellor for Academic Affairs
- E. Reports of Committees
  1. Operations Committees
  2. Standing Committees
  3. Special Committees
- F. UNC Faculty Assembly Report
- G. Teacher Education Committee
- H. Graduate Council
- I. Other Committees
- J. Unfinished Business
- K. New Business
- L. Announcements

Section 2. All business brought before the Senate must have appeared on an approved Agenda before action on it can be completed.

### ARTICLE IV. PROPOSALS TO BE ACTED UPON BY THE SENATE

Section 1. Proposals to the Senate may come from any Faculty member, and any administrator eligible for membership in the Senate.

Section 2. Proposals germane to the curriculum of a department must be approved and forwarded to the Department Chair.

Section 3. Endorsement does not imply consent or concurrence but an awareness of a proposal.

Section 4. Proposals originating through individual Senators, from committees or Special Committees, or from any other source shall be routinely referred to the Executive Committee for inclusion on the next agenda.

## ARTICLE V. DUTIES OF THE SENATE CHAIR AND FUNCTION AND SCOPE OF OPERATIONS COMMITTEES

Section 1. The Duties of the Faculty Senate Chair shall include:

1. Attend the Board of Trustee Meetings when invited.
2. Communicate or meet with the Chancellor and Provost monthly regarding Senate activities.
3. Chair the Executive Committee of the Senate, which meets at least one week prior to each Senate meeting to set the Senate agenda.
4. Email the Senate and the General Faculty with Senate meeting announcements and agendas.
5. Arrange and moderate three General Faculty meetings per year (start and end of the fall semester, and end of the spring semester) and at each of these meetings give a report of recent Senate activities.
6. Reserve rooms for Senate meetings, General Faculty meetings, Executive Committee meetings, and Campus Appeal Board meetings.
7. Attend at least one Faculty Assembly meeting per academic year (optional).
8. Appoint all members and Chairs of the Standing Committees: Academic Affairs, Faculty and Institutional Affairs Committee, Student Affairs and Campus Life Committee, Academic Information Technology Committee, and the Committee on Committees and Elections. Each Senator must serve on one of these five.
9. Appoint faculty to the Student Grievance Panel for one-year terms.
10. Forward each year one month prior to the end of the spring semester four faculty names to the Director of Student Life, one of which will be chosen by the Student Government Association to serve as Faculty Conciliator.
11. Serve as Chair of the Campus Appeal Board.
12. Deliver comments at Convocation in the Fall Semester.
13. Deliver greetings and comments at fall and Spring Commencements.
14. Deliver comments at the Spring Faculty Appreciation Dinner.
15. Select when requested a designee from the General Faculty to serve on special committees formed by the administration.
16. Conduct end-of-year faculty reviews of administration. The Chair and Executive Committee receive, and the Chair compiles, the faculty responses for delivery to the Chancellor.
17. And other duties as needed or directed by the Senate.

Section 2. Executive Committee

A. The Executive Committee shall prepare the agenda and publish it five days prior to each regular meeting of the Senate. The following procedure will be adhered to with respect to submitting items for the agenda as long as the Senate meetings are held on Wednesday:

1. Agenda items are to be submitted to the Chair of the Executive Committee no later than 12:30 on Monday of the week preceding the meeting of the Senate.

2. The Executive Committee will meet at least a week prior to the Senate meeting to organize the agenda.

B. The Executive Committee will refer to appropriate Standing Committees or Special Committees' proposals and/or recommendations which it considers should be sent to these committees prior to the Senate. The Committee will note in its report receipt of such items and the disposition made of them.

C. The Secretary of the Senate shall maintain a Motion Log of all Senate actions indicating date and status of each.

D. The Senate Executive Committee shall have general supervision of the affairs of the Senate between its regular meetings. This includes the implementation of Senate-approved policies and procedures. None of these implementing actions shall conflict with actions taken by the Senate. The Executive Committee shall appoint a Chair pro tem of the Faculty Senate from within the Executive Committee to serve as pro tem Chair of the Senate in the absence of the elected Chair.

### Section 3. Committee on Committees and Elections

A. The Committee on Committees and Elections shall conduct elections to fill positions that will expire in August, excepting those for Alternate Delegate for the Faculty Assembly, which will occur during the regular spring election cycle.

1. Starting in October, ballots will be distributed by email to elect:

- a. Divisional Senators (See Article III of the UNCP Faculty Constitution for nomination guidelines for these positions);
- b. Senators-at-Large, immediately following the completion of the election for Divisional Senators; (See Article III of the UNCP Faculty Constitution for nomination guidelines);

2. Starting in February, ballots will be distributed by email to elect:

- a. Members of the Committee for Oversight of the Faculty Handbook, Promotion and Tenure Committee, divisional members of the Faculty Awards Committee, and the Delegate and then the Alternate to the UNC Faculty Assembly (See Article III of the UNCP Faculty Constitution and Article V, Section 5 and Article VII of the Bylaws of the Faculty Senate for nomination guidelines for these positions);
- b. The at-large member of the Faculty Awards Committee immediately following completion of the election for divisional members;
- c. Faculty Hearing Committee immediately following the completion of the election of members of the Promotion and Tenure Committee (See "Faculty Hearing Committee" in Section II, Chapter I on Faculty Personnel Policies in the UNCP Faculty Handbook for nomination guidelines);
- d. Faculty Grievance Committee immediately following the completion of the election of the Faculty Hearing Committee (See "Faculty Grievance Procedure" in Section II, Chapter I on Faculty Personnel Policies in the UNCP Faculty Handbook for nomination guidelines);

3. Prior to the April senate meeting, the Committee on Committees and Elections shall select four nominees for the position of conciliator for undergraduate grade appeals.

4. The Committee on Committees and Elections shall conduct elections for unexpired terms of office as the need arises to fill any such vacancy.

5. The Committee on Committees and Elections shall conduct elections in accordance with the following procedures:
- a. Determine eligibility of candidates (See Article III, Sections 3 through 8 of the UNCP Faculty Constitution);
  - b. Five (5) business days before distributing ballots for any election, post a notice on the official announcements listserv to 1) inform faculty that ballots for particular elections will be distributed in five (5) business days and 2) solicit nominations for those elected positions. Fort-eight hours (48) before the close of the nomination period, post a notice naming the nominations to date and stating that additions and deletions of nominees will be accepted up to one day before ballots are due to be emailed.
  - c. Prepare and email ballots to members of the General Faculty (See Article I, Section 1 of the UNCP Faculty Constitution);
  - d. Allow three (3) business days for return of ballots, by email, to committee members for tallying;
  - e. Determine winners of elections to fill one vacancy (each faculty member has one vote) as follows:
    - (1) The winner is that candidate who receives the greatest number of the votes cast, except that 33% of the votes cast is necessary for election. If the election with only two candidates on the ballot results in a tie, the election will be rerun.
    - (2) Run-off elections will include all candidates who received at least 20% of the votes cast in the previous balloting, except that the ballot must include those who ranked first and second. If all candidates on the previous ballot received at least 20% of the votes, the last-place candidate will be dropped in the run-off election.
  - f. Determine winners of elections to fill more than one vacancy (each faculty member has as many votes as there are vacancies) as follows:
    - (1) The winners are those candidates who are selected on the greatest number of ballots and who receive at least 33% of the ballots cast.
    - (2) Run-off elections will include all candidates who are selected on at least 20% of the ballots cast in the previous balloting, except that the ballot must include at least one more candidate than the number of vacancies to be filled. If all candidates on the previous ballot received at least 20% of the votes, the last-place candidate will be dropped in the run-off election.

B. The Committee on Committees and Elections shall nominate the following:

1. All members of Faculty Senate Subcommittees, the Faculty Governance Committee, the Budget Advisory Committee, the faculty members of the Health, Safety, and Environment Committee, the six non-Senate faculty members on the Academic Information Technology Committee, the three non-Senate faculty members on the Student Affairs and Campus Life Committee, and one member of the Student Publications Board. The Committee shall select four nominees for the position of Faculty Conciliator for Undergraduate Grade Appeals, which will be forwarded to the SGA for selection of one. (See Article VI, Section 4 of the Faculty Senate Bylaws and Article VI, Section 3C of the Faculty Senate Constitution.) At the Senate's last meeting of the academic year, the Committee will recommend for confirmation by the Faculty Senate all the foregoing nominations (with the exception of the faculty conciliator nominations, which must be approved at the April meeting of the faculty senate). Within one week of

the last meeting of the Faculty Senate, the Committee will notify the General Faculty of the confirmed nominations by email.

- a. Following completion of all elected positions, poll faculty to determine individual preferences for appointed faculty governance positions.

2. At least one Faculty Senator as Chair-Elect of the Senate and at least one Faculty Senator as Secretary-Elect. The Faculty Senate will elect these officers at its first meeting of the Spring Semester. The newly elected officers will take office immediately following the first General Faculty meeting of the next academic year. (See Article V, Sections 2 and 3 of the UNCP Faculty Constitution for nomination guidelines.)

C. The Committee on Committees and Elections shall act on requests by Standing Committees for formation of any new Senate-approved subcommittees (See Article VI, Section 6 of the UNCP Faculty Constitution).

#### Section 4. Committee on Faculty Governance

The Committee on Faculty Governance shall review and interpret the Faculty Constitution, the By-laws of the Faculty Senate, and rules of order for the conduct of Senate business. Changes in any of these areas that are approved by this committee will be brought, by the Committee Chair, directly to the Senate for its action.

#### Section 5. Divisions by Areas

##### A. Division of Arts:

- Art
- Drama
- Music
- Mass Communication
- Library Science

##### B. Division of Education

- Education

##### C. Division of Letters

- American Indian Studies
- English and Theatre
- Foreign Languages
- History
- Philosophy
- Religion

##### D. Division of Natural Science and Mathematics

- Biology
- Geology
- Geography
- Mathematics
- Computer Science
- Chemistry
- Physics

##### E. Division of Social and Behavioral Science

- Business Administration
- Political Science
- Public Administration
- Psychology

- Sociology
- Criminal Justice
- F. Division of Health Sciences
  - Counseling
  - Health and Human Performance
  - Nursing
  - Social Work

#### ARTICLE VI. FUNCTION AND SCOPE OF STANDING COMMITTEES, SUBCOMMITTEES, CONTINUING COMMITTEES AND OTHER COMMITTEES

The four Standing Committees will be:

- Academic Affairs
- Student Affairs and Campus Life
- Faculty and Institutional Affairs-
- Academic Information Technology Committee

Although the Standing Committee memberships are reconstituted each Academic year, the subcommittee memberships will be for two-year, staggered terms allowing for continuity of activity.

##### Section 1. Academic Affairs Committee

A. The Academic Affairs Committee shall consider the following matters: all matters relating to curriculum; policies and standards relating to the admission and retention of students; and recommendations concerning learning resource materials and services. Specifically regarding Senate vote on curriculum matters, the Chair of the Academic Affairs Committee is immediately to present to the Registrar all information pertaining to each individual course which is necessary for the computer data bank. In anticipation of this, the required course description presented to the Subcommittee on Curriculum should be the exact catalog wording desired by the department. The Committee shall regularly inform the Senate of its actions and recommendations.

B. The Academic Affairs Committee will be composed of twelve voting members:

1. Seven Senators,
2. The Provost and Vice Chancellor for Academic Affairs,
3. The four Chairs of Subcommittees of the Academic Affairs Committee.

C. The Committee shall have four subcommittees:

1. The Subcommittee on Curriculum shall examine all proposals and policies relating to curriculum. This subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course which is necessary for the computer data bank. The Curriculum Committee shall make recommendations to the Academic Affairs Committee on their adoption based upon policies disseminated in the Faculty Handbook , Section II, Chapter 5 on Faculty Participation in Academic Policy and Curriculum Development.
2. The function of the Enrollment Management Subcommittee shall be to consider policies and standards related to admissions and recruitment, financial aid, retention, advising, graduation, and related areas. The Subcommittee shall also be charged with receiving expressions of concern or interest regarding any of the areas listed above from faculty, staff, administration, or students. The Subcommittee shall, as it deems necessary, make recommendations to the Academic Affairs Committee on these matters.
3. The Subcommittee on Academic Support Services shall examine proposals and policies relating to the operations and development of the Library, the Academic Support Center, and the University Writing Center and shall make appropriate



recommendations/proposals to the Academic Affairs Committee. The Subcommittee shall receive reports from the above offices on user surveys they conduct.

