The University of North Carolina at Pembroke
Faculty Senate Agenda
Wednesday, Dec. 3, 2014
213 Chavis University Center

Scott Hicks, Chair
Roger Guy, Secretary

Members of the Senate:

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Chancellor Kyle Carter
Provost and Vice Chancellor for Academic Affairs Ken Kitts

Order of Business

A. Roll Call
B. Approval of Minutes (Appendix A)
C. Adoption of Agenda
D. Reports from Administration
   1. Chancellor—Kyle Carter
   2. Provost and Vice Chancellor for Academic Affairs—Ken Kitts
E. Reports of Committees
   1. Operations Committees
      a. Executive Committee—Scott Hicks
         1. The Faculty Senate requests that the Board of Trustees name the Chair of the General Faculty to the Chancellor Search Committee (Appendix B).
         2. The Faculty Senate requests the Chancellor Search Committee to make public the finalists for the position of Chancellor and to partner with the Faculty Senate in engaging the General Faculty in meeting and assessing the finalists (Appendix C).
         3. The Faculty Senate recommends that University administrators fully update the rosters and chairs and include all minutes and agendas of all University
committees on University Governance websites (Appendix D).

b. Committee on Committees & Elections—Susan Cannata
c. Faculty Governance Committee—Beverly Justice

2. Standing Committees
   a. Academic Affairs Committee—Jose D’Arruda
      1. The Speech Test shall be removed as a requirement from the General Education program (Appendix E).
      2. The policy on midterm grades shall be revised such that faculty shall submit midterm grades by the close of business on the Monday after Fall Break in the fall semester and by the close of business the Monday of Spring Break in the spring semester (Appendix F).
   b. Faculty & Institutional Affairs Committee—Sara Simmons
   c. Student Affairs & Campus Life Committee—Brooke Kelly

3. Special Committees

F. UNC Faculty Assembly Report (Appendix G)

G. Teacher Education Committee (Appendix H)

H. Graduate Council (Appendix I)

I. Other Committees (Appendix J)
   1. Academic & Financial Aid Appeals Committee
   2. Advising & Retention Council
   3. Athletic Grant-in-Aid Review Committee
   4. Athletics Hall of Fame Committee
   5. Bookstore Advisory Committee
   6. Campus Appeal Board
   7. Campus Judicial Board
   8. Campus Health & Safety Committee
   9. CARE Team
   10. Commencement Speaker Committee
   11. Committee on Substance Abuse Prevention
   12. Data Standards Committee
   13. Emergency Operations Committee
   14. Equal Employment Opportunity Committee
   15. Faculty Grievance Committee
   16. Faculty Research Advisory Board
   17. HEALTH (Workplace Wellness) Committee
   18. Holiday Gala Committee
   19. Homecoming Committee
   20. Honorary Degree Committee
   21. Institutional Animal Care & Use Committee
   22. Institutional Review Board
   23. Integrated Marketing Committee
   24. Intellectual Property Committee
   25. Pembroke Day Committee
   26. QEP Committee
27. Residency Appeal Committee
28. Sexual Misconduct Advocacy & Resource Team
29. Space Use & Property Acquisition Committee
30. SPA Grievance Committee
31. Strategic Enrollment Planning Council
32. Student-Athlete Transfer Committee
33. Student Grievance Panel
34. Student Services Committee
35. Sustainability Council
36. Task Force on Teaching Excellence
37. Textbook Committee
38. Traffic Appeal Board
39. Tuition & Fee Review Committee
40. Tuition Surcharge & Refund Appeal Committee
41. University Athletics Committee
42. University Calendar Committee
43. University Honors Council
44. University Oversight Committee

J. **Unfinished Business**
K. **New Business**
L. **Announcements**
M. **Adjournment**
Appendix A

The University of North Carolina at Pembroke
Faculty Senate Agenda
Wednesday, Nov. 5, 2014
213 Chavis University Center

Scott Hicks, Chair
Roger Guy, Secretary

Members of the Senate:

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Chancellor Kyle Carter
Proovst and Vice Chancellor for Academic Affairs Ken Kitts

Members Present: Polina Chemishanova, Rick Crandall, Judy Curtis, Tony Curtis, Jose D'Arruda, Tom Dooling, Susan Edkins, Dena Evans, Roger Guy, Scott Hicks, Brooke Kelly, Kenneth Kitts, Jonathan Maisonpierre, Cynthia Miecznikowski, Maria Pereira, June Power, Joe Sciulli, Kim Sellers, Sara Simmons, Mike Spivey, Aaron Vandermeer

Members Absent: Susan Cannata, Kyle Carter, David Nikkel, Jesse Peters, Marisa Scott

Guests: Stephen Bukowy, Beverly Justice, Sharon Kissick

Order of Business

A. Roll Call
B. Approval of Minutes The Minutes were approved.
C. Adoption of Agenda The Agenda was adopted
D. Reports from Administration
   1. Chancellor—Dr. Kyle Carter – The Chancellor was not present.
   2. Provost and Vice Chancellor for Academic Affairs—Dr. Ken Kitts
The Provost reported that the changes to the Promotion and Tenure Policy were transmitted to President Ross on October 7 for review by his staff. Dr. Kitts met with deans and chairs on October 3 to initiate work on disciplinary statements. The Provost requested that the departments to complete initial draft by end of semester so that the deans may begin to review the statements.

Dr. Kitts reported that the Administration had met goal of finalizing and implementing EPA Salary Adjustment Plan in time for October payroll. He also thanked those who participated in the Qualtrics poll, and the University Oversight Committee for their role in developing the plan.

The proposal on tuition and fees is now under development. The initial drafts ask for tuition and fee increases each year for the next five, at or near 5% limit set by Board of Governors. The Provost stated that in light of possible state reductions the fee and tuition increases will include a provision to fund faculty salaries. The Provost concluded that in-state tuition for students residing in border counties in other states was on GA’s legislative agenda.

E. Reports of Committees
1. Operations Committees
   a. Executive Committee—Dr. Scott Hicks

Dr. Hicks thanked the Provost for the implementation of revised promotion and tenure policies. The Executive Committee shared its concerns regarding inconsistencies in the timeline that various departments are following in this area, and look forward to continuing to work with the Office of Academic Affairs to assure that faculty questions and concerns are considered and that the implementation of the revised policies are inclusive, from the bottom up, and fully communicated.

The Senate Chair expressed appreciation all faculty and administrators who attended the Academic Strategic Planning Forum on Oct. 13. The Executive Committee, and the Provost’s office continue to review the notes compiled from this meeting and will collaborate to identify next steps in this process.

Dr. Hicks noted that he was working with the Provost to revise policies for the appointment, reappointment, and evaluation of department chairs for the Committee on Faculty Governance for consideration, and that the Executive Committee has charged Enrollment Management Subcommittee with consideration of revising class attendance policies that is attentive to students’ cocurricular, nonathletic activity.

Last, Dr. Hicks noted that the Senate would receive written reports from 44 University committees at its December meeting, per the guidelines of the Senate’s bylaws, and encouraged all Senators to review these reports and ask
questions of reporting faculty members at the December meeting as part of our commitment to shared governance.

b. Committee on Committees & Elections—Dr. Susan Cannata. Dr. Cannata was not present, but Dr. Tom Dooling announced changes in the elections process for the Senate and Senate Committees.

c. Faculty Governance Committee—Ms. Beverly Justice
1. The bylaws to the Faculty Constitution shall be amended to streamline and clarify the timing of elections and polls of preferences for service, as described in (See Appendix B in the Agenda)

Motion Passed 19-0-0

2. Standing Committees
   a. Academic Affairs Committee—Dr. Jose D’Arruda
      1. The following courses shall be offered as Writing Enriched (WE) or Writing in the Discipline (WD) when so designated in the course schedule, as outlined in:
         AIS/ENG 2410: Environmental Literature (WE), ENTR 4000: Planning & Strategy (WD); HST 1020: American Civilizations since 1877 (WE); HST 4040: History of the Old South (WE); HST 4050: History of the New South (WE); HST 4360: American Political History (WE); HST 4360: Civil Rights Movement in America (WE); HSTS 4390: Sports & American Society (WE); PAD 2190: Public Policy & Analysis (WE); PED 4150: Organization & Administration in Physical Education (WE); PLS 3100: Constitutional Law (WE); PLS 3110/SOC 4530/CRJ 4530: Family Violence (WE); and SWK Social Work Practice II (WE).

Motion Passed 19-0-0

b. Faculty & Institutional Affairs Committee—Dr. Sara Simmons
Dr. Simmons discussed the activity of the subcommittees of FIAC. The Faculty Evaluation and Review Subcommittee is working on the post-tenure review policy, and revisions of the promotion and tenure policy. The Faculty Development and Welfare Committee had elected a Chair at their last meeting. The Health Safety and Environment Subcommittee was revising the campus smoking policy, and addressing traffic safety surrounding the campus.
c. Student Affairs & Campus Life Committee—Dr. Brooke Kelly
Dr. Kelly reported SACL had discussed the remodeling of the
UC Annex, the Interim Suspension Policy, and strategies for
summer camps.

