

**The University of North Carolina at Pembroke**  
**Faculty Senate Agenda**  
 Wednesday, December 5, 2012, at 3:30 pm  
 213 Chavis University Center

Susan Cannata, Chair  
 Roger Guy, Secretary

Members of the Senate:

<b>To 2013</b>	<b>To 2014</b>	<b>To 2015</b>
<b>ART</b> Richard Gay	<b>ART</b> Adam Walls	<b>ART</b> June Power
<b>EDN</b> Betty Brown	<b>EDN</b> Jeff Bolles	<b>EDN</b> Marisa Scott
<b>LET</b> Robert Brown	<b>LET</b> Scott Hicks	<b>LET</b> Susan Cannata
<b>NSM</b> Leon Jernigan	<b>NSM</b> Jeremy Sellers	<b>NSM</b> Maria Pereira
<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth	<b>SBS</b> Mike Spivey
<b>At-Large</b> Roger Guy	<b>At-Large</b> Cherry Beasley	<b>At-Large</b> Judy Curtis
<b>At-Large</b> Sherry Edwards	<b>At-Large</b> Jonathan Maisonpierre	<b>At-Large</b> Jesse Peters
<b>At-Large</b> Jamie Litty	<b>At-Large</b> David Nikkel	<b>At-Large</b> Kim Sellers
<b>Chancellor</b> Kyle Carter <b>Provost and Vice Chancellor for Academic Affairs</b> Ken Kitts		

**Order of Business**

**A. Roll Call**

**B. Approval of Minutes:** [Appendix A](#)

Approval of Minutes of the November 7, 2012 meeting The minutes were approved with the addition of Betty Brown being absent

**C. Adoption of Agenda**

**D. Reports from Administration**

1. Chancellor—Dr. Kyle Carter
2. Provost and Vice Chancellor for Academic Affairs—Dr. Ken Kitts

**E. Reports of Committees:**

1. Operations Committees
  - a. Executive Committee—Susan Cannata
  - b. Committee on Committees & Elections—Scott Hicks
  - c. Faculty Governance Committee—Beverly Justice

- d. Health, Safety, and Environment Committee—Ottis Murray
- 2. Standing Committees
  - a. Academic Affairs Committee—Jesse Peters
    - i. Proposal to amend the instructions for cross-listing courses in Curriculum Proposal Instructions and in the Faculty Handbook. Approved by AAC 9-0-0  
[Appendix B](#)
    - ii. Proposal to add two new courses to QEP. Approved by AAC 9-0-0  
[Appendix C](#)
    - iii. Proposals to amend the Course Repeat and Grade Replacement Policy
      - 1. Proposal to decrease the number of grade replacements from 15 credit hours to 12 credit hours for students entering as freshman. Approved by AAC 9-0-0
      - 2. Proposal to amend policy to eliminate students' ability to choose which repeated courses count towards grade replacements.  
[Appendix D](#)
  - Academic Affairs Report: [Appendix E](#)
  - b. Faculty and Institutional Affairs Committee—Jonathan Maisonpierre
  - c. Student Affairs and Campus Life—Jamie Litty
  - d. Special Committees

**F. UNC Faculty Assembly Report:** [Appendix F](#)

**G. Teacher Education Committee:** [Appendix G](#)

**H. Graduate Council:** [Appendix H](#)

**I. Other Committees**

- 1. Task Force for Teaching Excellence [Appendix I](#)
- 2. Honor College Council [Appendix J](#)
- 3. Institutional Research Board [Appendix K](#)
- 4. SPARC2 [Appendix L](#)
- 5. Traffic Control Board: No Report
- 6. Technology Report [Appendix M](#)
- 7. University Athletics Committee [Appendix N](#)

**J. Unfinished Business**

**K. New Business**

- 1. Discussion of Roster Verification Process

**L. Announcements**

## Appendix A

**The University of North Carolina at Pembroke**  
**Faculty Senate Minutes**  
Wednesday, November 7, 2012, at 3:30 pm  
213 Chavis University Center

Susan Cannata, Chair  
Roger Guy, Secretary

Members of the Senate:

To 2013	To 2014	To 2015
<b>ART</b> Richard Gay	<b>ART</b> Adam Walls	<b>ART</b> June Power
<b>EDN</b> Betty Brown	<b>EDN</b> Jeff Bolles	<b>EDN</b> Marisa Scott
<b>LET</b> Robert Brown	<b>LET</b> Scott Hicks	<b>LET</b> Susan Cannata
<b>NSM</b> Leon Jernigan	<b>NSM</b> Jeremy Sellers	<b>NSM</b> Maria Pereira
<b>SBS</b> Jack Spillan	<b>SBS</b> Victor Bahhouth	<b>SBS</b> Mike Spivey
<b>At-Large</b> Roger Guy	<b>At-Large</b> Cherry Beasley	<b>At-Large</b> Judy Curtis
<b>At-Large</b> Sherry Edwards	<b>At-Large</b> Jonathan Maisonpierre	<b>At-Large</b> Jesse Peters
<b>At-Large</b> Jamie Litty	<b>At-Large</b> David Nikkel	<b>At-Large</b> Kim Sellers
<b>Chancellor</b> Kyle Carter <b>Provost and Vice Chancellor for Academic Affairs</b> Ken Kitts		

**Present:** Richard Gay, Adam Walls, Betty Brown, Marisa Scott, Robert Brown, Scott Hicks, Susan Cannata, Leon Jernigan, Jeremy Sellers, Maria Pereira, Cherry Beasley, Mike Spivey, Judy Curtis, Sherry Edwards, Jonathan Maisonpierre, Jesse Peters, Jamie Litty, David Nikkel, Kim Sellers, Ken Kitts, Kyle Carter, Jack Spillan, Victor Bahhouth

**Absent:** June Power, Roger Guy, Jeff Bolles, Betty Brown

### Order of Business

**A. Roll Call** The meeting was called to order at 3:31 p.m.

**B. Approval of Minutes**

The minutes of the October 3, 2012, meeting were approved after Leon Jernigan's absence was corrected to present.

**C. Adoption of Agenda**

The agenda was approved after Chair Cannata (1) amended it to fix the prefix of an international marketing course to say "MKT" in the list of writing-intensive courses to be approved by the Senate for the Quality Enhancement Plan, and (2) moved the Faculty Assembly Report earlier in the agenda to accommodate Dr. Simmons's teaching schedule.

## **D. Reports from Administration**

1. **Chancellor**—Dr. Kyle Carter noted that November is Native American Heritage Month and said all UNCP programming/events related to this observance will be listed on the university webpage in one place.

Dr. Carter said he is confident that UNCP followed the law regarding in-state status for the tuition purposes of a veteran who recently started an online petition and that the applicant received all of her appeals; Fayetteville State University then admitted her as an in-state student.

Dr. Carter noted that on the agenda of the UNCP Board of Trustees meeting next week is the university's request for an increase in tuition that was announced last year and approved in principle by the General Administration, and an increase of \$88 in fees.

Dr. Carter said he continues to discuss shared governance with the Senate executive committee and he has shared with them a partial list of committees that are operating at the university. There is overlap in purview of some committees on campus and to consolidate those for the sake of efficiency should not diminish shared governance.

Dr. Carter said the results of the recent state elections has the potential to affect higher education in North Carolina dramatically, including continued scrutiny by lawmakers. Governor-elect McCrory is prioritizing technical and vocational education as well as efficiency in higher education. The governor appoints two people to our own Board of Trustees; one of those positions is now vacant and one is up for renewal. Dr. Jesse Peters asked how the Board of Governors is appointed. Dr. Carter said there are about 16 of those whose terms are running out and those appointments will be made by the state legislature.

2. **Provost and Vice Chancellor for Academic Affairs**—Dr. Ken Kitts mentioned that there is a task force up and running to study the full report of UNCP's results in the COACHE survey of faculty satisfaction and the clarity of the tenure process. That committee has four members of the teaching faculty, including the chair of the Senate's Faculty Development & Welfare committee. Dr. Kitts said the task force that's reviewing the UNCP promotion and tenure process held its second meeting last week.

Dr. Kitts explained that the Budget Advisory Committee met on October 25 and received a recommendation from a BAC subcommittee on guidelines for making salary adjustments (if there's any money available), because the prohibition on making adjustments has been lifted. The recommendation out of the tuition and fees committee this year was that the tuition increase be used to address salary issues for EPA personnel, and the chancellor accepted that recommendation.