4. The General Education Subcommittee shall review, assess, and revise the General Education curriculum and its goals, objectives, and learning outcomes; oversee the administration of General Education; and consider other matters referred to it. The Subcommittee shall submit all matters of policy and proposals of curriculum pertaining to the General Education Program and all curriculum proposals directly to the Academic Affairs Committee for its consideration.

## Section 2. Faculty and Institutional Affairs Committee

A. The Faculty and Institutional Affairs Committee will consider the following matters: all matters relating to faculty, economic aspects of matters of concern to the Senate and its other committees; recommendations in areas of University business affairs as they affect educational policies, and of long-range projections and planning for the total development of the University; issues of environmental concern for the campus community including those related to health and sustainability.

B. The Faculty and Institutional Affairs Committee will be composed of thirteen voting members:

1. Seven Senators,
2. The Vice Chancellor for Finance and Administration,
3. The Vice Chancellor for Advancement,
4. Associate Vice Chancellor for Academic Affairs,
5. Chair of the Faculty Development and Welfare Subcommittee,
6. Chair of the Faculty Evaluation Review Subcommittee.
7. Chair of the Health, Safety and Environment Subcommittee

C. The Committee shall have three subcommittees:

1. The Subcommittee on Faculty Development and Welfare shall examine all proposals and policies relating to faculty, and shall, as necessary, make recommendations to the Faculty and Institutional Affairs Committee on such matters. Among the areas of concern of the Faculty Development and Welfare Subcommittee will be the following: Faculty development, evaluation, and criteria governing appointment and retention procedures; salary scale, leaves of absence, sabbaticals, fringe benefits, resignations, recognition of retirees, grievances, and collegiality. The Subcommittee also administers the James F. Hubbard Faculty Leave Fund.

2. The Faculty Evaluation Review Subcommittee shall review the Faculty Evaluation Model regularly and strive to clarify the existing document. The subcommittee shall make recommendations to the Faculty and Institutional Affairs Committee regarding any changes in the written document and shall respond to all requests for alteration of the document or its underlying philosophy.

3. The Health, Safety, and Environment Subcommittee will discuss and investigate issues related to the health concerns of students, staff and faculty due to environmental conditions on campus in addition to issues related to environmental sustainability. Members of the Faculty, Staff or Student body may attend and make known concerns they have related to health, safety and environment issues. The committee may meet more often when needed to investigate specific issues that may arise.

## Section 3. Student Affairs and Campus Life Committee

- A. The Student Affairs and Campus Life Committee shall consider matters related to student affairs, student life, and intercollegiate athletics and make recommendations in such matters as they affect educational policies, curricula, and student development and wellbeing.
- B. The Student Affairs and Campus Life Committee will consist of twelve voting members:
  - 1. Three Senators, one of whom will be selected by the Chair of the Senate to represent this committee on the Executive Committee,
  - 2. The Vice Chancellor for Student Affairs,
  - 3. Three additional faculty members,
  - 4. The President of the Student Government Association,
  - 5. Two students to be selected by the Director of the Office of Student Involvement and Leadership,
  - 6. The Chair of the Student Publications Board, and
  - 7. The Faculty Athletic Representative
- C. The Committee shall be responsible for one Board:
  - 1. The Student Publications Board will meet at least twice each semester; meeting dates and times for each academic year will be determined early in each Fall semester by a consensus of the members of the Board. The Board will serve as the selection committee for the newspaper editor, the yearbook editor, and the literary magazine editor; it will be responsible for approving the application process, interviewing applicants, selecting editors, and hearing charges that could lead to the dismissal of editors. The Board will serve as the arbitrator in the event that censorship pressures arise and will develop other roles which the Board deems proper, in accordance with the guidelines and policies set forth in the Student Publications Manual. The Board will not, however, attempt to provide active oversight of the day-to-day workings of student publications.

#### Section 4. Academic Information Technology Committee

- A. The Academic Information Technology Committee is a standing committee of the Faculty Senate. The committee represents Faculty interests in all matters relating to Information Technology and acts as the service owner for technology services and Information Technology Policy where the primary focus is on pedagogy, faculty research, and service. The committee will make recommendations to the Faculty Senate regarding the implementation, governance, or changes to these technology services. The Committee will recommend and engage in faculty centered activities to adopt key academic technologies. The Committee will also advise the CIO and the Senate on new technology initiatives and will evaluate and make recommendations concerning academic computing and information policies, standards, and procedures proposed or implemented by DoIT.
- B. The Academic Information Technology Committee will consist of fourteen voting members:
  - 1. Two Senators, one of whom will serve as chair as appointed by the Senate chair,
  - 2. Six additional faculty members, one from each division,
  - 3. The Chief Information Officer,
  - 4. An Instructional Designer,
  - 5. The Director of Online Learning
  - 6. A Representative of the Library, as appointed by the Dean of Library Services
  - 7. A Representative of the Accessibility Resource Center,
  - 8. One SGA Senator, as appointed by the SGA President.

#### Section 5. The Composition of Subcommittees and Boards

The Subcommittees and Boards shall be composed as follows, with each member having one vote:

A. Academic Affairs Committee

1. The Subcommittee on Curriculum:  
Two Representatives from each Division,  
One Representative from the Office for Academic Affairs,  
Registrar,  
SGA Secretary,  
SGA Senator.
2. The Enrollment Management Subcommittee  
One faculty member from each division, one of whom shall Chair the subcommittee,  
Associate Vice Chancellor for Enrollment,  
Director of the Center for Student Success,  
One SGA representative.
3. The Subcommittee on Academic Support Services:  
One Representative from each Division, one of whom shall Chair the subcommittee,  
Dean of Library Services,  
Director of the Center for Student Success,  
Director of the Accessibility Resource Center,  
Director of the Writing Center,  
One at-large faculty member from a department not already represented  
One Graduate Student,  
One SGA Senator.
4. The General Education Subcommittee  
One faculty member representing each of the following General Education areas (one of whom will Chair the subcommittee):  
Arts,  
Business/Economics,  
Health and Human Performance,  
Humanities,  
Natural Science/Mathematics,  
Social Sciences,  
The Associate Vice Chancellor for Student Success and Dean of the University College.  
The Student Government Association Academic Affairs Chair

Each of the faculty representatives will serve a two-year term, three beginning on even numbered years and three on odd numbered years. Selection will be by appointment by the Committee on Committees and Elections as with other subcommittees.

B. Faculty and Institutional Affairs Committee

1. The Subcommittee on Faculty Development and Welfare:  
One representative from each Division,  
The Director of Human Resources.  
The Director of the Teaching and Learning Center
2. The Faculty Evaluation Review Subcommittee  
The subcommittee shall consist of seven members. Each division will be represented on the subcommittee, and there will be one at-large member. At least two of the faculty appointed each year must be tenured. The At-Large member must come from a department not already represented.

3. The Health, Safety, and Environment Committee  
There shall be seven members, one from each division and a representative from the Library. The member from the Division of Health Sciences must be from the Department of Nursing. Divisional faculty members are to be nominated by the Committee on Committees and Elections and confirmed by the Senate. Also, there shall be a representative from the Staff Council. The committee will also include the Safety Officer for Environmental Health and Safety, and the Chief of University Police. The committee will be chaired by one of the faculty members, and the chair of this committee will serve as one of the faculty representatives on the University Campus Safety and Health Committee.

C. Student Affairs and Campus Life Committee

1. The Student Publications Board will be composed of:  
The administrator who holds budget authority over student activity fees,  
The faculty advisor of the student newspaper,  
The faculty advisor of the student yearbook,  
The faculty advisor of the student literary magazine,  
One faculty member who is not actively involved in student publications, to be nominated by the Committee on Committees and Elections,  
The editor of the student newspaper,  
The editor of the student yearbook,  
The editor of the student literary magazine,  
The SGA president or her/his designee.

The Student Publications Board will be co-chaired by the faculty member nominated by the Committee on Committees and Elections.

D. The Chair of the Standing committee or parent committee shall appoint, or conduct an election for, subcommittee Chairs.

Section 6. Meetings.

Upon organization by the Senate each committee and subcommittee shall meet, establish and publish a list of its scheduled meetings according to the following calendar:

A. FACULTY SENATE

The first Wednesday of each month

COMMITTEE ON ACADEMIC AFFAIRS

The third Wednesday of each month

SUBCOMMITTEE ON CURRICULUM

The first Thursday of each month

SUBCOMMITTEE ON GENERAL EDUCATION

The fourth Thursday of each month

SUBCOMMITTEE ON ACADEMIC SUPPORT SERVICES

The second Tuesday of each month

SUBCOMMITTEE ON ENROLLMENT MANAGEMENT

The second Wednesday of each month

COMMITTEE ON FACULTY AND INSTITUTIONAL AFFAIRS

The third Tuesday of each month

SUBCOMMITTEE ON FACULTY DEVELOPMENT AND WELFARE  
The second Thursday of each month  
SUBCOMMITTEE ON FACULTY EVALUATION REVIEW  
The first Tuesday of each Month  
SUBCOMMITTEE ON HEALTH, SAFETY, AND ENVIRONMENT  
The first Monday of each month

COMMITTEE ON STUDENT AFFAIRS AND CAMPUS LIFE  
The third Monday of each month

SENATE EXECUTIVE COMMITTEE  
At least one week prior to the Senate meeting

COMMITTEE ON COMMITTEES AND ELECTIONS  
Always available for required tasks  
Special meetings may be called as the need arises.

FACULTY GOVERNANCE COMMITTEE  
The fourth Tuesday of each month

ACADEMIC INFORMATION TECHNOLOGY ~~STANDING~~ COMMITTEE  
The second Monday of each month

**BUDGET ADVISORY COMMITTEE**  
**The second Tuesday of each month**

#### B. Calendar

The Senate Chair and Executive Committee will publish, at the start of the fall semester, a calendar for the academic year of meeting dates and times for each Standing Committee and related Subcommittees of the Senate. The Chair and Executive Committee will also solicit meeting information from other Committees that are related to the Senate. This information will be summarized and published as early as possible in the fall semester.

#### C. Absences from Meetings

When a member of either a Committee or Subcommittee cannot be present for a meeting, the member will notify the Chair of the Committee or Subcommittee in writing.

When a member of a Committee or Subcommittee misses more than two regular meetings, that member will be dismissed from the committee. A replacement will be chosen in accordance with Article VI, Section 3. A of the Faculty Constitution (for a subcommittee member) and Article VI, Section 4 (for a committee member).

### Section 7. Faculty Research Advisory Board

A. The Faculty Research Board, a Continuing Committee of the Faculty Senate, shall advise the Faculty Senate and the Chancellor with respect to issues affecting faculty research, scholarly and creative activity. It shall propose initiatives that support faculty research, scholarship and creative activity; consider issues related to these activities submitted to it by the faculty; and monitor the general campus climate for such efforts.

B. The members of the Faculty Research Advisory Board shall be selected on the basis of demonstrated experience in research, scholarly or creative activity and represent each of the six divisions. The Board shall meet at least once a semester and more frequently if needed.

#### Section 8. Teacher Education

All teacher education undergraduate curriculum proposals originating in the Teacher Education committee shall be referred to the Subcommittee on Curriculum. Graduate curriculum matters shall be referred to the Graduate Council.

#### Section 9. Graduate Council

The Graduate Council (not a committee of the Senate but a committee of the University) shall submit directly to the Senate for its approval all matters of policy pertaining to the graduate program. All curriculum proposals from the Graduate Council shall be referred to the Subcommittee on Curriculum.

Section 10. The Chairs of the Faculty Hearing Committee and the Faculty Grievance Committee will report to the Faculty Senate early in the fall semester on the number of cases heard during the previous academic year (and/or summer).