3. Special Committees – No special committees
F. UNC Faculty Assembly Report (See Appendix D in the Agenda)
G. Teacher Education Committee – No report.
H. Graduate Council (See Appendix E in the Agenda)
I. Other Committees – No other committees
J. Unfinished Business – No unfinished business
K. New Business
   1. Midterm Grades and Deadlines

Motion: That the Academic Affairs Committee review the policy of midterm grades.

Motion Passed 19-0-0

L. Announcements – The Senate Chair reminded the Senate that The Board of
   Trustees will meet on November 20 and 21st, and informed Senators of
   news reports announcing the selection of Provost Kitts as president of
   the University of North Alabama.

M. Adjournment

Motion to Adjourn Passed 19-0-0

Meeting Adjourned 4:16p.m.

Respectfully Submitted,
Roger Guy, Secretary

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Appendix B

The Faculty Senate of the University of North Carolina, Pembroke
Resolution on Appointment of Faculty Senate Chair
to Chancellor Search Committee
Presented at the Meeting of the Senate on Dec. 3, 2014

Whereas the Faculty Senate appreciates the Board of Trustees’ appointment of five members of the General Faculty to serve on the Chancellor Search Committee;

Whereas the Faculty Senate affirms the importance of shared governance and cooperation among the Board of Trustees, the Faculty Senate, the Staff Council, and the Student Government Association;

Whereas the Faculty Senate Chair is also the Chair of the General Faculty;

Whereas the Board’s appointments to the Chancellor Search Committee include the Chair of the Board of Trustees, the Chair of Staff Council, and the President of Student Government; and

Whereas the Board has not appointed the Chair of the General Faculty to the Search Committee;

Now, therefore, be it resolved that the University’s Board of Trustees to appoint the Chair of the General Faculty to the Chancellor Search Committee.

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Appendix C

The Faculty Senate of the University of North Carolina, Pembroke
Resolution on the Openness of the Chancellor’s Search
Presented at the Meeting of the Senate on Dec. 3, 2014

Whereas the University’s General Faculty share a unique perspective in defining the attributes, skills, experiences, and temperaments indispensible to the effective leadership of the University;

Whereas the Faculty Senate, the policymaking assembly and representative voice of the University’s General Faculty, plays a special role in University governance; and

Whereas the Faculty Senate desires the selection of a Chancellor who also affirms and participates in inclusive shared governance;

Now, therefore, be it resolved that the Chancellor Search Committee,

1. Make public, upon determining the finalists for the position, the names and curricula vitae of the finalists; and

2. Collaborate subsequently with the Faculty Senate in providing meaningful opportunities for all faculty to learn about, interact with, and assess the finalists prior to any recommendations being made to the Board of Trustees, the President of the University of North Carolina, and/or the Board of Governors of the University of North Carolina.

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Appendix D

The Faculty Senate of the University of North Carolina, Pembroke
Recommendation on the Transparency of University Committees
Presented at the Meeting of the Senate on Dec. 3, 2014

Whereas the Faculty Senate affirms the importance of shared governance among
faculty, staff, and administration in the good functioning of the University;

Whereas the Faculty Senate recognizes that “the variety and complexity of tasks
performed by institutions of higher education produce an inescapable
interdependence” among administrators, faculty, and staff\(^1\) and that such
interdependence demands robust communication among all parties;

Whereas effective shared governance requires “full opportunity for appropriate
joint planning and effort”\(^2\); and

Whereas “a strong campus governance system depends upon appropriate
knowledge and participation in decision making as well as an understanding
of the roles and responsibilities of various campus groups”\(^3\) beyond biennial
reports to the Faculty Senate;

Now, therefore, the UNCP Faculty Senate recommends that the University’s
administration, on its University Committees webpage, provide and make public the
rosters, chairs’ names, minutes, and agendas of all University committees (those
groups appointed by the Chancellor or Vice Chancellor).

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\(^1\) American Association of University Professors, 1966 Statement on Government of
Colleges and Universities, “The Academic Institution: Joint Effort.”
\(^2\) Ibid.
\(^3\) University of North Carolina, Pembroke, Office of the Chancellor, “University
Governance.”
Appendix E

Rationale for Elimination of the Speech Test

Of the seventeen campuses that comprise the UNC system, UNC Pembroke is the only campus that has a *speech test* requirement as part of its general education curriculum. The requirement is one that negatively distinguishes our campus from the other sixteen; its very existence points to some inherent difference between the students we admit to our institution and the students admitted to others. Eliminating the speech test requirement would bring UNCP’s general education curriculum more in line with other institutions in the UNC system. Since the speech test is administered by and speech courses are taught in the department of English, Theatre, and Foreign Languages, the ETFL department has voted to eliminate the speech test requirement.

The only campus that requires an actual speech *course* (not a speech *test*) as part of its general education curriculum is Fayetteville State University, and Fayetteville State requires that students take either BADM 215: Business Communications OR SPEE 200: Introduction to Speech. Obviously, the philosophy behind FSU’s requirement is quite different than is the philosophy behind UNCP’s speech test. FSU’s SPEE 200 is equivalent to (and transfers in as) UNCP’s SPE 2010: Fundamentals of Speech.

FSU and UNCP course catalog descriptions are included here for comparison.

**Fayetteville State University**

**BADM 215 (3-3-0) Business Communications:** A course that presents a scientific approach to the analysis and resolution of business problems through business letters, memoranda, and researched analytical reports. Other topics of study include nonverbal communication, business ethics, office automation, employment procedures, international business, and oral and listening skills.

**Prerequisite:** ENGL 120

**SPEE 200 (3-3-0) Introduction to Speech:** An introduction to the development of effective oral communication through instruction in theory and practice of the principles and skills required in common types of speaking situations. Basic skills in audience analysis, research, organization, outlining, utilizing evidence, reasoning, listening, and verbal/nonverbal expression are developed. Various methods of delivery are examined and practiced.

**Prerequisite:** ENGL 120 (may be taken concurrently)

**University of North Carolina-Pembroke**

**SPE 1020. Fundamentals of Voice and Diction (3 credits)**

Introduction to the fundamentals of voice and diction for the beginning student. The course consists of practical exercises designed to introduce the student to General American Speech. NOTE: Upon earning 60 credit hours, a student must either have
satisfied the speech requirement through testing, have taken SPE 1020, or be registered for SPE 1020 in the following semester.

**SPE 2010. Fundamentals of Speech (3 credits)**
Study of the principles and skills involved in creating and delivering effective speeches, and preparation and presentation of individual and small group speeches.

**Link to access UNCP’s Speech Evaluation:**
[http://www.uncp.edu/academics/opportunities-programs-resources/academic-resources/becoming-brave-your-first-year-uncp/speech-evaluation](http://www.uncp.edu/academics/opportunities-programs-resources/academic-resources/becoming-brave-your-first-year-uncp/speech-evaluation)

Submitted by Wendy Miller, Chair, Department of English, Theatre & Foreign Languages

Academic Affairs approved the motion 10-0-0.

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Appendix F

The Handbook’s current policy regarding midterm grades is as follows (156):

**Midterm Grades**

Faculty members submit advisory midterm grades for each undergraduate course on a schedule established by the Registrar. Midterm grades are not assigned for graduate courses. Grades are reported to students and are interim reports intended to inform students about their progress in undergraduate courses to date.

The statement was modified as follows (motion put forth by Tony Curtis, seconded by David Nikkel):

**Midterm Grades**

Faculty members submit advisory midterm grades for each undergraduate course on a schedule established by the Registrar by the close of business on the Monday after Fall Break in the Fall semester and the Monday of Spring Break in the Spring semester. Midterm grades are not assigned for graduate courses. Grades are reported to students and are interim reports intended to inform students about their progress in undergraduate courses to date.

The motion was approved: 10-1-0

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Appendix G

Faculty Assembly Meeting Notes: November 7, 2014

President Ross:

- Ongoing discussions about what should be done regarding student athletics and academic credibility.
- Per legislative decisions regarding UNC centers and institutes we can, but to not have to, cut 15 million. If cuts are made, the funds need to be re-directed to academics.
- No dramatic changes in the process for chancellor searches.
- President Ross is involved in meetings in Washington DC that involve many major universities in the country. The purpose of these meetings is to make recommendations to the U.S. Department of Education regarding elimination and/or modification of regulations that universities must adhere to. These regulations have significant costs associated with them. Vanderbilt University conducted a study and found that 11% of its budget is spent on compliance with federal regulations. Vanderbilt wants to expand this study. President Ross has involved the UNC system in the quest for further study.

Carrie Dixon on the Minimum Admission Requirement (MAR) Pilot Program:

- Pilot campuses are: ECSU; FSU; NCCU.
- Examining the impact of MAR on student success.
- High school GPA is the best predictor of student success.
- The MAR research is ongoing for the next three years. The next aspect of the research is to involve all pilot UNC schools. Cohorts of no more than 100 students per campus will be examined. These cohorts will have higher high school GPAs and lower SAT/ACT scores. The cohorts will be followed over a period of time to determine success outcomes.
- The cohorts will be more involved in academic advising, tutoring, mentoring, etc. Existing academic support programs will be used.