Dr. Kitts reminded the Senate that Tom Jackson of DoIT conducted a survey about the use of the campus listserves. Results came from 152 respondents (including 78 faculty and 19 administrators). Fifty-eight percent of respondents favored the restricted-access model that was described in the survey; 34% favored retaining the current model; 8% no opinion.

Dr. Kitts said UNCP has been asked to consider posthumous degrees for students who died before completion of a program. We have no institutional policy on such. Dr. Kitts thinks the issue is appropriate for the Senate to consider and noted that Office of Academic Affairs has asked that there be no further movement on any outstanding requests for such degrees until Senate considers a policy.

**E. UNC Faculty Assembly Report** (Report appended to agenda)

**F. Reports of Committees:**

1. Operations Committees

- a. Executive Committee—Dr. Cannata reported that Jamie Litty is the chair *pro tem* of the Senate and today is serving as secretary in Roger Guy's absence.

Dr. Cannata reiterated that the university's Budget Advisory Committee met and made the recommendations that the provost mentioned earlier. She reiterated that the promotion and tenure review task force is looking at the whole model, including the manner in which committees are chosen, etc., and added that there will be a public forum about it next semester; the committee and its membership can be seen on the Faculty Senate webpage, so constituents needn't wait for the forum; they can contact committee members directly for input.

The Senate's Executive Committee met on November 5 with the Chancellor and Provost about the topic of shared governance and agreed there should be a written document defining shared governance. Senate committees should be reexamined: their memberships, their charges, their hierarchies. Perhaps reconsider the whole senate committee structure to make sure it suits needs. Executive committee will talk about that at its next meeting.

The December general faculty meeting is Friday, December 7, at 3:30 in Moore Hall.

The UNC-system Faculty Assembly has asked senates in the system to disseminate information about the strategic planning process underway at General Administration. There is a subcommittee of the strategic planning council serving as the working group that will actually draft the strategic plan. The Faculty Assembly Chair is on the larger council but is not on the subcommittee, though she attends that committee's meetings. A separate Faculty Advisory Council was created by President Ross in response to many faculty governments in the UNC system, including ours, having passed resolutions about their lack of participation. This Council has decided to give that working group feedback on four major issues: General Education across the UNC system; academic quality; system mission and how it relates to the missions of all the individual campuses; faculty research and its impact on teaching/service and research's relation to universities' missions, student learning and communities. Dr. Cannata said she will continue to update the Senate whenever possible and will pass on documents when she has them. She noted there are some individual faculty members on campus who are actively addressing the issue of the strategic planning process and they scheduled a forum here this week and about a dozen people attended.

Dr. Cannata noted that Chancellor Carter and Provost Kitts are members of the Faculty Senate and will sit at the table with the rest of the Senate during Senate meetings.

- b. Committee on Committees & Elections—Dr. Hicks explained some balloting glitches with the software and some individuals aren't even receiving ballots because of faulty data as to who is a fulltime faculty member or not. The committee is considering different software than Qualtrix. He re-ran a recent Senate race (Letters division).
- c. Faculty Governance Committee— No report
- d. Health, Safety, and Environment Committee— No report

## 2. Standing Committees

### a. Academic Affairs Committee—Jesse Peters

#### i. Proposal from the Department of Educational Specialties

Program Proposal: Replace RDG 5830 I, II, and III with the separate courses in major requirements. Note: RDG 5830 was created in April 2012; RDG 5230, 5430, and 5630 were deleted at the same time. The department is seeking to undo that change.

**Proposal passed 20-0-0**

#### ii. Add new courses to QEP

19 new Writing Intensive courses to be listed for Fall 2013. (Approved by AAC 11-0-0)

There was discussion explaining that ART 4330 should say “WD.” Dr. Peters confirmed, by looking at original applications, that “WE” seems like a typographical error made after the Art Department’s submission and got carried through to the end. Members of the QEP committee present in the room agreed, and the Senate agreed to approve the course as “WD.”

There was discussion initiated by Dr. Jeremy Sellers that BIO 3510 should be a “WD” although it went through the whole process as a “WE,” including the original application. A motion was made to remove the course from this round of QEP approvals, seconded, and approved unanimously.

**Proposal passed 16-2-0**

### Academic Affairs Report (appended to agenda)

In addition to the attached report of curriculum actions taken by the committee without needing Senate approval, Dr. Peters reminded the Senate that Faculty Governance Committee is discussing membership on some subcommittees of Academic Affairs in light of job changes in the university administration. Additionally, attendance of student members on our subcommittees is a problem. He is making outreach to the Student Government Association to try to get them to attend. Dr. Peters said that Chair Cannata met with SGA President Robert Nunnery on this topic.