#### Section 11: Faculty Conciliator for Undergraduate Grade Appeals

The Faculty Conciliators work as “co-conciliators”, who share the workload of student grade appeals equally. The co-conciliators should serve for staggered terms of two years each. The Faculty Senate will forward its approved nominations to the SGA immediately following the April Senate meeting. Included in the list of nominees should be a letter of interest from each candidate, as well as a copy of their resume or curriculum vita.

#### Section 12. Other University Committees

Operating out of a commitment to shared governance, the Faculty Senate recognizes the importance of communication among the many parties involved in the life of the university community. According to the AAUP Statement on Government of Colleges and Universities, “a college or university in which all the components are aware of their interdependence, of the usefulness of communication among themselves, and of the force of joint action will enjoy increased capacity to solve educational problems.”

To this end, in the month preceding the last Senate Meeting of each semester, the Faculty Senate Executive Committee will review the current university committee lists and select appropriate committees from which to request reports for that semester. Selected University committees (not committees of the Faculty Senate, but committees appointed by the Chancellor or the Vice Chancellors) shall report at the last Faculty Senate meeting of each semester. If possible, the reporting committee should be represented by a member of the Faculty who is also a member of that committee. The Senate, which should also expect a written report of the committee's activities during the past semester, should feel free to ask questions and to send requests to the committee.

### ARTICLE VII. ELECTIONS OF DELEGATES TO THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

Any faculty member who is eligible to serve on the Senate is also eligible to serve as a Delegate or Alternate to the Faculty Assembly of The University of North Carolina. A delegate may serve no more than six of the preceding nine years; the terms of Alternates shall correspond to the terms of Delegates. Regular terms, three years in length, shall begin and end on July 1 of each year. Election of one Delegate and one Alternate shall be held in the spring. In the event of a vacant Delegate seat, the Alternate Delegate holding the same term will fill this position, becoming a Delegate. The Committee on Committees and Elections will fill the vacant Alternate Delegate seat during the regular spring election cycle for Faculty Assembly Alternate Delegate.

### **Faculty Senate and Related Committee Memberships for the Current Year**

It is the responsibility of the Chair of the Committee on Committees and Elections to provide the Secretary of the Senate a list of the current membership of the Faculty Senate, its Committees, Subcommittees, and other appointed and elected Committees for posting to the website for the Faculty Senate at <https://www.uncp.edu/facultystaff/faculty-senate>.

### **Faculty Committees and Governance Responsibilities**

Faculty members serve on a wide variety of University/Administrative committees, both continuing and ad hoc, instituted to advise with regard to campus issues. Membership on such committees may be by election or by appointment. Most operate independently from the formal faculty governance structure and may report to the Faculty Senate annually/bi-annually. Membership may last from one to three years.

The Faculty Senate's Committee on Committees and Elections polls the faculty each year for committee preferences for those committees on which membership is both elective and appointed. Appointments to other committees are typically the province of the Chancellor, the Provost, or another administrator. On some occasions, the Faculty Senate Chair will suggest the names of prospective members to the respective administrator. Faculty members who may wish to serve on a particular committee of which the Faculty Senate conducts elections/appointments should make their desires known on the preference poll when it comes out. Faculty interested in serving on administrative committees may notify the person making the appointments to the body in question.

### **Graduate Council**

The Graduate Council is the University-wide body responsible for approving all policy and curriculum matters affecting graduate programs. It formulates and recommends policies and standards for graduate programs to the Faculty Senate. The Council reviews, formulates, and recommends curriculum changes, new programs and changes in existing programs to the Faculty Senate's Subcommittee on Curriculum. The Council approves all teaching personnel for graduate courses.

The Dean of the School of Graduate Studies serves as the Chair of the Graduate Council and is responsible for bringing all policy and curriculum matters relative to all graduate programs to the Council for its action. In consultation with the Dean of the School of Graduate Studies, the Provost and Vice Chancellor for Academic Affairs appoints the members of the Graduate Council. They include the graduate program directors, the Dean of the School of Education, and three graduate faculty members (at-large).

### **Teacher Education Committee**

The Teacher Education Committee is the University-wide committee responsible for all Teacher Education Programs at The University of North Carolina at Pembroke. Its specific functions include establishing teacher education policies, reviewing all proposed changes to teacher education curricula, reviewing proposed Teacher Education Programs, reviewing the professional studies component of the program, approving applicants to the Teacher Education Program, approving applicants for the professional semester, assuring compliance with state and national accreditation standards, and considering other matters related to Teacher Education.

The Teacher Education Committee is comprised of a faculty member from each of the Teacher Education Program areas and components, two undergraduate student representatives, one graduate student representative, and three representatives from the area schools, the Dean of the College of Arts and Sciences, the Dean of the School of Education, and the Associate Dean of the School of Education. The following personnel from the Teacher Education Program also serve on the Committee: Director of

Assessment, Director of Instructional Technology, Director of Recruitment and Retention, Director of University School Programs, and the Licensure Officer.

The Dean of the School of Education serves as the Chair of the Committee and designates a representative from the School of Education or College of Arts and Sciences to officiate at the Committee meetings. The Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Education, appoints committee members for terms of one academic year.

The Teacher Education Committee is a University-wide committee appointed annually by the Provost and Vice Chancellor for Academic Affairs, in consultation with the Dean of the School of Education. A representative of the committee is provided the opportunity to report committee actions at each meeting of the Faculty Senate.

Proposed changes to the undergraduate Teacher Education curriculum approved by the Teacher Education Committee are forwarded to the Faculty Senate's Subcommittee on Curriculum for processing through the Senate structure. Proposed changes to the graduate Teacher Education curriculum approved by the Teacher Education Committee are forwarded to the Graduate Council for its consideration, approval and processing through the Senate structure.

### **UNC Faculty Assembly**

The UNC Faculty Assembly is a system-wide advisory body that meets regularly to discuss issues of concern to faculty and to advise the Office of the President with respect to those issues. The Faculty Assembly is the elected body of representatives of the faculty of the seventeen campuses of the University of North Carolina. Its objectives are set forth in the Assembly Charter. The Assembly is dedicated to upholding and exercising the principles of academic freedom, shared governance, tenure, and the faculty's primary responsibility for the University's curriculum. The UNCP faculty sends three representatives (or alternates), elected by the general faculty, to represent its interests and to express its views to the Assembly. For more information on the UNC Faculty Assembly, see the website for the UNC General Administration at <https://www.northcarolina.edu/leadership-policy/faculty-assembly> and the website for the UNC Faculty Assembly at <http://www.uncfacultyassembly.org/>.

### **State Open Meetings Regulations**

Under the statutes of the State of North Carolina, with limited exceptions, meetings of regularly constituted committees of public bodies such as the University are open to any interested person. In general, conveners have a responsibility to publicize the time and location of meetings in a timely way, so that interested persons have an opportunity to attend. Standing committees (for example, those established by the Bylaws of the UNCP Faculty Senate) meet at times defined in published documents. Deviations from those times should be announced in a public and timely fashion. For details of the open meetings regulations, or for specific questions, please consult the University Counsel. For more information on the State Open Meetings Regulations, see the website for the University Counsel at <https://www.uncp.edu/resources/general-counsel/faqs/my-meeting-subject-open-meetings-laws>.



CCE Minutes May 6, 2020

**Approval**

Academic Information Technology Committee

Roger Cross ARTS

Lisa Mitchell EDU

James Doyle SBS

Academic Support Services Subcommittee

Robert Arndt ARTS

Laura Hakala At-Large

Jesse Rouse NSM

Melissa Buice SBS

Curriculum Subcommittee

Naomi Lifschitz-Grant ARTS

Julie Harrison-Swartz CHS

Gerald Neal EDU

Joseph Sweet LETT

Paul Flowers NSM

Porter Lillis SBS

Enrollment Management

Joanna Hersey ARTS

Jennifer Whittington EDU

Shilpa Regan SBS

Faculty Development and Welfare Subcommittee

Jose Rivera ARTS

Kayonna Pitchford EDU

Autumn Lauzon LETT

Dennis Edgell NSM

Jeff Bolles SBS

Faculty Evaluation Review Subcommittee

Aaron Vandermeer At-Large

Anthony Johnson LETT

Tracy Vargas SBS

Faculty Governance Committee

Ottis Murray Former Senator

Joseph Lakatos Full Professor

Cherry Beasley Senator

General Education Subcommittee

Joseph Van Hassel (arts)

Mirada Reiter (social sciences)

Si Ahn Mehng (business/economics)

Health, Safety, and Environment

Amy Purser CHS: nursing

Rita Hagevik NSM

Gaye Acikdill SBS

Student Affairs & Campus Life

Abigail Reiter

Student Publication Board

Jamie Litty

**Informational**

**Elected:**

**Faculty Awards Committee**

William Collier- Psychology

Amy Van Buren-Teacher Education

**Faculty Awards At-Large**

Roger Cross-Library

**UNC Faculty Assembly Delegate**

Cherry Beasley

**UNC Faculty Assembly Alternate**

Jennifer Wells

Faculty Senate Chair Appointed:

**Conduct Hearing Board**

Gretchen Robinson

Joe Sciulli

Renee Lamphere

Laura Staal

Matt Hassett

Calvina Ellerbe

David Oxendine

**Student Grievance Board**

Hannah Baggott

Selvarajah Mohanarajah

Lauren Norman

Abby Reiter

Tracy Vargas

**Conduct Appeals Board**

Edwin Mensah

**Faculty Research Advisory Committee**

Jane Haladay (LETT)

Jeff Warren (CHS)



**TO: Abigail Mann, PhD, Chair of the Faculty Senate and General Faculty**

**FROM: Scott Hicks, PhD, Chair of the Committee on Faculty Governance**

**DATE: March 30, 2020**

**RE: Commendation of the Leadership of the Faculty Senate**

I am writing on behalf of the Committee on Faculty Governance to commend the Faculty Senate and its leadership for their continued commitment to shared governance and the good workings of the University despite the crisis of COVID-19 and its substantial and extensive impact on University operations.

The Committee enthusiastically and gratefully commends you, in your role as Chair of the Faculty Senate and General Faculty, and the members of the Faculty Senate, in their role as colleagues in shared governance. The Senate's unanimous vote March 20 to continue the work of the Senate and its committees and subcommittees despite emergency circumstances demonstrates the Senate's abiding commitment to shared governance and the imperative duty and responsibility of representing the faculty and their interests. The Committee duly notes, profoundly appreciates, and roundly applauds your leadership at this time, manifested in your uninterrupted consultation of faculty and administration and your steady and consistent communication with faculty.

Please contact me or committee Vice Chair Cherry Maynor Beasley, PhD, if you have questions or comments. Thank you for your consideration.