Report provided by Mario Paparozzi

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Appendix H

Teacher Education Committee Meeting Minutes September 10, 2014
3:00 p.m., room 1106, Jones Athletic Building
“Preparing professional educators who are committed, collaborative, and competent.”


Staff: L. Mitchell, A. Opata, B. Winters; Guest: V. Ford

1. The meeting was called to order at 3:01 p.m. Dr. Eun-Hee Jeon was introduced as the new program coordinator for the Add-On ESL Licensure Program.

2. Approval of the minutes:
   a. April 2 TEC Meeting Minutes – Approved as presented.
   b. April 14 Called TEC Meeting Minutes – Approved as presented.
   c. May 20 Called TEC Meeting Minutes – Approved as presented.
   d. August 13 Called TEC Meeting Minutes – Approved as presented.

3. Good News – Several good news items were shared. Jamie Burney, former Teaching Fellow, Middle Grades major, and MSA Program graduate has been named the 2014-15 Public Schools of Robeson County Teacher (PSRC) of the Year. Antonio Wilkins, a graduate of the Secondary Mathematics Education and MSA Programs, has been named the 2014-15 PSRC Principal of the Year.

4. Curriculum proposals: None

5. Action Items:
   a. The list of students presented by Ms. Aku Opata for admission into the Teacher Education Program was approved as presented.
   b. The motion made by Dr. Betty Brown to eliminate the In-Focus Plan of Study for the Birth-Kindergarten, Social Studies, and Special Education Programs, effective immediately, with a review of the remaining undergraduate programs at the November TEC meeting was approved with 1 vote in opposition.

6. Ms. Opata presented a handout with a list of “Limited Progression Courses” for review. It’s very important that the Licensure Office have an accurate listing of the courses so that the progression of students who have not been admitted into
the TEP can be stopped. It was noted that all internship and seminar courses should also be included on this list. Students are required to be admitted into the TEP and the Professional Semester prior to enrolling in the internship and seminar courses. Following discussion, it was decided that the list will be emailed to all UG program coordinators for additional review and edits.

7. Ms. Karen Granger reported that the Teaching Fellows Program is now being operated by the NC State Education Assistance Authority and will officially end in June 2015. Currently, there are 9 students in the program, 3 of which are enrolled in their internship this semester. Consideration is being given as to how a “Teaching Fellows-like” program can be established at UNCP. During this academic year, Ms. Granger will also be working with the TEP on recruitment and retention activities and can assist faculty and staff with events. Loria Huggins can also provide assistance, such as organizing recruitment materials.

8. Ms. Melissa Edwards presented a report on the current Praxis PLUS support activities being offered by the Learning Enhancement Center. She especially encouraged faculty and staff to send comments for changes to the program since the grant is being rewritten later this semester.

9. Dr. Val Ford presented a current “Praxis Core Academic Skills for Educators (Core) Tests Information Sheet. Praxis Core preparation and overview sessions will be provided throughout the semester.

10. Dr. Zoe Locklear provided an update to the recently passed legislation and resulting adopted policies by the State Board of Education relative to new licensure exam - Praxis II requirements. She distributed two handouts describing the legislation and policies. Dr. Locklear also shared details from the presentation she made at the Region 4 PANC meeting about this same topic. At the PANC meeting, Dr. Locklear solicited feedback from the regional LEA personnel directors as to the action the TEC should take in terms of new policy implementation. The most significant changes in policy are that: (1) middle, secondary, and K-12 (with the exception of Special Education: General Curriculum) candidates recommended for an initial teaching license are not required by the SBE/DPI to pass the required licensure exams prior to being recommended by the IHE, and (2) Special Education: General Curriculum candidates who do not pass the Pearson Foundations of Reading and General Curriculum exams prior to IHE recommendation are required to take the exam(s) at least once during their first year of teaching and to pass the exam(s) in order to convert the Standard Professional I license to the Standard Professional II license. At its October meeting, the TEC will need to take action as to the UNCP policy or practice it will establish in terms of these state policies and licensure recommendations.

11. Dr. Stanley and Dr. Brown presented a suggested schedule for the rotation of EDN undergraduate and graduate courses for fall, spring, and summer semesters. TEC members were encouraged to provide feedback.
12. Dr. Stanley & Ms. Mary Klinikowski presented additional information and explanation of the proposed procedures for the recently revised TEP admission process. A handout with a flowchart was presented. This process will continue to be refined with implementation to begin in October.

   a. The August internship orientation session and seminars went very well. Dr. Mabel Rivera did an excellent job providing the new ESL seminar.
   b. Dr. Winters and Ms. Mary Klinikowski presented the 3 regional Clinical Teacher Orientation Sessions which were all well attended by the interns and teachers.
   c. The early field registration process has improved. As of today’s date, the fall field placements are confirmed for Anson and Hoke LEAs.
   d. The Fall 2015 Internship Information sessions are scheduled for October 22 at 10:00 a.m. and October 23 at 4:00 p.m. UG program coordinators and MAT program directors are asked to make sure all students planning to complete student teaching in fall 2015 attend one of these sessions.
   e. The MSA Conference has been scheduled for January 28.

14. Dr. Roger Ladd provided updates relative to the NCATE accreditation process. Faculty qualifications, including those of cooperating teachers, and course syllabi will soon be collected into an electronic data base in AIMS. This length of the Institutional Report will be limited by character restrictions.

15. Ms. Mary Klinikowski presented a number of items, including the evaluation results from the August internship orientation seminars and the results from the spring 2014 intern exit surveys. She has continued to work on new ePortfolio drf system. Additional work will be completed and meetings will be scheduled with all program coordinators and directors. Ms. Klinikowski has posted all revisioning blueprints at TEC website. Program coordinators and directors must now compare these to ePortfolio assignments to make sure they match and are appropriate. Several questions were raised regarding rubrics, including a question as to whether we continue with the current Teacher Candidate rubric since it really does not get at the quality of the assignment and does not give us any feedback we can use to improve our programs. She provided a few examples for suggested improvements and will call for committee members to work on rubrics. Ms. Klinikowski stressed that all program coordinators/directors will have to be involved in this work at some point as ePortfolio drfs are revised.

   Ms. Klinikowski reminded the TEC members of the following due date reminders:
(1) Mid-point evaluations: due by 9/26 for MAT students and 10/10 for undergraduate students
(2) Should have started teaching TCWS unit by mid-term due dates.
(3) TCWS should be completed by 10/26 for MAT students and 11/21 for undergraduate students.

Ms. Klinikowski also reported that Qualtrics surveys will be developed and administered to collect information regarding field experience forms, the faculty qualifications form, and the clinical teacher qualifications form.

16. Hearing Appeals Board Report – Ms. Kelly Ficklin will make this report at the October TEC meeting.

17. The following reports were made from the Office of Teacher Education/Dean’s Office:
   a. Technology Report – Dr. Lisa Mitchell requested that all TEP equipment not currently being used by faculty, such as old iPads, be returned to Loria. TEC members were encouraged to continue to provide information updates for the Website and to send any corrections to updates to Dr. Mitchell.
   b. Middle Grades Update – Dr. Scott Billingsley reported on the current work of the faculty who are reviewing potential changes to the graduate Middle Grades Program.
   c. Dr. Locklear reviewed a handout of the fall enrollment headcount in UNC TEPs which indicate a serious decline in education majors.
   d. Dr. Locklear reviewed the August 25, 2014 report from the School of Graduate Studies indicating 2014 Fall Enrollment Goals by Program. There was an approximate decline of 90 new graduate students for the fall semester, primarily in teacher education.
   e. Dr. Brown reported that she and Julie Layne, Assistant Director of Distance Education, visited 6 regional community colleges during the summer and developed new or revised articulation agreements for the Birth-Kindergarten Education Program and the AAS Early Childhood degree programs. Agreements have been developed with: Bladen, Fayetteville, Richmond, Robeson, Sandhills, and Southeastern. Articulation agreements will now be developed for the Special Education Program.
   f. Dr. Locklear presented a revised Admission to the UNCP Teacher Education Program Chart. This chart will need further edits to incorporate the recently adopted new procedures for admission in terms of the interview and dispositions measurements.
   g. Dr. Locklear and Ms. Opata presented a revised Application for UG Admission to the TEP and requested feedback from the TEC members about the format of the application.
   h. Dr. Locklear and Ms. Opata presented a revised Application for Lateral Entry/Licensure Only Admission to the TEP and requested feedback about the format of the application. Dr. Locklear explained the need for the “Principal’s Recommendation Form” as part of this application.
i. Dr. Locklear reported that the revised 2014-15 UG Teacher Candidate Handbook will soon be ready for distribution.

j. Curriculum Lab – Dr. Karen Stanley will make this report at the October TEC meeting.