<b>Program</b>	<b>Department</b>	<b>Representative</b>
Biology: Pre-Physical Therapy Emphasis, B.S.	Biology	
Advanced School Counseling for Postsecondary Success	Counseling	Jeffrey Warren
Professional School Counseling, M.A.Ed	Counseling	Jeffrey Warren
Geo-Environmental Studies, Geography Track, B.S.	Geography and Geology	Jesse Rouse
Geo-Environmental Studies, Geoscience Track, B.S.	Geography and Geology	Jesse Rouse
Applied Education Studies, Learning and Development BIS	Interdisciplinary Studies	Derek Oxendine
Core Requirements, BIS in Public and Nonprofit Administration	Interdisciplinary Studies	Derek Oxendine
General Studies BIS	Interdisciplinary Studies	Derek Oxendine

Hospitality, Resort, Hotel, and Restaurant Administration	Interdisciplinary Studies	Derek Oxendine
Major-Specific General Education Requirements, BIS	Interdisciplinary Studies	Derek Oxendine
Public and Non-Profit Administration, Allied Health Administration BIS	Interdisciplinary Studies	Derek Oxendine
Public and Non-Profit Administration, Public Management BIS	Interdisciplinary Studies	Derek Oxendine
Public and Non-Profit Administration, General BIS	Interdisciplinary Studies	Derek Oxendine Selvarajah
Computer Science with Emphasis in World Wide Web Minor	Mathematics and Computer Science	Mohanarajah mohanara@uncp.edu Selvarajah
Computer Science, Cyber Security Track, B.S.	Mathematics and Computer Science	Mohanarajah mohanara@uncp.edu Selvarajah
Computer Science, General Track, B.S.	Mathematics and Computer Science	Mohanarajah mohanara@uncp.edu
Information Technology, Cyber Security Track, B.S.	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu

Information Technology Minor	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu
Information Technology, General Track, B.S.	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu
Music, B.A.	Music	Joshua Busman
Musical Theatre B.M	Music	Nathan Thomas
Musical Theatre Minor	Music	Nathan Thomas
Accelerated BSN Option	Nursing	Pamela Morgan
Certificate in Applied Ethics	Philosophy and Religion	David Nikkel
Gender Studies Minor	Sociology and Criminal Justice	Brooke Kelly



<b>Proposal Type</b>	<b>Notes</b>	<b>Curriculum</b>	<b>AcademicAffairs</b>	<b>Senate</b>
New Program Proposal		2-Apr	15-Apr	6-May
Program Revision-Major	Removes CNS 5760 from certificate	2-Apr	15-Apr	6-May
Program Revision-Major	Adds elective Play Therapy curriculum voted on at previous meetings	2-Apr	15-Apr	6-May
Program Revision-Major	Adds GGY 3550 and 4050 to requirements; eliminates 6 credits from regional courses and adds those courses as part of 9 hours of electives of 3000 level or above, adds PHI/REL to electives	2-Apr	15-Apr	6-May
Program Revision-Major	Removes CHM 2300 which is no longer offered, moves those 3 credits to elective hours	2-Apr	15-Apr	6-May
Program Revision-Major	Adding 4 education classes to curriculum which students often take	2-Apr	15-Apr	6-May
Program Revision-Major	Eliminates some classes in SOC and MGT, adds PLS classes	2-Apr	15-Apr	6-May
Program Revision-Major	Changes Language from "division" to "concentration," adds PLS classes to Poli Sci concentration	2-Apr	15-Apr	6-May

Program Revision-Major	Eliminates PSY 1010 and MAT 2010 from Gen Ed Major Specific Requirements, eliminates ENG 3580 and PSY 2700 from Core Requirements, Adds HLTH to track	2-Apr	15-Apr	6-May
Program Revision-Major	Eliminate PLS 1000 as a General Education option so students take PLS 1010, the required pre-req for PAD 3100	2-Apr	15-Apr	6-May
Program Revision-Major	Remove ECN 3740 and PHI 3760, add HLTH 3770 and HLTH 4100	2-Apr	15-Apr	6-May
Program Revision-Major	Eliminate PLS 2330 and add PAD 3440 to track requirements	2-Apr	15-Apr	6-May
Program Revision-Major	Adds 5 classes from PLS/PAD to elective options	2-Apr	15-Apr	6-May
Program Revision-Major	Remove CSC 1900, add CSC 1850 as a requirement	2-Apr	15-Apr	6-May
Program Revision-Major	Add CSC 3020 and change electives	2-Apr	15-Apr	6-May
Program Revision-Major	Adds and deletes several options for elective courses	2-Apr	15-Apr	6-May
Program Revision-Major	Adds CSC 1950, delete CSC 1900, add electives and remove one elective	2-Apr	15-Apr	6-May

Program Revision-Major	Removes ITC 2080 as requirement; adds three classes as electives and removes two classes as electives	2-Apr	15-Apr	6-May
Program Revision-Major	Adds CSC 1950, delete CSC 1900, add electives and remove one elective	2-Apr	15-Apr	6-May
Program Revision-Major	Adds and removes several courses as requirements and electives	2-Apr	15-Apr	6-May
Program Revision-Major	Several changes to requirements and electives	2-Apr	15-Apr	6-May
Program Revision-Major	Adds MUS 1641--2 semesters--as requirement and eliminates MUS 3440 as requirement	2-Apr	15-Apr	6-May
New Program Proposal	Allows students with previous bachelors to earn BSN in 4 semesters including a full summer semester	2-Apr	15-Apr	6-May
New Program Proposal	New certificate program with classes from various departments	2-Apr	15-Apr	6-May
Program Revision-Major	Adds and eliminates several classes from various departments to the 18 hours of elective options for minor	2-Apr	15-Apr	6-May

**COUR**

<b>Prefix/Number</b>	<b>Course Title</b>	<b>Department</b>	<b>Representative</b>
PSY 4900	Internship in Psychology	Psychology	Ashley Allen
ENTR 2000	Innovation	Management	Susan Peters
EXER 5990	Capstone Study	Kinesiology	Bryan Winters
EXER 6000	Thesis	Kinesiology	Bryan Winters
BIO 1000	Principles of Biology	Biology	Leon Jernigan
BIO 1060	Exploring Life's Diversity	Biology	Leon Jernigan
BIO 4610	Animal Physiology	Biology	Leon Jernigan
ENV 2400	Field Microbiology	Biology	Leon Jernigan
ENV 3100	Freshwater Ecosystems and Watershed Management	Biology	Leon Jernigan
PHI 3600	Internship in Philosophy and Religion	Philosophy and Religion	David Nikkel
REL 3600	Internship in Philosophy and Religion	Philosophy and Religion	David Nikkel
REL 3310	The Books of Moses	Philosophy and Religion	David Nikkel
CNS 5060	Crisis Intervention	Counseling	Jeffrey Warren
CNS 5870	The Family and Addiction	Counseling	Jeffrey Warren
CNS 5900	Issues in Addictions for Counselors	Counseling	Jeffrey Warren
CNS 6100	Counseling Practicum	Counseling	Jeffrey Warren
CNS 5070	College Counseling and Student Affairs	Counseling	Jeffrey Warren
CNS 5250	Counseling Children and Adolescents	Counseling	Jeffrey Warren
CNS 5550	Seminar in Professional School Counseling	Counseling	Jeffrey Warren

CNS 5650	School Counselor as Leader, Advocate, and Consultant	Counseling	Jeffrey Warren
CNS 5750	College and Career Readiness	Counseling	Jeffrey Warren
CNS 5770	Evidence-Based School Counseling	Counseling	Jeffrey Warren
CNS 5780	Addressing the Achievement Gap and Issues of Social Justice	Counseling	Jeffrey Warren
CNS 5860	Contemporary Issues and Special Populations in Addictions	Counseling	Jeffrey Warren
SWK 2450	Human Diversity	Social Work	Cindy Locklear
SWK 5400	Foundation Practicum II and Seminar	Social Work	Summer Woodside
SWK 3050	Success and Professionalism in Social Work	Social Work	Cindy Locklear
SWK 3480	Social Welfare and Policies	Social Work	Cindy Locklear
SWK 3910	Understanding Social Research	Social Work	Cindy Locklear
SWK 4450	Human Behavior and Social Environment II	Social Work	Cindy Locklear
SWK 4470	Fundamentals of Crisis Intervention	Social Work	Cindy Locklear
SWK 4600	Social Justice and Practice Ethics	Social Work	Cindy Locklear
SWK 5050	Foundations of Social Work Practice	Social Work	Summer Woodside
SWK 5300	Foundation Practicum I and Seminar	Social Work	Summer Woodside
CSC 1900	Java Programming	Mathematics and Computer Science	Selvarajah Mohanarajah mohanara@uncp.edu
ITC 2060	Human-Computer Interaction	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu
ITC 2700	Computer Network and Data Communication	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu
ITC 3070	Computer Network and Data Communication	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu
ITC 3250	System Administration and Security	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu

ITC 4800	Advanced Computer Systems and System Security	Mathematics and Computer Science	Cynthia Zhang xin.zhang@uncp.edu
CSC 3350	Network Management	Mathematics and Computer Science	Joonglyul Lee (jlee@uncp.edu)
CSC 1950	Advanced Java Programming	Mathematics and Computer Science	Selvarajah Mohanarajah mohanara@uncp.edu
CSC 3020	Introduction to Cybersecurity	Mathematics and Computer Science	Selvarajah Mohanarajah mohanara@uncp.edu
CSC 3360	Network Architecture and Protocols	Mathematics and Computer Science	Joonglyul Lee (jlee@uncp.edu)
CSC 3380	Web Programming and Security	Mathematics and Computer Science	Selvarajah Mohanarajah mohanara@uncp.edu
CSC 4020	Introduction to Computer and Network Security	Mathematics and Computer Science	Selvarajah Mohanarajah mohanara@uncp.edu
MUS 2940	The World of Music: Antiquity to the Baroque Era	Music	Joshua Busman/Polina Chemishanova
MUS 2860	Acting for Musical Theatre I	Music	Nathan Thomas
MUS 2870	Acting for Musical Theatre II	Music	Nathan Thomas
MUS 3840	Tap Dance	Music	Nathan Thomas
MUS 3850	Musical Theatre Dance Styles	Music	Nathan Thomas
MUS 3860	Acting for Musical Theatre III	Music	Nathan Thomas
MUS 4860	The Profession of Musical Theatre	Music	Nathan Thomas
MUSL 1100	Music Theory Lab	Music	Mark Tollefsen
MUS 1140	Theory I	Music	Mark Tollefsen

MUS 1150	Theory II	Music	Mark Tollefsen
MUS 2140	Theory III	Music	Mark Tollefsen
MUS 0106	Basic Musicianship	Music	Aaron Vandermeer
MUS 2150	Theory IV	Music	Mark Tollefsen
MUS 2430	Musical Theatre Song Study I	Music	Nathan Thomas
MUS 2440	Musical Theatre Song Study II	Music	Nathan Thomas
MUS 3430	Musical Theatre Song Study III	Music	Nathan Thomas
MUS 3440	Musical Theatre Song Study IV	Music	Nathan Thomas
MUSL 1140	Aural Skills I	Music	Mark Tollefsen
MUSL 1150	Aural Skills II	Music	Mark Tollefsen

MUSL 2140	Aural Skills III	Music	Mark Tollefsen
MUSL 2150	Aural Skills IV	Music	Mark Tollefsen
MUS 1771	Early Music Ensemble	Music	Aaron Vandermeer
MUS 3460	Jazz Composition	Music	Aaron Vandermeer
MUS 4220	Jazz Pedagogy: Winds	Music	Aaron Vandermeer
MUS 4230	Jazz Pedagogy: Rhythm Section	Music	Aaron Vandermeer
MUS 4240	Jazz Pedagogy: Literature and Administration	Music	Aaron Vandermeer
MUS 2840	Ballet	Music	Nathan Thomas
MUS 2850	Jazz Dance	Music	Nathan Thomas
IDS 2000	Introduction to Leadership Theory and Practice	Interdisciplinary Studies	Derek Oxendine
IDS 3000	Foundation of Interdisciplinary Studies	Interdisciplinary Studies	Derek Oxendine
IDS 4000	Interdisciplinary Research	Interdisciplinary Studies	Derek Oxendine
NUR 5010	Research Methods for Evidence-Based Practice	Nursing	Julie Harrison-Swartz
NUR 5030	Advanced Concepts of Pharmacology in Nursing	Nursing	Julie Harrison-Swartz
NUR 5040	Advanced Health Assessment and Clinical Decision Making	Nursing	Julie Harrison-Swartz
NUR 5210	Leadership in Clinical Microsystems	Nursing	Julie Harrison-Swartz
NUR 5320	Classroom Teaching and Integration of Technology	Nursing	Julie Harrison-Swartz



**PROGR**

	<b>Program Title</b>	<b>Department</b>	<b>Representative</b>
Program	Biology, No Track, B.S.	Biology	
		Educational Leadership	
Program	School Administration, M.S.A	and Specialities	Gretchen Robinson
Program	Music, Music Industry Emphasis--Classical Track, B.A.	Music	Aaron Vandermeer
Program	Music, Music Industry Emphasis--Jazz and Commercial Track, B. / Music	Music	Aaron Vandermeer
Program	Nursing, Clinical Nurse Leadership Specialization	Nursing	Julie Harrison-Swartz
Program	Nursing, Nurse Educator Specialization	Nursing	Julie Harrison-Swartz
Program	Nursing, Rural Case Manager Specialization	Nursing	Julie Harrison-Swartz
Program	Post-Master's Certificate in Nursing Education	Nursing	Julie Harrison-Swartz
Program	Jewish and Middle Eastern Studies Minor	Philosophy and Religion	David Nikkel
Program	Philosophy and Religion, B.A.	Philosophy and Religion	David Nikkel