18. The following announcements were made:

- NC ACTE Fall Forum, September 25-26, Raleigh
- NC Ready for Success Math Summit, September 19, Central Piedmont CC
- NC Ready for Success English Summit, September 26, UNCW
- 5th Annual Collaborative Conference for Student Achievement, March 30-April 1, 2015, Greensboro
- VSA Festival, Tuesday, October 14, 9:00 a.m. – 1:00 p.m. – see Dr. Dorea Bonneau for additional information

19. The following additional handouts were distributed:

- TEP Grant-Related Information Handout
- M.A.T. Health & Physical Education (Initial & Master’s Level) Initial Approval Letter
- School Counselor License Sixth Year – Educational Specialist Level Approval Letter

20. The meeting was adjourned at 5:07 p.m.

Next meeting: Wednesday, October 8, 3:00 p.m., Jones, 1106

Respectfully submitted,
Courtney Brayboy
Teacher Education Committee Meeting
Minutes
October 8, 2014
3:00 p.m., room 1106, Jones Athletic Building

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


Staff: M. Klinikowski, L. Mitchell, A. Opata, B. Winters

21. The meeting was called to order at 3:01 p.m.

22. The minutes of the September 10, 2014 meeting were approved as presented.

23. Good News – Positive comments were made about the Counseling students who will present at an upcoming national conference with faculty, the appointment of Ms. Cindy Goodman as the new superintendent of Richmond County Schools, and the high number of faculty who presented at the NCATE Fall Forum.

24. The following Spanish Education curriculum proposals were approved as presented by Dr. Cecilia Lara:

   a. Change the course title and course description of SPN 2990.
   b. Create new 3-hour elective course: SPN 3400 - Spanish Phonetics and Phonology.
   c. Change the course title and course description of SPN 3150.

25. Action Items:

   a. The 2014-15 TEC membership was approved with the following changes: Ms. Mary Klinikowski is the new Mathematics Education Graduate Program Director and Dr. Angela McDonald was added as a member of the TEC given her position as Chair of the Department of Educational Leadership and Counseling.
   b. Following discussion of the new Praxis II Testing Requirements, a motion was made and passed to strongly require UNCP students to take, but not pass, the Praxis II examinations prior to licensure recommendation per the current State Board of Education policies. Pass rates trends will be monitored and this action will be reviewed in the future and modified, as needed.
   c. The list of students presented by Ms. Aku Opata for admission into the Teacher Education Program was approved as presented.
26. Ms. Karen Granger reported that the Teaching Fellows will continue the Bak Pak Pals program at Deep Branch School. Three students are enrolled in the internship this semester.

27. Ms. Granger reported that recruitment activities will take place at the following events: Pembroke Day, VSA Festival, the Transfer Orientation, and the Fall Open House. Recruitment materials and supplies are available through Ms. Granger’s office. UNCP will receive approximately $30,000 from GA to support recruitment activities.

28. Dr. Bryan Winters made the report from the Office of University-School Partnerships.

a. The early field registration process and placements have gone very well this semester. All placements are confirmed with the exception of two school districts.

b. Dr. Winters reminded the TEC to refer to his recent email regarding details for the Field Experience Verification Form and the Dispositions Surveys/Questions for select courses. He reviewed copies of the form, survey questions, and courses which will distribute the survey courses during fall 2014.

c. The Fall 2015 Internship meetings are scheduled for Wednesday, October 22 at 10:00 a.m. in room 223 and Thursday, October 23 at 4:00 p.m. in room 222, SOE.

d. The Praxis II Preparation Workshops are scheduled for Saturday, October 25, 8:30 a.m. – 1:00 p.m. in room 222, SOE. Participation is free and open to any student or teacher in the region.

e. The Poverty and Exceptional Children intern seminars are scheduled for Tuesday, October 14 at COMtech.

f. The Regional TOY seminar is scheduled for Wednesday, November 5, at 9:00 a.m. in room 223, SOE. Dr. Winters encouraged the TEC members to attend this session to hear Ms. Everlyn Davis, Region 4 TOY, speak to the interns. Ms. Davis is in her 59th year of teaching.

g. The Fall Teacher Education Fair is scheduled for Wednesday, November 5 at 10:00 a.m. in the UC Annex.

h. The Early Release Date and processes were reviewed.

29. Dr. Roger Ladd reminded the TEC members that the onsite NCATE visit is tentatively planned for November 8-10, 2015. We are waiting for final
confirmation from the NCATE staff. The Institutional Report (IR) due date is early March, 2015. Dr. Ladd reminded the TEP coordinators, directors, and staff that everyone will need to be readily available to provide information for the IR now through summer 2015. Currently, UNCP is accredited by NCATE; however, we will begin working toward the new CAEP standards in January 2016.

30. Ms. Mary Klinikowski made the Assessment Report. She told the TEC members to refer to the TEC Blackboard site for information and examples of rubrics from the Fall 2014 CAEP Conference. She explained that she would be working with program coordinators and directors on rubric and new ePortfolio development. Some members of the Evaluation Oversight Committee will meet on October 14 and October 15 to complete work on rubrics. Ms. Klinikowski also presented the new procedures for the TEP admission interviews.

Ms. Klinikowski gave the following due date reminders:

(4) Mid-point evaluations for undergraduate interns due: Friday, Oct. 10
(5) Mid-point is a 3-way conference, one collaborative rating is agreed on, and University Supervisor enters rating in Taskstream. Hard copies of midpoint form are found at TEC Blackboard webpage under “forms”.
(6) Students should be teaching or about to teach their TCWS unit by midterm to ensure sufficient time for completion.
(7) TCWS should be completed by 10/26 for MAT students and 11/21 for undergraduate students.
(8) Early release date for interns to take a full-time teaching position is Friday, November 21. IN ORDER FOR AN INTERN TO BE GIVEN EARLY RELEASE, EVERYTHING MUST BE TURNED IN AND COMPLETED IN TASKSTREAM AND UNIVERSITY-SCHOOL PARTNERSHIPS NO LATER THAN FRIDAY, NOVEMBER 14. See Dr. Winters for more information.

31. Ms. Kelly Ficklin, Chair, Hearing Appeals Board reported that three student appeals were approved.

32. Dr. Lisa Mitchell reported that based on the survey results collected during the Major’s Meetings, students indicated preference for email as the mechanism to get TEP information. She requested information from every program for the TEP Blog and is available to assist program coordinators and directors with setting up a program blog.

33. Dr. Zoe Locklear made the following reports for the Office of Teacher Education/Dean’s Office:
k. Ms. Mary Klinikowski has been named as the Interim Graduate Program Director. Dr. Raymond Lee was thanked for his years of service as the program director.

l. Graduate Middle Grades Program Update – Dr. Scott Billingsley will make this report in November.

m. The revised (dated 10-6-14) “Admission to the UNCP Teacher Education Program Chart” was reviewed.

n. The procedures for the TEP Admission Interview were reviewed earlier in the meeting under the Assessment Report.

o. The revised “Application for UG Admission to the TEP” will be distributed via email.

p. The revised “Application for Lateral Entry/Licensure Only Admission to the TEP” will be distributed via email.

q. The list of limited progression courses (dated 10-6-14) was reviewed.

r. The “Praxis Core Tests Information Sheet” (revised 10-6-14) was reviewed.

s. The TEC Subcommittee descriptions were reviewed. Dr. Locklear would like to add subcommittees on Recruitment/Retention and Diversity.

t. Due to a conflict with The Last Lecture event, the April 2015 TEC meeting date was changed from April 8 to April 1, 2015.

u. Dr. Karen Stanley and Dr. Betty Brown reported that 118 students attended the two Major’s Meetings as well as a number of faculty members.

v. Dr. Stanley reported that teaching materials are being added to the Curriculum Lab. New librarian, Claire Clemens, has been instrumental with securing these materials.

34. The following announcements were made:

- Vision, Strength, and Arts Festival: Tuesday, October 14, 9:00 a.m. – 1:00 p.m., UNCP Bell Tower Quad
- Grant Writing Workshop: Tuesday, October 21, 11:00 a.m. – noon, SOE - room 223
- Edmentum (Plato) Workshop: Thursday, October 23, 10:00 a.m. – 4:00 p.m. (delivered in 2-hour sessions), SOE - room TBD
- 5th Annual Collaborative Conference for Student Achievement: March 30-April 1, 2015, Greensboro

35. No additional handouts were distributed.

36. The meeting was adjourned at 5:00 p.m.

Next meeting: Wednesday, November 12, 3:00 p.m., Jones Athletic Building, room 1106

Respectfully submitted,
Courtney Brayboy

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Appendix I

Faculty Senate Report
Graduate Council
December 3, 2014

Office for Graduate Studies
The Graduate Council met on November 17, 2014 in the UC Annex, Room 203. The following information may be particularly relevant to the Faculty Senate.

Graduate Faculty Status:
One faculty member had his graduate faculty status changed to full graduate faculty status.