## SE PROPOSALS

Proposal Type	Notes	General Ed Sub	Curriculum Sub	GenEdChairRev	Acad Affairs	Comm
New Course Proposal		n/a	2-Apr	n/a		15-Apr
Course Revision Minor	course description revision	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	change grading to pass/fail	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	change grading to pass/fail	n/a	2-Apr	n/a	Info only	15-Apr
Gen Edu Course Revision Minor	Revision to course description	26-Mar	2-Apr		Info only	15-Apr
Gen Edu Course Revision Minor	Revision to course description	26-Mar	2-Apr		Info only	15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Add BIO 1000 as prerequisite	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Add BIO 3040 as prerequisite	n/a	2-Apr	n/a	Info only	15-Apr
New Course Proposal		n/a	2-Apr	n/a		15-Apr
New Course Proposal		n/a	2-Apr	n/a		15-Apr
	Change course title from The Pentateuch to The Book of					
Course Revision Minor	Moses	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Add CNS 5900 as prerequisite	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Add CNS 5400 as prerequisite	n/a	2-Apr	n/a	Info only	15-Apr
	Add CNS 5000, CNS 5050, and CNS 5100 and 8/9 core courses completed, min GPA of 3.0 and an approved field placement					
Course Revision Minor	app as prereqs	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a	Info only	15-Apr
Course Revision Minor	Add CNS 5350 as a prerequisite	n/a	2-Apr	n/a	Info only	15-Apr

Course Revision Minor	Add CNS 5350 as a prerequisite	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Add CNS 5350 as a prerequisite	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Add CNS 5350 as a prerequisite	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Add CNS 5350 as a prerequisite	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Add CNS 5900 as prerequisite	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Course title change	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Update course description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Distinguish from SWK 3710	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Update title and course description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Update course description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Update course description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Update title and course description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Udpate course description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Update course description	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Update course description	n/a	2-Apr	n/a Info only 15-Apr
Course Deletion		n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a Info only 15-Apr
Course Deletion		n/a	2-Apr	n/a Info only 15-Apr
New Course Proposal		n/a	2-Apr	n/a 15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a Info only 15-Apr

Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a	Info only 15-Apr
Course Deletion		n/a	2-Apr	n/a	Info only 15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a	Info only 15-Apr
Course Revision Minor	Prerequisite change	n/a	2-Apr	n/a	Info only 15-Apr
Writing Intensive	Seeks Writing Enriched Designation	n/a		n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
Course Revision Minor	Remove MUSL 1140 as a co-req and remove the pre-req language	n/a	2-Apr	n/a	Info only 15-Apr

Course Revision Minor	Remove MUSL 1150 as a co-req and change the pre-req to C or better in MUS 1140	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Removes MUSL 2140 as a co-req and change the pre-req to a C or better in MUS 1150	n/a	2-Apr	n/a Info only 15-Apr
Course Deletion	Delete unused class not required for any program	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Remove MUSL 2150 as a co-req and change the pre-req to C or better in MUS 2140	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Title Change, Classify as studio, not lecture, change prereq to permission of instructor	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Title Change, Classify as studio, not lecture, change prereq to MUS 2430	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Title Change, Classify as studio, not lecture, change prereq to MUS 2440	n/a		n/a Info only 15-Apr
Course Revision Minor	Title Change, Classify as studio, not lecture, change prereq to MUS 3430	n/a		n/a Info only 15-Apr
Course Revision Minor	Change course title and course description. Remove co-req of MUS 1140	n/a	2-Apr	n/a Info only 15-Apr
Course Revision Minor	Change course title and course description. Remove co-req of MUS 1150	n/a	2-Apr	n/a Info only 15-Apr

Course Revision Minor	Change course title and course description. Remove co-req of MUS 2140	n/a	2-Apr	n/a	Info only 15-Apr
Course Revision Minor	Change course title and course description. Remove co-req of MUS 2150	n/a	2-Apr	n/a	Info only 15-Apr
Course Deletion	Delete unused class not required for any program	n/a	2-Apr	n/a	Info only 15-Apr
Course Deletion	Delete unused class not required for any program	n/a	2-Apr	n/a	Info only 15-Apr
Course Deletion	Delete unused class not required for any program	n/a	2-Apr	n/a	Info only 15-Apr
Course Deletion	Delete unused class not required for any program	n/a	2-Apr	n/a	Info only 15-Apr
Course Deletion	Delete unused class not required for any program	n/a	2-Apr	n/a	Info only 15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
New Course Proposal		n/a	2-Apr	n/a	15-Apr
Course Revision Minor	Change NUR 5000 from prereq to pre/coreq	n/a	2-Apr	n/a	Info only 15-Apr
Course Revision Minor	Eliminate NUR 5020 as prereq	n/a	2-Apr	n/a	Info only 15-Apr
Course Revision Minor	unclear	n/a	2-Apr	n/a	Info only 15-Apr
Course Revision Minor	Eliminate NUR 5200 as prereq	n/a	2-Apr	n/a	Info only 15-Apr
Course Revision Minor	Eliminate NUR 5300 as prereq	n/a	2-Apr	n/a	Info only 15-Apr

## AM PROPOSALS

Proposal Type	Notes	General Ed Sub	Curriculum Sub	GenEdChairRev	Acad Affairs	Comm
Program Revision-Minor	All students must make a C or better in BIO 1000 for all subsequent classes that require BIO 1000	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Remove 3 elective hours	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Adds MUSL 1100 as elective	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Adds MUSL 1100 as elective	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Change to online	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Change to online	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Change to online	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Change to online	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Update title of REL 3310	n/a	2-Apr	n/a	Info Only	15 Apr
Program Revision-Minor	Add PHI 3600/REL 3600 and update title of REL 3310	n/a	2-Apr	n/a	Info Only	15 Apr

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Recommendation from FERS was passed by FIAC unanimously. Revisions from previous version are highlighted to clarify how Chairs will document additional teaching observations.

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### **Appointment to Faculty Rank**

#### **Assistant Professor**

The initial appointment to the rank of Assistant Professor is for a probationary ~~two~~four-year term. Unless at any point the Assistant Professor is not reappointed, he/she will be reappointed one additional ~~two~~three-year term ~~and one three-year term~~ before a decision is made to recommend permanent tenure at the same or higher rank or not to reappoint.

At least ~~180 calendar days~~ one year before the end of the first ~~two~~four-year appointment, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed at the rank of assistant professor for an additional ~~two~~three-year term or not reappointed. ~~Before the end of the first year of the second two-year term as Assistant Professor, the Assistant Professor will receive written notice~~

~~whether, when his/her current term expires, he/she will be reappointed to a three-year term or not~~

~~reappointed.~~ Before the end of the second year of the three-year term as assistant professor, the Assistant Professor will receive written notice whether, when his/her current term expires, he/she will be reappointed with permanent tenure at the same or higher rank or not be reappointed.

The failure to give the required notice of a decision not to reappoint at any point herein required has the same effect as a decision at that time to offer a terminal appointment at the same rank for one academic year. The decisions herein required will be made as provided in the section below on “Initiation, Review, and Approval of Appointments, Promotions, and Reappointments.” ~~Promotion at any time from the rank of Assistant Professor to the rank of Associate Professor constitutes an initial appointment to the first three-year term at the latter rank under the terms and conditions described below in the section on “Associate Professor.”~~

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### **Procedures for Contract Renewal Evaluations and Advisory Evaluations of Untenured Tenure-**

#### **Track Faculty**

Tenure-track faculty members receive a comprehensive contract renewal evaluation in their ~~first~~third year of employment at the University according to the Calendar found below. ~~Faculty will be evaluated according to the calendar found in the Faculty Handbook which was in place at the time of their initial employment. Faculty who do not fall into the normal timeline (i.e. Those hired in Spring, given credit towards P&T from previous experience, etc.) should consult with their Chair and Dean to determine evaluation timeline.~~ In subsequent years, a major evaluation for untenured faculty is optional at the discretion of the faculty member or Department Chair.

These evaluations, if initiated by the Department Chair, may be for cause or, at the discretion of either the faculty member or Chair, may be advisory in nature. Peer evaluations of visiting faculty are at the option

of the Department Chair, the appropriate Dean, and the Provost and Vice Chancellor for Academic Affairs.

The procedures for these evaluations generally follow the procedures specified for tenure and/or promotion. Faculty members undergoing contract renewal evaluations are to collect student evaluations of their courses. Observation of teaching by the Department Chair and by members of the Peer Evaluation Committee is even more important to the evaluation process. **The Chair's observations of teaching during the first two years of employment will be included in Chair's annual evaluation reports for years 1 and 2 and the Chair's evaluation report for probationary review should address the progress the faculty member has made in the area of teaching.**

The faculty member being evaluated for an initial contract renewal must submit the materials listed below to the electronic portfolio system. Portfolios submitted for contract renewal evaluations subsequent to the initial probationary evaluation should also include copies of signed Department Chair annual evaluations.

1. The completed Peer Evaluation Nomination Form
2. A current Curriculum Vitae
3. **An Expanded Self Evaluation Report covering full term of employment at institution**
4. The Disciplinary Statements in effect for the faculty member's department.
5. **Copies of signed Department Chair's Annual Evaluations including summaries of teaching evaluations.**
5. 6. Student Evaluation Reports for all courses evaluated during the evaluation period. ~~In case of a one year contract renewal, the Department Chair will provide these reports to the Peer Evaluation Committee by the Department Chair as the evaluation period begins before the end of the first semester. (See Calendar below).~~
6. 7. Documentation of effectiveness in teaching: Include course syllabi for a selection of courses taught at UNCP and course materials (selected assignments, handouts, PowerPoint slides, tests, student work, etc.) for one General Education course (if applicable), one upper division course (if applicable), and one graduate course (if applicable).
7. 8. Documentation of scholarship and other professional activity in the faculty member's discipline: Include conference papers/posters, publications, reviews, books, creative work, recordings, programs, conferences attended, copies of works in progress.
8. 9. Documentation of service: Include relevant materials that illustrate significant contributions.

The Department Chair completes a Chair's Evaluation Report and submits the report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Peer Evaluation Committee (if convened) submits a Peer Evaluation Report as described in the section on "Procedures for Tenure and/or Promotion Evaluation." The Dean of the relevant school or college reviews the reports from the Chair and the Peer Evaluation Committee as well as any rebuttals by the faculty member. The Dean then completes

the Dean's Report of Contract Renewal Evaluation and submits it with all supporting materials to the Provost and Vice Chancellor for Academic Affairs.

The Provost and Vice Chancellor for Academic Affairs reviews all the evaluative materials and recommends to the Chancellor whether or not to reappoint the candidate. The Chancellor makes the final decision on reappointment. Conditions governing non-reappointment are listed in the Faculty Handbook, Section II, Chapter 1; note that the faculty member's competence is not the only factor considered in reappointment decision. The Code of the Board of Governors of the University of North Carolina also specifies deadlines for notification of non-reappointment.

A tenure-track faculty member or his or her Department Chair may initiate an advisory evaluation any time during the tenure-track process. Such evaluations are proactive steps to help faculty members improve performance and become more able to achieve tenure. The Department Chair may appoint a Peer Evaluation Committee as part of advisory evaluations. If advisory evaluations are conducted, the Committee should identify aspects of the faculty member's performance that may present problems when a tenure decision is due. Advisory evaluations have no formal consequences for decisions about contract renewal, tenure, or promotion.

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### **Calendar of Events for Initial Two-Year Contract Review**

~~The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.~~

<del>DATE</del>	<del>EVENT OR DOCUMENT</del>
<del>September 7</del>	<del>Notification: The Department Chair notifies the faculty member, the Dean of the relevant school or college, and the Provost and Vice Chancellor for Academic Affairs that the evaluation is to be conducted.</del>
<del>November 15</del>	<del>Submission of Nomination Form: The faculty member submits the Peer Evaluation Committee (PEC) Nomination Form to the Department Chair.</del>
<del>November 30</del>	<del>PEC Formation: The Department Chair announces make-up of PEC.</del>
<del>Prior to end of the first semester</del>	<del>Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member as soon as the faculty member's final course grades have been submitted.</del>



January 20	Submission of Materials: The faculty member submits all required materials to the Department Chair including the self-evaluation. Part 2, Section C of the self-evaluation should discuss the student data.
February 3	Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.
February-April 14	<p>Observation of teaching: The Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.</p> <p>PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the PEC Tenure, Promotion and Renewal Form is completed.</p> <p>Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.</p>
April 15	Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.
April 21	Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.
April 22	Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted.
May 1	Optional Rebuttal: The faculty member may submit a rebuttal of the PEC and/or Department Chair's report, if desired, to the Dean of the faculty member's school or college.

August 30	Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing second year initial review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey the Dean's report to the faculty member by August 30.
September 5	Signing and Returning Dean's Evaluation Report: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.
September 15	Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.
September 15	Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.
November 1	Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's Department Chair, and with the Dean of the faculty member's school or college the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.
November 15 (This date may not be altered)	Notification of Reappointment Decision: By November 15 of the second year, if the decision is not to reappoint an Assistant Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member. Per Section 604.A of the UNC Code, "If a decision is not to reappoint, then failure to give timely notice of non-reappointment will oblige the Chancellor to offer a terminal appointment of one academic year." <sup>22</sup>

Calendar of Events for Initial ~~Three~~Four-Year Contract Review

The dates listed below should be followed. If the date falls on a day that administrative offices are closed, the deadline will be the first day the offices reopen. Other relevant policies and procedures are found in the full Faculty Evaluation Plan.

<b>DATE</b>	<b>EVENT OR DOCUMENT</b>
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Both semesters of the first year	Student Evaluations: The faculty member conducts student evaluations of his or her courses. The Chair distributes the collated data and typed comments to the faculty member after the faculty member's final course grades have been submitted each semester.
Both semesters of the first year and once in second year	Observation of teaching: The Department Chair carries out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.
<del>September 7</del> April 15 of the second year	Notification: The Department Chair notifies the faculty member, the Dean of the relevant school or college, and the Provost and Vice Chancellor for Academic Affairs that the evaluation is to be conducted.
September 21 of the third year	Submission of Materials: The faculty member presents the Department Chair with documents required, including the Peer Evaluation Committee (PEC) Nomination Form. Part 2, Section C of the self-evaluation should discuss the student data.
September 30	PEC Formation: The Department Chair announces make-up of PEC.
October 3	Transmittal of Materials: The Department Chair meets with the PEC and gives the PEC the candidate's materials. The PEC meets and elects a chair.
October –January 14	Observation of teaching: During the fall semester, the Department Chair and members of PEC carry out observation of the faculty member's teaching. If the faculty member is teaching online, provisions must be made for observation of online teaching.
January 15	PEC Evaluation: The PEC deliberates on all materials, observations, etc., to reach a recommendation. A report is drafted and the PEC Tenure, Promotion and Renewal Form is completed.  Chair's Evaluation: The Department Chair prepares an independent report and completes the Tenure, Promotion, and Renewal form.  Reports Conveyed: The PEC and Department Chair convey their reports to the faculty member.
January 20	Faculty Signatures: The faculty member signs the reports from PEC and Department Chair, acknowledging content but not necessarily agreement.
January 21	Report Submission: Department Chair and PEC submit reports to the Dean of the relevant school or college. Any minority PEC report is also submitted
February 1	Optional Rebuttal: The faculty member may submit a rebuttal of the PEC and/or Department Chair's report, if desired, to the Dean of the faculty member's school or college.

February 15	Dean's Evaluation Report: The Dean will prepare a Dean's Evaluation Report for each member in his or her school or college undergoing <del>second</del> third-year review, and complete the Dean's Evaluation Report Form for each faculty member being evaluated. The Dean will convey his or her report to the faculty member by February 15.
February 20	Faculty Signature: The faculty member has until this date to review the Dean's evaluation materials, and to sign and return one copy to the Dean.
March 3	Optional Rebuttal of Dean's Evaluation: If the Dean's evaluation disagrees with that of the Department Chair or the PEC, the faculty member has until this date to submit a rebuttal of the Dean's evaluation to the Provost and Vice Chancellor for Academic Affairs.
March 3	Submission of Dean's Reports: The Dean is to submit the Dean's Evaluation Report, attaching all materials presented, to the Provost and Vice Chancellor for Academic Affairs.
April 1	Reappointment Decision: Following procedures in the UNCP Tenure Regulations, after conferring with the faculty member's Department Chair and with the Dean of the faculty member's school or college, the Provost and Vice Chancellor for Academic Affairs decides whether to reappoint the faculty member. The Provost and Vice Chancellor reports the decision to the Chancellor for information.
May 15 (This date may not be altered)	Notification of Reappointment Decision: By May 15 of the <del>second</del> third year of the probationary appointment, if the decision is not to reappoint an <del>Assistant</del> or Associate Professor, the Provost and Vice Chancellor for Academic Affairs provides written notice to the faculty member no later than this date.

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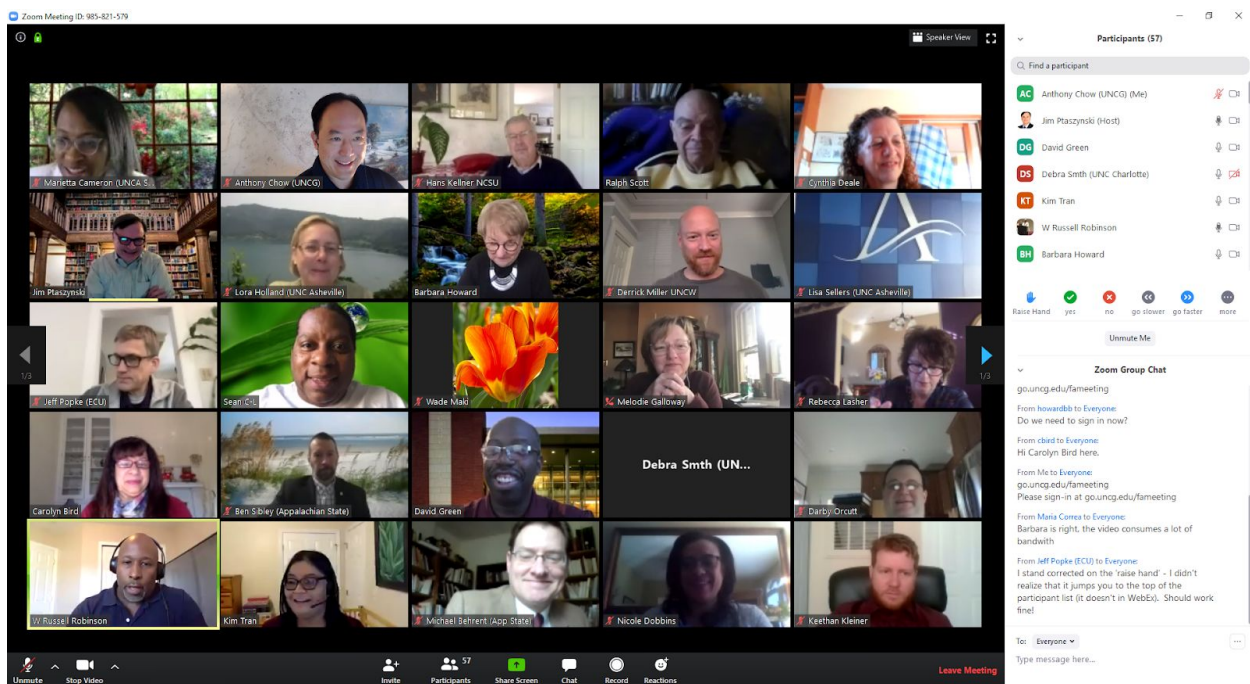


**AGENDA**  
**UNC Faculty Assembly Meeting: Thursday, April 2, 2020-Friday, April 3, 2020**  
**Online via Zoom**  
**Theme: Finishing the Academic Year during Extraordinary Times**

**Attendance:** Ashwell, Bailey, Behrent, Bird, Bradshaw, Cameron, Chow, Correa, Daynes, Deale, Dewitya, DiGiacinto, Dika, Dobbins, Gaitors, Galloway, Gann, Gomez, Holland Goldthwaite, Howard, Jones, Klaimon, Kleiner, Kramer, Lamphere, Lasher, Lee, Maddux, Maki, Mann, Miller, Mitchell, Okunbor, Orcutt, Parker, Popke, Powell, Robinson, Rosenberg, Scott, Sellers, Sibley, Smith (N.), Smith (D.), Steed, Szabo, Tran, Turpin, Wakeford, Wells, and Williams.

**8:00AM–8:30AM Faculty Assembly Chair, David Green’s Report | See Slides**

Chair Green and UNC System VP of Digital Learning Jim Ptaszynski, discussed Zoom features and online meeting protocol to help orient faculty assembly members before starting the meeting.



Chair Green noted that during the Covid-19 crisis it is most important to keep in mind students and that their success is our highest priority. Faculty leaders at each institution should be working with their chancellors on preparing their respective campus impact statements that will go to the UNC System office. Faculty Assembly leadership remains in close contact and communication with the Board of Governors leadership. There are strong applicants in the presidential search pool but the July 1st deadline to make a final decision does not look likely at this point. Faculty remain a strong voice in the process.

The FA Governance Committee submitted their formal report ([view here](#)) which highlighted three main areas of focus during the 2019-2020 academic year: 1) To enhance collaboration on every campus and across the System, 2) To improvement faculty engagement and collaboration, an Advocacy Primer ([view here](#)) was

developed for members of the Faculty Assembly, and 3) A call to action: As a part of the process of shared governance, a list of best practices for faculty governance, at all campuses needs to be developed.

#### 9:30AM–10:00AM Jeff Popke, Chair, Faculty Assembly Welfare Committee: Civility Statement

Dr. Jeff Popke, Chair of the Faculty Assembly Welfare Committee, noted that the focus shifted away from civility to collegiality as the former could focus on personal differences. Discussion around the statement ensued and the Collegiality Statement passed with consensus. The Statement on Collegiality and Professional Conduct from The University of North Carolina System Faculty Assembly can be [viewed here](#) and is intended to, “... affirm the importance of collegial relations and interactions in the pursuance of UNC’s mission, and to serve as a way to frame discussions around this issue in cases where constructive cooperation is hindered by a lack of collegiality” (Faculty Assembly, 2020). The lived application of Collegiality, “... entails a shared responsibility to promote the collaborative interactions and reciprocal relationships that are necessary for shared decision-making and the pursuit of common goals. Collegial interactions are built around mutual trust and facilitated by a value system that appreciates and shows respect for differences in background, expertise, and points of view. Collegiality is enhanced by an environment characterized by civility and a spirit of mutual support and engagement.”

#### 10:00AM–11:00AM UNC System Leadership Updates

Dr. William Roper, UNC System Interim President, thanked the FA and all system faculty and staff for their hard work during the COVID-19 crisis. He humorously noted that three weeks ago he did not know what a “Zoom” was and now we are all experts. A question and answer session with the FA ensued. Dr. Roper is the former Director of the CDC and issued [this formal video COVID-19 statement](#).

Dr. Kim van Noort, Senior Vice President for Academic Affairs and Chief Academic Officer, noted that indeed Zoom is keeping us connected while maintaining social distancing. She and her team continue to look at how they can identify and remove barriers. What tools are missing? How can we help? From her understanding, the UNC System will receive funding from the [CARES Act](#) and it will require that 50% go directly to students and 50% to the university. The UNC System has set up a [COVID-19 Resource Center website](#).