Course/Program Proposals: The following Course/Program proposals were considered and approved:

- **Business Administration**
  - Course Proposal -- Change prerequisite for ACC 5500
  - Course Proposal -- Change prerequisite for MGT 5750
- **Program Proposal** — Replace core requirement MGT 5300 HR with MGT 5362
- **International Business**
- **Program Proposal** — Create Concentration: Financial Services
- **Program Proposal** — Create Concentration: Supply Chain Management

**Reading Program**
- Course Proposal — Delete RDG 5280 Developing and Guiding Reading Programs;
- RDG 5340 Diagnosis and Correction of Reading Difficulties; RDG 5390 Reading Clinic; and RDG 5400 Preparation and Selection of Materials for Teaching Reading
No longer part of program or taught.

Procedures for School of Graduate Studies
Senior privilege—Undergraduate students can continue to take up to six hours of graduate courses as seniors (90 hours+, 24 at UNCP) and have the courses count towards their undergraduate degree, however the six hours may now ALSO count towards a future graduate degree at UNCP, with appropriate permission. *Undergraduate students can still take graduate courses as electives (with permission).*

Academic Dishonesty procedures for graduate students were refined and recommended by the Council.

Announcements
- Commencement Ceremony for graduate students will occur at 7 pm on Friday, December 12.
- The Graduate Student Research Poster Session for 2015 has been scheduled for March 31, 2015, 5:30 to 7:00 (time may alter slightly) in UC Annex.
Next Scheduled Meeting: Monday, January 26, 2015, 3:00-5:00 pm, UC Annex Room 203

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Appendix J

Other Committees

Academic & Financial Aid Appeals Committee
Reporting Faculty Member: Susan Edkins

The Academic and Financial Aid Appeals Committee is an Administrative Review and Appeals Committee. As such its purpose is to hear appeals of students who have been placed on academic probation or suspension. Students may appeal the loss of financial aid and/or an academic probation or suspension. Dr. Melissa Schaub is the chair of the committee and the membership includes four faculty members appointed by the Provost to 2-3 year terms. The faculty members for 2013-2014 were Dr. Carol Higy, Dr. Kevin Freeman, Mrs. Deana Johnson and Mrs. Susan Edkins. The committee also includes the Registrar, the Director of Financial Aid and the Director of the Academic Support Center (ASC). New faculty members will join the committee in January (Mr. Aaron Vandermeer and Mr. David Fricke to replace Dr. Carol Higy and Dr. Kevin Freeman).

This committee convenes prior to the beginning of each semester and each session of summer school in order to hear appeals. The committee had 11 meetings for 2013-2014: 4 to review appeals for Fall 2013, 2 to review appeals for spring 2014, 2 to review appeals for SSII 2014 and 3 to review appeals for Fall 2014.

Of the 1207 students failing to meet Satisfactory Academic Progress (SAP) for Financial Aid at the end of 2013-2014, 421 students are currently registered for Fall 2014. There were 98 appeals for SAP prior to Summer II. 46 (47%) of the appeals were approved by Financial Aid. 52 appeals were evaluated by the committee and 19 (37%) were approved. 303 students appealed SAP for Fall 2014. 175 (58%) of those appeals were approved by Financial Aid. The committee evaluated 128 appeals and 50 (39%) appeals were approved by the committee.

After Fall 2013, 391 students were suspended. 95 students completed appeals and 39 (41%) were approved by the Academic Support Center. 69 academic appeals were reviewed by the committee and 25 were approved (36%). The total number of appeals approved for returning in Spring 2014 was 64 (67%). 351 students were suspended after Spring 2014, 3 of which were first time freshman and 33 first time transfers. 49 students appealed for Summer II. 25 (51%) were approved by ASC and 9 (37%) were approved by the committee. 110 students appealed for Fall 2014. 57 (52%) were approved by ASC and 19 (35%) were approved by the committee.

Advising & Retention Council
Reporting Faculty Member: Shilpa Pai Regan

Members:
The Advising and Retention Council addressed the following:

- The council developed a definition of good advising and learning outcomes to address GA mandates (See below)
- The council will evaluate advising quality to address GA’s strategic directions plan on delayed graduation due to bad advising.
  - A study assessing advising satisfaction was piloted at UNCP and was found valid on our campus. This study might be expanded as a means of evaluating advising quality at UNCP. The ASC is currently working on this project.
- The council is gathering data to assess the effectiveness of retention efforts
  - ASC Director Derek Oxendine is abreast of current research on measuring retention. A new measure of student persistence is the Thriving Quotient, a holistic view of student engagement in several facets of university life. A pilot on the Thriving Quotient is currently by conducted with the aid of Azusa Pacific University to determine whether or not it would be a good predictor of persistence for UNCP students.
- A statement urging academic departments to consider emphasizing and defining effective teaching and advising in their disciplinary statements was circulated through the official announcements
- The Advising and Retention Council meeting minutes are being sent as a report to the Enrollment Management subcommittee of the Academic Affairs committee of the Faculty Senate. The EMS minutes are posted to the Faculty Senate website and so the minutes are now available to all.

Definition of good advisement at UNCP

*Please note that the bulleted lists in this definition were created by the Advising and Retention Council to assist the Director of the Advising Center in creating a report for General Administration and has not been reviewed or voted on by Faculty Senate. The first paragraph and final paragraphs are taken from the Faculty Handbook.*

Academic advisement is a campus-wide responsibility shared by both faculty and the staff of the Advising Center. Other departments on campus support the advisors by providing information, resources, opportunities and informal advising. Advising is assisting students in setting academic and professional goals and working with
them to plan a suitable academic program based on those goals. Advisors assist students in interpreting the academic regulations of the University and direct them to the Registrar’s Office to ensure that the interpretation is correct. The Advising Center advises undeclared students. Academic departments are responsible for advising students once they have declared a major.

Activities of advising should include:

- Informing and reminding students of their responsibilities in the advising process, including meeting graduation requirements and registering for appropriate courses.
- Helping students understand the current academic policies, rules and procedures of UNCP and referring them to the appropriate office or resource for clarification if necessary.
- Knowing the range of academic and other services for students and the process by which to refer students to them.
- Discussing the student’s academic performance and its implications for progress to graduation.
- Being knowledgeable about the programs and standards for which he/she advises.
- Giving advice each semester about course selection including prerequisite requirements, departmental course rotations and course loads prior to providing the PIN to register.
- Posting and maintaining office hours with additional assistance during pre-registration periods.

Other activities that can be done based on student need include:

- Getting to know the student’s goals and objectives.
- Understanding the student’s concerns that affect academic performance (job, family responsibilities, etc.).
- Empowering the student to advocate for him/herself.
- Assisting the student in creating a plan of study.
- Maintaining up to date records.
- Participating in advisor development, such as completing online training modules, attending development workshops, and staying current on university policies through catalog review and email updates.
- Utilizing experience and perspective in the discipline to offer insight to advisees.
- Acting as a source for letters of recommendation.
- Knowing how to refer for internship and career opportunities related to the major.
- Assisting in advising at New Student Orientation sessions according to departmental needs and availability.

Academic advisement at the University of North Carolina at Pembroke is also a continuing process that accomplishes five goals:

- Exploration of the student’s life goals;
-
• Exploration of student’s educational/career goals;
• Selection of an educational program;
• Selection of academic courses;
• Assessment of the student’s academic progress and make appropriate referrals when needed.

Please note: The advisor’s role is to assist the student in planning a suitable academic program. However, the student is responsible for following all applicable academic regulations and registering for their courses.

**Athletic Grant-in-Aid Review Committee**
**Reporting Faculty Member: None**

The Athletic Grant-in-Aid Review Committee did not submit a report.

**Athletics Hall of Fame Committee**
**Reporting Faculty Member: Kevin Freeman**

The committee (consisting of current Hall of Fame members Ronnie Chavis and Dee Hardy, Braves Club members Abdul Ghaffar and Pat Willoughby, and faculty member Dr. Kevin Freeman), along with Director of Athletics Dick Christy and members of the Sports Information Office, met via telephone conference call in late August to discuss all former athletes who had been nominated for acceptance into the UNCP Hall of Fame. After considerable discussion, the committee narrowed the list down to five nominees.

The nominees selected were Whitney Beverly (women’s soccer), Jason Morales (baseball), Danielle Richardson (women’s basketball), Jelena Shaw (softball), and Mike Schaeffer (men’s soccer).

This list was approved by the Mr. Christy and forwarded on to the Chancellor for his final approval.

The formal induction ceremony was held in the UC Annex Homecoming the evening of October 24.

**Bookstore Advisory Committee**
**Reporting Faculty Member: None**

The Bookstore Advisory Committee did not submit a report.

**Campus Appeal Board**
Reporting Faculty Member: Scott Hicks

The Campus Appeal Board met twice to consider appeals in three cases involving six students.

In one case involving four students, the CAB upheld the recommendation of the Campus Judicial Board.

In one case involving one student, the CAB upheld the recommendation of Nichole Batt, Director of Student Conduct.