Dr. Bethany Meighen, Chief Student Affairs Officer, stated that the System and our institutions are still delivering high quality services, especially through telehealth, which has been successful. They are also tracking student challenges and issues to help best understand how to use CARES funding.

Matt Brody, Senior Vice President for Human Resources, provided an HR update.

Dr. Jim Ptaszynski, Vice President for Digital Learning, announced the successful launch of [dli.northcarolina.edu](#), which is an online resource center for digital learning across the system. Webinars will be offered twice a month now - proctoring is a major issue. What can we do now that libraries and testing centers are closed? A System license is being explored. Continual training and support is essential - online learning support resources for students are available at <https://onlinelearning.northcarolina.edu/> and Online Learning 101. Systemwide, over 50k courses are now online. Summer is coming - what can we do to help prepare? Adaptive courseware perhaps?

Drew Moretz, Vice President for State Government Relations, provided an update on legislative activity. The CARES Act is expected to bring approximately \$4 Billion to North Carolina. For the April 28th session, COVID-19 is likely going to be the only agenda item. He is still fighting for [H. 966](#).

#### 11:00AM–12:00PM Elections (Secretary, At-Large Delegates, 5, 4, 3, 2 Caucus, and HMSI)

General elections were held for open positions on the Faculty Assembly Executive Committee, which included FA Secretary, two At-Large Delegates, and delegates representing the four different sizes of delegations. The Faculty Assembly Executive Committee provides representation for each of the delegation size-groupings, and the HMI institutions, and is elected for one-year terms. One delegate each is chosen by caucuses of campuses by delegation size:

- Five delegate (ECU, NCSU, UNC-CH, UNCC)
- Four delegate (ASU, NCAT, UNCG, UNCW)
- Three delegate (FSU, NCCU, UNCP, WCU, WSSU)
- Two delegate (ECSU, NCSSM, UNCA, UNCSA)
- HMI delegate

Delegation size to the Faculty Assembly is proportional to the number of budgeted full-time faculty positions on a campus; the representation system allows for 2, 3, 4, or 5 member delegations ([view current delegation here](#)).

The elections were successfully held, and the Faculty Assembly Executive Committee for 2020-2021 is:

- Chair, [Tim Ives](#), MD, UNC-CH
- Vice Chair, [Barbara Howard](#), EdD, ASU
- Secretary, [Anthony Chow](#), PhD, UNCG
- HMI delegate, [Mesia Steed](#), PhD, WSSU
- 5-delegate, [Jeff Popke](#), PhD, ECU
- 4-delegate, [Nicole Dobbins](#), PhD, NCAT
- 3-delegate, [Renee Lamphere](#), PhD, UNCP
- 2-delegate, [Kacey DiGiacinto](#), PhD, ECSU
- At-large, [Kim Tran](#), PhD, FSU
- At-large, [Melodie Galloway](#), PhD, UNCA

Special thanks and a salute was given to Law Professor and Faculty Assembly Chair (2018-2020) [David Green](#) for his leadership, vision, and tireless representation and advocacy for all UNC System faculty. All outgoing delegates and Executive Committee members were also thanked for their service and commitment.

12:00PM: Adjourn



**Faculty Assembly Executive Committee Meeting with President Roper and Chair Ramsey,  
with Kimberly van Noort, Tom Shanahan, Pete Brunstetter, and Chris McClure,  
April 24, 2020**

Chair Ramsey expressed his gratitude for allowing him to join us. He received the memo from the Faculty Assembly and wanted to thank us for our service and “can do” spirit of the faculty from the UNC System. President Roper mentioned that he has met with Chancellors at NC A&T, NCSSM, NC Central, and FSU to discuss the impact of COV19 and future plans. By next week, he will have met with all 17 Chancellors.

President Roper’s recommendation is that each institution work through their faculty senates at each of the universities to address concerns identified in the memo of April 20. He observed that the Faculty Assembly was started in 1972 by President Friday, and it has been a good way to communicate with faculty across the System.

What President Roper has been hearing in his weekly meetings with administration:

1. Readiness of faculty and remote instruction - the faculty have responded heroically. They are supplying laptops, hotspots; providing tangible assistance, guidance; training for faculty on how to teach online still needs to be a priority.
2. Budget - what the State budget is going to be like; will not know our budget until July.
3. Asking institutions to make their own decisions about returning to campus.
4. What happens if this becomes a financial exigency - we are not there yet, and the process is laid out in great detail. Exigency does not meet short-term cash needs, but is a longer term solution. **President Roper does not see exigency as a viable option, nor something we should be concerned with at this time.**

Chair Green noted that campuses can benefit from UNC System guidance on best practices of shared governance and faculty input on critical issues. President Roper mentioned that System Office staff are meeting with colleagues in their respective areas at each university. During his weekly Chancellor Zoom calls, he is encouraging the Chancellors **to work through their senate leadership.**

Chair Green wanted to know about how we learn more about students who we are not connecting with. Provosts have shared that an estimated 10-15% of our students are disengaged. Some institutions are reprogramming staff to call students to ensure they are engaged - stats show that some students are not logging in. Administrators are calling students who may be falling through the cracks. This can be generalized to other institutions.

Dr. van Noort noted that we need to call our present teaching delivery “remote teaching” and acknowledge that it is really not online learning. She is working with the Math Pathways faculty to get together stand up digital libraries for math. The System, including Jim Ptaszynski, will be providing resources for additional coaching and training, with close collaboration with digital learning centers on campus. They are also creating summer teaching institutes for new faculty and established faculty who require further online training.

Chair Green noted that we must make sure everyone is up to speed - we are committed to helping in any way we can; some chairs have said they have not heard anything. The FA memo outlined three areas we can work with the System Office ([view here](#)):

- 1) Establishment of an Academics Working Group,
- 2) Establishment of a Longer-Term Academic Assessment and Planning Working Group, and
- 3) Establishment of a Financial Security Working Group.

Instead of FA leadership serving as co-chairs with BOG members, the FA leadership will create its own working groups and provide recommendations to the BOG, through the appropriate System administrator. Chair-Elect Ives noted the importance to maintain effective relationships, such as the ones developed with Governors Nelson and Powers. He further noted that It is important to keep lines of communication open and make sure the process is clear.

President Roper emphasized that flexibility to address the issues before us is essential. It is also important to pay attention to what Chair Ramsey and President Roper say in their reports. A lot of quotes in the press are not always accurate. The Board of Governors is made up of 24 members and one member does not speak for the entire Board, nor necessarily represents the majority view. It is important to remember that.

Chair Ramsey emphasized that the University System is a giant economic presence for the state. We need to make sure that the System remains successful. President Roper also mentioned that we have all been impressed with the rapid transition to online, but also need to acknowledge it is an imperfect product and needs more attention. We will use it more in the future, but we are not going to close up shop and go all online. Faculty do not need to spend too much time worrying about this.

Chair-Elect Ives noted that we do need to be concerned about our IT staff people and their mental health across the System. President Roper agreed that we need to express gratitude to the faculty and staff who have responded to this pandemic.

Chair Green asked how are we going to handle the Fall? President Roper noted that we are not there yet. With the development of a timetable, we would like clarity by 7/1/2020. Three options exist at present: Hybrid (some online and some in F2F), all F2F, and all online. Chair Green noted that we must pay attention to the varied disciplines and needed differences.

Governor Cooper has extended Stay-at-Home Orders until May 8, and K-12 will stay home for the end of the semester. Even if we do return to residential life in the fall semester, we need to respect social distancing. President Roper stressed that many of the faculty are in the vulnerable age group - so the health of faculty is of extreme importance.

Chair-Elect Ives asked, who is the point person for good ideas in the System? President Roper and Chris McClure responded that we need to be flexible and that any good ideas or questions should be sent to everyone in the System leadership.

The meeting ended at 4:45 PM.

**Teacher Education Committee Meeting  
Minutes  
February 12, 2020  
3:00 p.m., room 222, School of Education**



**“Preparing professional educators who are committed, collaborative, and competent.”**

**Attendance:** I. Aiken, M. Ash, S. Cinnamon, I. Falls, K. Ficklin, E. Jeon, S. Jones, Z. Jones, M. Klinikowski, C. Lara, R. Ladd, N. Lifschitz-Grant, L. Mitchell, K. Pitchford, J. Rivera, M. Rivera, G. Robinson, K. Sellers, T. Trendowski, S. Woodside

**Guests:** M. Locklear, J. Sciulli, A. Van Buren, J. Warren

**1. Call to order**

- a. The meeting was called to order at 3:01pm

**2. Approval of the minutes:** November 13, 2019 and January 15, 2020

- a. The minutes for the November 13, 2019 TEC meeting were unanimously approved.
  - i. Motion Mary Ash, Second Kelly Ficklin
- b. The minutes for the January 15, 2020 TEC meeting were unanimously approved.
  - i. Motion Mary Ash, Second Kelly Ficklin

**3. Good News**

- a. Kelly Ficklin shared good news about a publication for Kelly and Dr. Lee

**4. Curriculum proposals:**

a. [Counseling](#)

A motion was made by the Counseling department and seconded by Kim Sellers to approve the prerequisite changes for the following courses. Approved unanimously.

CNS 5060 Crisis Intervention

CNS 5070 College Counseling/Student Affairs

CNS 5250 Counseling Children and Adol.

CNS 5550 Seminar in PSC

CNS 6100 Counseling Practicum

CNS 5870 Family and Addiction

CNS 5900 Issues in Addiction

CNS 5650 - SC as Leader, Advocate, Consultant

CNS 5750 - College and Career Readiness

CNS 5770 - Evidence-Based School Counseling

CNS 5780 - Addressing the Achievement Gap...

A motion was made by the Counseling department and seconded by Irene Aiken to approve the program changes for the following certificate. Approved unanimously.

Program change Advanced School Counselor for Postsecondary Success Certificate (with 4 courses)

A motion was made by the Counseling department and seconded by Irene Aiken to approve the program changes for the following certificate. Approved unanimously.

Program change for MA Ed Professional School Counseling adding 4 play therapy courses as electives

**5. Action Items:**

- a. Admission into the Teacher Education Program – Ms. Mary Klinikowski
  - i. Proposal to accept the list of candidates for admission by Mary Klinikowski, Second Mary Ash. Approved unanimously.
- b. Recommendations from Policy Review Subcommittee – Dr. Jose Rivera
  1. Policy Appeals form – change to [electronic](#)
  2. Proposal to table the changed form from the Policy Subcommittee, Second Kim Sellers. Approved: 12 yea, 2, nay, 0 opposed

**6. Report – Subcommittees**

- a. Assessment
  - i. Met 2/12/20, reviewing evidence and rubrics
- b. Candidate Quality, Recruitment and Selectivity
  - i. Meeting 3/2, reviewing 2 standards each meeting
- c. Clinical Partnerships
  - i. Met 1/20
- d. Curriculum and Instructional Practice
  - i. Meeting 2/24
- e. Policy
  - i. Meets Mondays 9am

**7. Report - Technology Coordinator – Dr. Cindy Giambatista**

- a. No report

**8. Report - Director of Assessment & Licensure Officer – Ms. Mary Klinikowski**

- a. EPP Annual Reports past due
  - i. Mary will resend links
- b. Residency Licensure updates
  - i. Information shared
- c. Recommendations for Licensure

- i. Information shared
- d. Praxis II / Licensure Exam pass rate
  - i. No additional information shared this month

## **9. Report - Office of USP & Clinical Practice – Dr. Kay Pitchford**

- a. Field Experience sign up deadline
  - a. Kay shared the email sent to students still needing a placement
- b. Spring Teacher Education Career Fair – Friday, April 24, 2020
  - a. Information shared
- c. Spring Pinning Ceremony – May 7, 2020
  - a. Information shared
- d. Fall 2020 Internship list
  - a. Corrections made to the list
- e. EdTPALs
  - Next meeting 2/26
- f. Praxis II / Licensure exam support
  - a. Past weekend, over 50 participants last week and more expected this weekend

## **10. Report – Dean’s Office**

- a. ES & P 1 – Educator Preparation Program (EPP) Performance-Based Weighted Model Proposal Report as Part of House Bill 107 (Session Law 2019-149)
- b. Praxis Core support – tutoring available through the Center for Student Success (no longer in SOE 130)
  - i. A flyer with available information will be ready by March TEC
- c. edTPA fee to be added Fall 2020 to all internship courses
- d. Tentative TEC workdays: June 18 and/or 19, 2020

## **11. Announcements: see [Save the Dates](#)**

- a. Praxis II / Licensure Support Saturday, February 15, 2020
- b. Annual Drive-In Counselor Conference, Friday, February 21, 2020
- c. AACTE 72<sup>nd</sup> Annual Meeting: February 28-March 1, Atlanta, GA
- d. Spring CAEPCon: March 9-12, New Orleans, LA
- e. Family STEAM day and Innovation and Invention Day, Saturday, April 4
- f. Spring Teacher Education Fair: Friday, April 24, UC Annex
- g. Pinning and Scholarship Ceremony: Thursday, May 7, 2020
- h. Beginning Teacher Leadership Symposium: June 11, 2020
- i. edTPA institute: June 22, 2020
- j. Clinical Teacher Academy: June 23, 2020
- k. 2020 NCACTE Fall Forum: September 23-25, North Raleigh Hilton
- l. Fall CAEPCon: September 29-October 3, Washington, DC

## **12. Adjournment**

- a. Adjourned 4:18 pm



**Next meeting: Wednesday, March 18, 2020, 3:00 p.m., room 222, SOE**








*Respectfully submitted by Dr. Irene Pittman Aiken, Dean*






















Graduate Council met on April 20, 2020 via webex. Below are items from that meeting believed to be most relevant to Faculty Senate.

Graduate Faculty Status – the following graduate status nominations were approved as presented below:




Last Name	First Name	Degree	Dept	Program	Status	CV	Votes
Lifschitz-Grant	Naomi	EdD	Art	Art Education	Full	 Lifschitz-Grant, Naomi CV 2020 full;	18-0-0
Moore	Stephen	PhD	MMIB	MBA	Professional Affiliate	 Moore, Stephen CV 2020 full - renewal.pdf	18-0-0
Choi	Junghwa	ABD	PSPA	MPA	Adjunct/Full?	 Choi, Junghwa CV 2020 full - nomination	18-0-0
Hassett	Matthew	PhD	SOC/CRJ	MPA	Full	 Hassett, Matthew CV 2020 full - nomination	18-0-0
McQueen	Jesse	MPA	SOC/CRJ	MPA	Professional Affiliate	 McQueen, Jesse CV 2020 prof aff - nomin.	18-0-0
Norman	Lauren	PhD	SOC/CRJ	MPA	Full	 Norman, Lauren CV 2020 full - nomination	18-0-0
Paparozzi	Judith	JD	SOC/CRJ	MPA	Professional Affiliate	 Paparozzi, Judith CV 2020 prof aff - nomin.	18-0-0

Graduate Faculty Status Renewals -- the following graduate status renewals were approved as presented below:

Last Name	First Name	Degree	Dept	Program	Status	CV	Votes
Begnaud	Joseph	MFA	Art	Art Ed	Adjunct	 Begnaud, Joseph CV 2020 adjunct - renewe	18-0-0
Edkins	Susan	MS	Kinesiology	Athletic Training	Professional Affiliate	 Edkins, Susan CV 2020 prof aff - renewe	18-0-0
Garris	Bruce	MAEd	Counseling	CMHC	Professional Affiliate	 Garris, Bruce CV 2020 prof aff - renewal.pdf	18-0-0
Walters	Courtney	MA	Counseling	CMHC	Professional Affiliate	 Walters, Courtney CV 2020 prof aff - renewe	18-0-0
Arteaga	Sandy	EdD	Teacher Ed	Elementary Ed	Adjunct	 Arteaga, Sandy CV 2020 adjunct - renewe	18-0-0

Ficklin	Kelly	EdD	Teacher Ed	Elementary Ed	Full	 Ficklin, Kelly CV 2020 adjunct - renewal.pdf	18-0-0
Nickolson	Claudia	PhD	Teacher Ed	Elementary Ed	Full	 Nickolson, Claudia CV 2020 full - renewal	18-0-0
Sciulli	Joe	EdD	Teacher Ed	Elementary Ed	Full	 Sciulli, Joe CV 2020 full - renewal.pdf	18-0-0
Lara	Cecilia	PhD	ETFL	English Ed	Full	 Lara, Cecilia CV 2020 full - renewal.pdf	18-0-0
Trendowski	Tom	PhD	Kinesiology	Exercise Science/Sport Administration	Full	 Trendowski, Tom CV 2020 full - renewal.pdf	18-0-0
Bahhouth	Victor	DBA	Accounting	MBA	Full	 Bahhouth, Victor CV 2020 full - renewal.pdf	18-0-0
Bell	Christine	MBA	MMIB	MBA	Professional Affiliate	 Bell, Christine CV 2020 prof aff - renew	18-0-0
Mann	Melissa	PhD	MMIB	MBA	Full	 Mann, Melissa CV 2020 full - renewal.pdf	18-0-0
Mehng	Si Ahn	PhD	MMIB	MBA	Full	 Mehng, Si Ahn CV 2020 full - renewal.pdf	18-0-0
Anderson	Gary	PhD	PSPA	MPA	Full	 Anderson, Gary CV 2020 full - renewal.pdf	18-0-0
Cooper	Tracy	PhD	PSPA	MPA	Full	 Cooper, Tracy CV 2020 full - renewal.pdf	18-0-0
Goins	Camille	EdD	Educational Leadership	MSA	Full	 Goins, Camille CV 2020 full - renewal.pdf	18-0-0
Jenkins	Charles	PhD	Educational Leadership	MSA	Adjunct	 Jenkins, Charles CV 2020 prof aff - renew	18-0-0
Norris	George	EdD	Educational Leadership	MSA	Adjunct	 Norris, George CV 2020 adjunct - renew	18-0-0
Oxendine	Olivia	EdD	Educational Leadership	MSA	Full	 Oxendine, Olivia CV 2020 full - renewal.pdf	18-0-0
Puentes	William	PhD	Nursing	MSN	Full	 Puentes, William CV 2020 full - renewal.pdf	18-0-0
Barr	Tina	PhD	Social Work	MSW	Full	 Barr, Tina CV 2020 full - renewal.pdf	18-0-0
Newitt	Kristen	MA	Counseling	PSC	Professional Affiliate	 Newitt, Kristen CV 2020 prof aff - renew	18-0-0
Flowers	Paul	PhD	Chemistry and Physics	Science Ed	Full	 Flowers, Paul CV 2020 full - renewal.pdf	18-0-0
Storms	Meredith	PhD	Chemistry and Physics	Science Ed	Full	 Storms, Meredith CV 2020 full - renewal.pdf	18-0-0
Woriac	Velinda	PhD	Biology	Science Ed	Full	 Woriac, Velinda CV 2020 full - renewal.pdf	18-0-0



Beem	Charles	PhD	History	Social Studies Ed	Full	 Beem, Charles CV 2020 full - renewal.pdf	18-0-0
Frederick	Jeff	PhD	History	Social Studies Ed	Full	 Frederick, Jeff CV 2020 full - renewal.pdf	18-0-0
Falls	Irina	PhD	Educational Leadership	Special Ed	Full	 Falls, Irina CV 2020 full - renewal.pdf	18-0-0

- **Program Revision Proposals – MSN and Post-Master's Certificate in Nursing Education – approved 18-0-0**
  - MSN is moving all 4 of its tracks and certificate in Nursing Education to 100% online format.
  - Rationale: To increase enrollment of MSN specialty tracks by providing more flexibility for students, to expand market area of MSN program at UNCP, and to decrease cost of obtaining MSN level education at UNCP. The content of the individual courses would not change.
  - The courses are already being taught in an executive model. The students are currently required to be on campus 2-3 times over the semester with the remaining work being done online, through synchronous and/or asynchronous discussions, podcasts, etc. The delivery of the courses would remain the same with the exception of the required on-campus meetings.
  
- **Course Revision Proposals – change to grading for EXER 5990 and EXER 6000 – approved 18-0-0**
  - EXER 5990: Capstone Study **and** EXER 6000: Thesis
    - Convert 10 point grading scale to pass/fail.
    - Rationale: A pass/fail grading model aligns with common graduate programs' culminating projects.
  
- **Course Revision Proposals – change pre-requisites for the MSN courses – approved 18-0-0**
  - NUR 5010: Research Methods for Evidence-Based Practice
    - Require NUR 5000 (Advanced Nursing Concepts in Theory and Practice) as a pre-pre-requisite or a co-requisite for NUR 5010
    - Revision rationale: This change would allow students to take both courses, if desired, during the same semester.
  - Nursing 5030: Advanced Concepts of Pharmacology in Nursing
    - Remove the pre-requisite of NUR 5020 (Advanced Pathophysiology) from NUR 5030.
    - Add “Admission to School of Graduate Studies and Nursing Graduate Program” as the only pre-requisite to NUR 5030.
  - Nursing 5040: Advanced Health Assessment and Clinical Decision Making
    - Remove the pre-requisite of NUR 5020 (Advanced Pathophysiology) from NUR 5040
    - Add “Admission to School of Graduate Studies and Nursing Graduate Program” as the only pre-requisite to NUR 5040.
  - Nursing 5210: Leadership in Clinical Microsystems
    - Remove NUR 5200 (Issues in Community Health for Rural Populations) as a pre-requisite for NUR 5210.
    - Add NUR 5100 (Rural Health Care: Theoretical Foundations) as pre-requisite for NUR 5210.
    - Revision Rationale: It was noted that NUR 5100 had similar course objectives as NUR 5200. Faculty voted to require NUR 5100 for the Clinical Nurse Leader track and eliminate NUR 5200 due to duplication. Due to the removal of NUR 5200, the catalog should change to reflect NUR 5100 as a pre-requisite to NUR 5210.
  - Nursing 5320: Classroom Teaching and Integration of Technology
    - Remove NUR 5300 (Educating Diverse Populations) as a pre-requisite for NUR 5320.
    - Revision rationale: Faculty determined that students do not benefit from taking NUR 5300 prior to taking NUR 5320. Also, the Post-Master’s Nurse Educator track does not require the

student to take NUR 5300 but does require NUR 5320. For this reason, NUR 5300 should be removed as a pre-requisite for NUR 5320.

- **Graduate School Items/Report**

- Dr. Aiken explained the new admission rules that are due to the US Department of Education ruling that there will be no more regional accrediting bodies only institutional accreditors. Dr. Aiken shared a draft of the new language for the catalog entry, which read as follows:  
Overview of The Graduate School Admissions Process  
UNCP welcomes applications from qualified persons who have earned a baccalaureate degree and whose academic preparation and aptitude predict success in graduate school. To be considered for admission to The Graduate School, an applicant must have an earned bachelor's degree from an accredited college or university recognized by the Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges, Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and WASC Senior College and University Commission (WSCUC). Degrees earned at colleges/universities accredited by other US Department of Education recognized national accreditors may also be considered.
- Dr. Aiken briefly discussed enrollment, reminding the program directors that it is very important to keep in touch with current and newly admitted students. She also discussed the Graduate School efforts (newsletter, sticker, contact, etc.).
- Dr. Bumín updated the Council members about the Graduate Research Symposium, Graduate Faculty Mentor Award, and Graduate Tuition Scholarship. Dr. Bumín mentioned that the winners have been notified and that this information was also shared on the Graduate School website and newsletter.

- **Announcements/Reminders**

1. Grad Council Meetings for 20-21 academic year (at 3:00 pm in UC Annex 203): September 21, October 19, November 16 of 2020, and January 25, February 15, March 15, and April 19 of 2021
2. Application Deadlines:
  - October 1 for spring 2021 graduation
  - March 1 for fall 2021 graduation
3. Graduate School Spring Commencement, August 7, 7:00 pm, GPAC
4. Fall New Graduate Student Orientation, Monday, August 17 at 5:30 pm, UC Annex