In one case involving one student, the CAB modified the recommendation of Ms. Batt regarding sanctions.

Campus Judicial Board
Reporting Faculty Member: Carole Graham

Between September 1, 2014, and November 11, 2014, the Campus Judicial Board has convened three times to hear cases involving 6 students.

Four students were sanctioned with a recommendation for counseling and dismissal from the University.

One student was sanctioned with an academic penalty, suspension, and conduct probation upon their return to the University.

One student was sanctioned with an academic penalty.

If you have any questions about this report, please direct them to:
Carole Graham, J.D.
Chair, Campus Judicial Board
E-mail: carole.graham@uncp.edu
Office Phone: 910-522-5788

Campus Health & Safety Committee
Reporting Faculty Member: None

The Campus Health & Safety Committee did not submit a report.

CARE Team
Reporting Faculty Member: None

The CARE Team did not submit a report.
Commencement Speaker Committee  
Reporting Faculty Member: James Doyle

The Commencement Speaker Committee has met 6 times to review potential speakers for the May 2015 Commencements. The committee is composed of three faculty (one from each school or college), two students and the staff council president; it is chaired by the Chancellor’s designee. Students, faculty and staff from across the campus had the opportunity to provide names of potential speakers to the committee. The committee received 24 names for review and consideration. The top nine potential speakers were selected using the following criteria:

- A prominent national figure, who may or may not be a household name, but recognized in terms of their position; and
- An individual who has the potential to be an excellent speaker and can connect to students.

After the nine potential speakers were selected, the following criteria was used to rate and rank the nine potential speakers:

- ability to connect to students;
- compelling message;
- connection to the University; and
- interesting background.

The nine potential speakers were rated and the top 5 were selected. The committee is currently checking the availability of the 5 top potential speakers and their fee structures.

The committee is charged with making 3 recommendations (in no priority order) and 2 alternates to the Chancellor for his review and consideration.

Committee on Substance Abuse Prevention  
Reporting Faculty Member: None

The Committee on Substance Abuse Prevention did not submit a report.

Data Standards Committee  
Reporting Faculty Member: None

The Data Standards Committee did not submit a report.

Emergency Operations Committee  
Reporting Faculty Member: None
The Emergency Operations Committee did not submit a report.

**Equal Employment Opportunity Committee**  
**Reporting Faculty Member: None**

The Equal Employment Opportunity Committee did not submit a report.

**Faculty Grievance Committee**  
**Reporting Faculty Member: None**

The Faculty Grievance Committee did not submit a report.

**Faculty Research Advisory Board**  
**Reporting Faculty Member: None**

The Faculty Research Advisory Board did not submit a report.

**HEALTH (Workplace Wellness) Committee**  
**Reporting Faculty Member: Tulla Lightfoot**

**Fall 2014 Activities**

**UNCP HEALTH Passport**  
The UNCP HEALTH Passport program was launched in September. The HEALTH Passport program encourages participation in on-campus health-related activities. Participants receive a stamp in their HEALTH Passport each time they attend a qualifying activity. Once the goal of six stamps for the semester is reached, the participant receives recognition and a prize. Qualifying activities and programs include Hawk Walk strolls, Campbell Wellness Center individual workout, Lunch and Learn seminars, Campus Recreation classes, HEALTH-sponsored fitness classes, and bowling at the Hawk’s Nest.

**UNCP Cooks Healthy Cookbook**  
We continue to sell the UNCP Cooks Healthy Cookbook, a collection of healthy recipes submitted by our faculty and staff. The cookbook includes nutrition data for each recipe along with healthy tips throughout. To promote the cookbook, we offered samples made from recipes in the book at the Employee Benefits Fair. Proceeds from the cookbook support employee wellness initiatives.

**Partnership with Campus Recreation**  
Through enhanced partnership with Campus Recreation, UNCP faculty and staff are offered opportunities for fitness throughout the week. Classes have included Zumba, Abdominal / Core Strengthening, Kettle Bells, Boot Camp, and Yoga.
Hawk Walk
The Hawk Walk was put in place in 2012. Since then, the HEALTH Committee has held organized walks to encourage faculty and staff to use the Hawk Walk for fitness. These walks happen about 3 times per semester.

Wellness Learning Sessions
This semester, the HEALTH Committee has partnered with Counseling and Psychological Services to offer two wellness sessions: Discovering Peace through Mindfulness, held on September 25th, and The Power of Relationships, held on November 13.

Promotion of Statewide Programs
In addition to our own programming, the UNCP HEALTH Committee promotes programs offered through the Benefits, Rewards & Wellness Division of the NC Office of State Human Resources. This semester, they offered a Mindful Holiday Eating webinar and the Eat Smart, Move More, Maintain Don’t Gain Challenge.

Service on the Campus Safety and Health Committee
The chair of the HEALTH committee serves as a member of the Campus Safety and Health Committee. This committee creates a written program to promote safe and healthful working conditions, inspects the workplace, reviews injury and illness records, makes recommendations to the administration, and carries out other functions necessary for the effective implementation of state’s Program for Safety and Health.

Homecoming Committee
Reporting Faculty Member: David Young

Homecoming Planning Team Minutes
November 12, 2014; 2:00 p.m.
University Center Annex Room 217

The meeting of the Homecoming Planning Team for UNC-Pembroke was convened by Mike Severy in University Center Annex Room at 2:05 p.m.

Members in Attendance: Heather Bennett (SGA Advisor), Teresa Bryant (University and Programs), Travis Bryant (Student Affairs, Campus Safety), McDuffie Cummings (Police/Public Safety), Jenna Davisson (Athletics, Student Athlete Advisory Committee Advisor), Morgan Hunt (Alumni Affairs; Homecoming Co-Chair), Biruk Kassaw (SGA President), Mike Severy (Student Involvement and Leadership; Homecoming Co-Chair), Owen Thomas (Alumni Representative), Parker Watson (ACE advisor), and David Young (Faculty Senate representative)

Discussion Topics:
(a) What to keep, change, or drop moving forward
The Committee members commented that the Spirit Week themes were a “good start,” but could be built upon next year. Also, there needs to be more faculty and staff participation. Student comments centered on a desire to have “more variety” in the types of music offered at the week’s events.

(b) Homecoming Week Daily Calendar
The Homecoming Week comments are summarized as follows:

- Sidewalk chalking activity on the UC Lawn competed with another event at the site and this caused some confusion on the part of the campus community.
- Moonlight Madness event (October 23) was well attended, but a suggestion was made to have it be combined with a home athletic event next year in order to gain more participation or attendance.
- The Homecoming parade generated over 70 entries, but only 1 marching band participated. This might have occurred, because it was “football night” at the public schools. The parade lineup went smoother than previous years.
- The 5K color run registration (October 25) was difficult due to technical issues. Committee members wondered if there could be an easier registration link that participants could click on for a smoother process.
- A late night program on Saturday (after the football game) is needed for alumni, students, and other interested parties. One suggestion to improve the Homecoming week participation in the future would be to reach out to the Freshman Seminar program instructors to include the Homecoming Week activities as part of student orientation to UNCP.

(c) Marketing
Current methods to reach participants are through alumni mailers, *The Pine Needle* newspaper, email messages to the campus community, etc. One suggestion from the Committee members and UNCP students would be to create a Decorating Committee. Also, another member suggested that it would be “nice to do a campus blackout, and then add bits of gold as you go through the week. This way, the school colors could be achieved by the end of the week.”

(d) Giveaways
It seems that UNCP students did not like the re-use of the same logo as last year on the t-shirts. The Committee will revisit this issue next year. During Homecoming Week, 2500 wristbands were purchased and 500 pom poms.

(e) Planning Team Representation & Meetings
Mike Severy asked the Homecoming Committee members if there was good representation on the Committee presently. There seemed to be a favorable response to the current Committee membership.

(f) Homecoming 2015 Tentative Dates:
The tentative Homecoming 2015 dates will be either October 3 or October 31. The final date for the event has not been finalized, and one member stated that October 3 would be the kickoff date for the Robeson County Fair.

Adjournment
There being no further business, the Homecoming Planning Team meeting was adjourned at 3:35 p.m.

Honorary Degree Committee
Reporting Faculty Member: None

The Honorary Degree Committee did not submit a report.

Institutional Animal Care & Use Committee
Reporting Faculty Member: None

The Institutional Animal Care & Use Committee did not submit a report.

Institutional Review Board
Reporting Faculty Member: Roger Guy

Members:
Rebecca Bullard-Dillard
David S. Dran
Roger S. Guy
Deborah Hanmer
Sonali Jain
Zhixin Kang
R.D. Locklear
Cornelia Tirla
Erik C. Tracy
Jeffrey M. Warren

During the period from September 2014 through December 2014, a total of 27 human subjects research protocols were submitted for review to the University of North Carolina at Pembroke Institutional Review Board. Full review was needed for 3 applications, and 24 were eligible for expedited review. The vast majority of the submissions were by student researchers and required additional information and/or significant revisions.

Integrated Marketing Committee
Reporting Faculty Member: None
The Integrated Marketing Committee did not submit a report.

**Intellectual Property Committee**  
**Reporting Faculty Member: None**

The Intellectual Property Committee did not submit a report.

**Pembroke Day Committee**  
**Reporting Faculty Member: None**

The Pembroke Day Committee did not submit a report.

**QEP Committee**  
**Reporting Faculty Member: Elizabeth Normandy**

The QEP Committee has met three times so far in the fall semester. The Committee membership has remained the same as the previous year with the exception of the departure of Dr. Tim Ritter, Department of Chemistry and Physics, and Mr. George Guba from the Office of Distance Education. Dr. Tim Ritter is currently on military leave. Dr. Rachel Smith of the Department of Chemistry and Physics has taken his place on the committee. Mr. George Guba is no longer employed at UNCP.

The Committee scheduled four faculty development sessions for the fall semester. The presenters were Dr. Chris Anson, Dr. Michael Carter, and Dr. Susan Miller Cochran of NC State University and Dr. Meredith Love of Francis Marion University. The topics presented were “Creating a Writing Intensive Course” (Anson); “Writing in the Disciplines” (Carter); “Creating Effective Writing Assignments” (Love); and “Responding to Student Writing” (Miller Cochran). The sessions were held on September 26, Oct 3, Oct 24, and November 21st.

The SACS QEP Impact report will be due in March 2016. The report needs to be written by fall of 2015 and sent to the reviewer. The committee is working on the elements of the report, which are:

1) A succinct list of the initial goals and intended outcomes of the QEP;
2) A discussion of changes made to the QEP and the reasons for making those changes;
3) A description of the QEP's impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP. The description should include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP; and
4) A reflection on what the institution has learned as a result of the QEP experience.
The Committee reviewed and approved fourteen proposals for courses to be designated Writing Enriched (WE) or Writing in the Discipline (WD). The course proposals were forwarded to the Subcommittee on Curriculum of the Faculty Senate for approval.

Sixty-six Writing Enriched or Writing in the Discipline courses (104 sections) are scheduled to be offered in the spring 2015 semester. Sixteen sections will be offered online. Seventy faculty members will be teaching writing intensive courses in spring 2015. The Writing Intensive Program at UNCP now includes 150 courses. One hundred fifty faculty members have participated in the QEP professional development workshops and have been approved to teach writing intensive courses. Preliminary analysis of the data from the assessment of writing and critical thinking through the Collegiate Learning Assessment (CLA) indicates that students who have taken WE/WD classes at UNCP perform significantly better on the tests than students who have not taken WE/WD classes.

The minutes of the meetings of the QEP Committee are available at http://www.uncp.edu/academics/opportunities-programs-resources/academic-resources/quality-enhancement-plan/meeting-minutes.

Residency Appeal Committee
Reporting Faculty Member: None

The Residency Appeal Committee did not submit a report.

Sexual Misconduct Advocacy & Resource Team
Reporting Member: Lauren Rodefeld

The SMART committee met two times this semester. On September 2, 2014, the committee met and 7 members were in attendance. The committee reviewed and were trained on the Sexual Assault Survivor Packets, the SMART committee pamphlet, and the SMART Emergency Resource cards with campus and community resources and tips to help a friend. The second meeting was held on November 7, 2014, and 5 members were in attendance. The committee was trained on how to work with those accused of sexual assault, and we also went over the Sexual Assault Packet for the Accused.

Space Use & Property Acquisition Committee
Reporting Faculty Member: None

The Space Use & Property Acquisition Committee did not submit a report.
SPA Grievance Committee
Reporting Faculty Member: None

The SPA Grievance Committee did not submit a report.

Strategic Enrollment Planning Team
Reporting Faculty Member: Shilpa Regan

The Strategic Enrollment Planning Team “develops strategies for enrollment planning based on goals received from the chancellor and provost, monitors key performance indicators, and assesses progress towards goal attainment.” In 2014 there have been 16-18 members, depending on faculty participation (13 ex-officio members and 3-5 faculty appointed by the Provost). The committee is chaired by the Associate Vice Chancellor for Enrollment. The Team meets monthly during the academic year.

During Fall 2014, the Team finalized the 2015 version of the Strategic Enrollment Plan (available on request), and is in the process of writing the Action Plans document that goes along with it, which contains specific objectives and plans of action for achieving the enrollment goals for Fall 2015 that are contained in the main plan document.

In order to maximize campus involvement in enrollment planning, the Team breaks into work groups to create and implement action plans, inviting faculty and staff from outside the Team to participate in the work groups. This year, the work groups and their activities for the year are:

- Communication group: Chaired by Sandy Briscar, this group has tasked itself with conducting a communications audit of all materials, print and electronic, sent to accepted students prior to matriculation by any university department, to ensure that consistent messaging is found in all of them and that the schedule has no time gaps or awkward clusters. This activity is designed to enhance new freshman enrollment.
- Distance Education/Transfer Recruitment group: Chaired by Cammie Hunt, this group is working on increasing online sections in targeted areas, creating a robust plan for ensuring the quality of online courses and online student readiness to take such courses, exploring possibilities for online priority registration, working on getting specific new distance programs and articulation agreements in place (particularly those that could target military-affiliated students), and continuing the new transfer recruitment activities begun last year.
- Graduate Recruitment and Completion group: Chaired by Rebecca Bullard-Dillard, this group is working on streamlining the admission process to ensure a quick time to decision, helping individual graduate programs identify ways to increase their enrollment, and trying to increase the number of UNCP undergraduates who continue to graduate school.
Long-Range Enrollment Planning group: Chaired by Melissa Schaub, this group wrote the actual Strategic Plan document, and developed a survey on long-term enrollment planning to be administered to campus faculty and staff. When survey results are available, the group will begin to brainstorm ways to apply them, in cooperation with the Senate’s Enrollment Management Subcommittee.

Retention group: Chaired by Shilpa Regan, this group is focusing on collecting baseline data on a number of student success measures, improving HAWK Alerts, examining ways to encourage good advising, and continuing the work on customer satisfaction with business offices that the group did last year.

$ group: Chaired by Rachel Smith, this group has focused on using scholarships to increase yield of admitted students, increasing the number of students who complete Financial Aid paperwork in a timely way each year so as to avoid being dropped for non-payment, and decreasing the number of students who lose aid eligibility for academic reasons (Satisfactory Academic Progress). This last objective overlaps with activities of the Retention work group.

During the spring semester, the work groups will be implementing the action plans they created to achieve these objectives.

Student-Athlete Transfer Committee
Reporting Faculty Member: None

The Student-Athlete Transfer Committee did not submit a report.

Student Grievance Panel
Reporting Faculty Member: None

The Student Grievance Panel did not submit a report.

Student Services Committee
Reporting Faculty Member: Melissa Schaub

The Strategic Enrollment Planning Team “provides ongoing review of student services and associated administrative processes. It provides advice to help ensure efficient and effective services to students and faculty.” The committee has eight permanent ex-officio members who head administrative offices on campus that provide direct student services, such as the Registrar, Financial Aid, Bookstore and Housing. The committee is chaired by the Associate Vice Chancellor for Enrollment and meets every two months year round.

During 2014, the committee has examined several customer service issues. In response to an objective in the 2013 Strategic Enrollment Plan, the committee
worked to create a standardized process for escalating student complaints that cannot be resolved at the individual office level. This proposal is waiting for Cabinet feedback. In summer, the committee turned its attention to reviewing systematically the ways that different student service units interact with each other, in terms of data an office receives and sends out. We used the fall startup to provide an occasion for the directors to notice and record areas where a process is slowed down by a tendency to have incorrect information coming in, where a bottleneck in the outgoing side creates problems, or where lack of access to information within another office’s systems creates needless complication. On the assumption that such bottlenecks or common data errors can be remedied by greater transparency between directors and by training of frontline staff, we examined the lists at our November meeting, and targeted some practical changes to be made for the January semester startup. These include giving query access to Banner forms to offices that don’t “own” the forms, improving communication to students about bookstore accounts, and generating a list of common ways students are directed to the wrong office that we can turn into a flowchart for frontline staff to use to avoid these errors. In spring, we will assess the results of our changes and determine what changes to make next.

**Sustainability Council**  
**Reporting Faculty Member: Debby Hanmer**

**Current Members:** Scott Bigelow, Jay Blauser, Rebecca Bullard-Dillard, Denise Carroll, Michael Clark, Terry Divine, Darian Formy-Duvall, Debby Hanmer, Scott Hicks, Sandra Jackson, Edward Locklear, Terry Locklear, Cassandra Lowery, Courtney McMillan, Jonathan Miller, Maria Pereira, Christie Poteet, and Patrick Sterk.

**Mission:** To position the University of North Carolina at Pembroke as a regional and national leader in sustainability by ensuring sustainability principles and practices are integrated into campus-wide operations, academics and research, capital and infrastructure development and other activities that shall reduce global warming emissions and prepare students to be responsible stewards of the world. The Council will also develop recommendations designed to ensure compliance with all governing sustainability laws, regulations, policies and signatory commitments.

**Authority:** Recommending body to the Chancellor and Cabinet.

**Established:** May 2014

**Meeting time:** Second Wednesday of the month at 8 a.m.

**Summary:** The committee first met in August 2014. Committee members began learning about the sustainability agreements to which UNCP is already committed. These include the NC Executive Order 156 (1999), Utility Savings Initiative (2002),
UNC-system Sustainability Policy 600.6.1 (2009), UNCP Campus Master Plan (2011), UNCP Strategic Plan (2012), Appalachian Energy Summit signatory (2012) and the American College & University Presidents’ Climate Commitment signatory (2014). Committee members learned about many of the various sustainability efforts already initiated on campus. The council has initiated a process to inventory the academic programs on campus that include a sustainability component and the review the Campus Design and Construction Guidelines. The Council is also providing input to the development of the campus’ Sustainability Plan, which will be ongoing.

**Task Force on Teaching Excellence**  
**Reporting Faculty Member: Sherry Edwards**

**Faculty Awards**
The Task Force on Teaching and Excellence recommended awards for the following faculty grants for the 2013-2014 academic year. These awards were chosen from solicited applications during the spring of 2013.

- **Faculty Research and Development Grants:** Three (3) awards were made.
- **Summer Research Fellowships:** Six (6) awards were made.
- **Directed Academic Leaves of Absence:** Two (2) awards were made for a semester release (per person).
- **Teaching Enhancement Awards:** Three (3) awards were made.
- **Mid-Career Faculty Support Initiative HOPES Program:** Twelve (12) awards were made. We are currently doing another call and these will be awarded in December 2014.

**Workshops**
The Task Force also presented the Summer 2012 Institute which was attended by 22 faculty members. This was a 2 day workshop regarding online instruction and quality matters. We also had a winter session in December with 20 participants.

The Task Force presented a Faculty Development Day during the second week of August. We had 15 participants.

We also presented workshops on Promotion and Tenure, Services of the TLC, Academic Excellence, Advising, QM Training, and IRB.

We also provided online workshops for 22 faculty members through the Online Consortium, as well as attendance for six faculty at the National Conference.

**Textbook Committee**  
**Reporting Faculty Member: Stephen Bukowy**
The UNCP Textbook Committee met on 29 October 2014. During this meeting the Committee discussed a consultant’s report regarding the bookstore. Among the items in the report were the decisions to keep the bookstore self-operative for the near future (next 5 years) and to improve the signage in front of the bookstore.

As of our meeting date, 98% of book adoptions had been submitted on time. The bookstore is also participating in the “Bring Home the Bacon” campaign, the purpose of which is to collect spare change from faculty and staff to be used to provide textbook scholarships to students. The office that collects the most money wins a free lunch in the cafeteria.

The bookstore has several goals for the coming year:
1. Shop for a new Point of Sale (POS) system that better matches the bookstore’s needs;
2. Research digital content delivery methods to insure the bookstore offers a quality model for UNCP; and
3. Provide ideal marketing of textbook buyback services and extend the buyback service to continue throughout the year, including summer.

Traffic Appeal Board
Reporting Faculty Member: None

The Traffic Appeal Board did not submit a report.

Tuition & Fee Review Committee
Reporting Faculty Member: None

The Tuition & Fee Review Committee did not submit a report.

Tuition Surcharge & Refund Appeal Committee
Reporting Member: Sharon Kissick

The Tuition Surcharge and Refund Appeal Committee met once this semester. We reviewed six appeals. One appeal was non-applicable; Four appeals were denied; and One was approved for waiver. In all cases not approved, extraordinary hardship was not proven to the committee.

Eighty total students were billed surcharge for Fall. Tuition surcharge is 50% of their semester tuition paid in addition to tuition. The total amount in collection is $49,664.34.

The members of the committee are: Sharon Kissick (Registrar and Chair); Staci Huffman (Bursar); Jenelle Handcox (Director, Financial Aid); Associate General
Counsel (TBD); Nicolette Campos (Acting Director, Accessibility Resource Center); Michael Clawson (Coordinator of Military and Veteran Services).

**University Athletics Committee**

**Reporting Faculty Member: Scott Billingsley**

In compliance with NCAA guidelines and Article VI, Section 10 of the Faculty Senate Bylaws, the following is a summary of the issues that UNCP’s University Athletics Committee (UAC) addressed during the fall 2014 term. The committee had two meetings this semester. Members of the committee include:

- Irene Aiken
- Dick Christy
- Jenelle Handcox
- Scott Billingsley
- Tom Dooling
- Susan Edkins
- Steve Bourquin
- Fred Formichella
- Karlee Wilson
- Travis Bryant
- Jeff Frederick
- Patrick Sterk

The UAC and Faculty Athletic Representative (FAR) are working on several strategic planning initiatives that focus on improving the academic performance of student-athletes. UNCP’s student-athletes consistently perform as well or better in the classroom than the general student population. It was noted that the graduation rate of UNCP student-athletes is 61 percent, which is the third highest rate in the Peach Belt Conference (PBC). In an effort to better monitor the academic progress of student-athletes, the UNC General Administration now requires all UNC schools to report the grades of every student athlete each semester. The Department of Athletics continues to work with coaches, faculty, and staff to fully utilize the resources currently available to UNCP students, such as the H.A.W.K. Alert system and Supplemental Instruction program, and to make sure that student-athletes are taking responsibility for monitoring their own performance in their classes.

The FAR served on an ad hoc committee appointed by the provost to develop a consistent attendance policy that will promote equity and fairness for all students who miss class while representing the University in an official capacity. This committee was comprised of faculty and staff from the Departments of Nursing, English, Athletic Training, and History; it also had representation from the student body and administration. The proposed attendance policy is a comprehensive measure that would benefit all students who officially represent the University in any capacity, and it would provide a uniform standard for determining excused absences and allowing for make-up work when a student in on official University business. That proposal was unanimously approved by the committee and submitted to the faculty senate. It is currently under review.

Last year the Athletics Department received a $31 increase in student fees. Due to changes that the UNC General Administration made in requesting student fee increases, the Athletics Department will request an additional increase in student fees to offset the projected budget shortfall. It was noted that the Athletics Department provides 41 percent of all entertainment on campus, that the
department has grown over 40 percent in the past nine years, and that the athletics fee has only increased 28 percent during that time. The department brought over $9 million to UNCP in the form of tuition, housing, etc., that it is not allowed to use and feels that it is justified in requesting additional student fees.

Furthermore, the UAC was briefed on a number of other issues, including the hiring of a new head volleyball coach, NCAA secondary rules violations, out-of-state tuition waivers, and a new recruiting publication that will be used by all coaches. Mr. Christy and Mr. Sterk solicited input from the UAC on all of these issues and welcomed suggestions and discussion where appropriate.

Please feel free to contact me if you have any questions about this report.

University Calendar Committee
Reporting Faculty Member: None

The University Calendar Committee did not submit a report.

University Honors Council
Reporting Faculty Member: Mark Milewicz

This has been a very busy fall for the Honors College. UNCP’s largest entering fall honors cohort began classes in August. These 44 students have had a very good start at UNCP and I am looking forward to more good reports regarding this cohort. One key milestone for this group is that they now have reached maximum capacity in the honors floor of Oak Hall. Next year additional honors housing will likely be needed. This group is also significant because they are the first entering honors cohort that are the product of a number of important changes in the Maynor Honors College (MHC) recruitment and intake processes.

As part of our new recruitment strategies, we use large databases to collect student data for honors eligible students in the region. For the fall recruitment cycle 330 personalized honors recruitment packages have already been sent to potential students in the region. This process will continue on a regular basis until late March.

This fall is also the first term in which the new Honors Scholar Fellowships are in play. Combined with other merit scholarships on campus, we now have the ability to award academic scholarships to a majority of incoming honors students, the most qualified of whom will continue to receive automatic acceptance into the MHC.

The University Honors Council (UHC) and the Student Honors Council (SHC) have also changed. The UHC has new membership from the social sciences, which provides added balance
to this important advisory board. The UHC has played a key role in the development of the new honors scholarships and continue to provide importance guidance on admissions and funding decisions for the MHC. Similarly, the Student Honors Council has new members as well, and is active in planning honors student events. They helped plan a very successful move-in event for our students in August and have other events to come this fall. They have also revised their by-laws to add an at-large seat on the council to add more opportunities for representation.

I have been pleased with the work we have done this year and I am very grateful for the support and cooperation of not only the honors faculty, but Gordon Byrd, the Executive Assistant for the MHC, Shane Irons, the new Honors College Hawk Assistant, and the many other offices within the university who regularly support our efforts.

Collectively, these supportive efforts have boosted enrollment in the Honors College to 171 students. I estimate approximately 20 MHC students will graduate this May. The recruitment goal for the MHC is 200 students for the fall of 2015.

**University Oversight Committee**  
**Reporting Faculty Member: None**

The University Oversight Committee did not submit a report.

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