Dr. Peters reported for the Academic Support Services subcommittee that the search for library dean is ongoing. Center for Academic Excellence mentoring program is working from a list of 264 students on probation; 159 of them are going through this mentoring program. There are 254 active HawkAlerts, and two people have been hired there to help serve our students. Resident advisers in the dorms can also be enlisted to try to contact these students. SAGE is operational, a system that allows you to do HawkAlerts thru Braveweb. There will be some training sessions if you need. Tutoring is serving hundreds of students. Majority are biology, nursing, and chemistry majors.

Dr. Peters reported that the Enrollment Management Subcommittee discussed the roster verification process that was begun this semester and whether the pilot was effective and future plans for it. There was an open forum on this topic this week. And there’s a committee headed by Dr. Melissa Schaub on which Dr. James Robinson serves. Faculty can contact Dr. Schaub with feedback. The plan for the spring semester is that students who have

never attended class will be dropped automatically and waitlisted students will be added automatically.

**General Education:** Joanna Hersey reported that she attended the General Education summit in September. If President Ross’s strategic planning advisory council wants to standardize General Education in the UNC system, participants at the summit said, then individual institutions should be able to develop their own courses that suit their mission, such as diversity. The outcome of the summit participation is merely recommendations to the strategic planning process.

b. Faculty and Institutional Affairs Committee—Jonathan Maisonpierre

The committee met with university attorney Josh Malcom and Human Resources Director Debbie Burgess about the policy on criminal background checks for hires that is being revised. They said they will give FIAC a draft in early November, FIAC has not yet received it.

The Faculty Evaluation Review Subcommittee is looking to clean up discrepancies in descriptions and language about “service” in the Faculty Handbook.

Faculty Development & Welfare is revising criteria for James Hubbard Faculty Leave Fund that doesn’t have enough money to serve its original purpose.

c. Student Affairs and Campus Life— No action items. But Dr. Litty said that student members are attending all the meetings.

d. Special Committees

**G. Teacher Education Committee (report appended in agenda)**

**H. Graduate Council.** Dr. Peters asked why there is no report from this body, as it has been at least three Senate meetings without a report. Chair Cannata said she gets no response to requests. She noted that the report in the September minutes was a graduate school report, which is not the same thing.

**I. Other Committees –none**

**J. Unfinished Business—none**

**K. New Business – none**

**L. Announcements—none**

**Meeting was adjourned at 4:51 p.m.**

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## Appendix B

### 1. Instructions for Cross-Listing Courses in Curriculum Proposal Instructions and Faculty Handbook

#### Instructions for Curriculum Change Forms

General Instructions: Proposing Departments/Schools are to consult the Faculty Handbook (Section 6-10.B; Curriculum Development and Revision at <http://www.uncp.edu/aa/handbook>) with regard to proposal construction and process.

Curriculum Forms can be found at:

<http://www.uncp.edu/aa/resources/forms/index.htm>

An electronic version of the proposal (without signatures) must reach the Chair, Subcommittee on Curriculum, at least **ten days prior** to a meeting. This will be used to construct the Agenda.

A completed hard copy of the proposal (with all signatures) must reach the Chair, Subcommittee on Curriculum, on the Monday **prior** to a meeting. Failure to meet the deadlines for electronic and hard copy forms will result in the exclusion of proposals from the agenda.

**1. Program Proposal Form:** This form is used for creating, deleting, or modifying a **program** (i.e., a major, minor, or a degree program e.g., MS in Physics).

IF YOU ARE COMPLETING THE FORM FROM A CAMPUS COMPUTER:

- a. Step One: Complete sections #1-6.
- b. Step Two: Print a hard copy of your proposal.
- c. Step Three: Click Submit to send the proposal via email.
- d. Step Four: The proposal will automatically be attached to the email. The proposal will automatically be pasted as an email message. A copy of the new or revised program as it will appear in the catalog must be attached to the email as a Word document. Click send.
- e. Step Five: Submit signed, hard copy forms along with catalogue description (as a Word document) attached, and deliver to the Chair of Curriculum by 5 p.m. on the Monday prior to a meeting.

IF YOU ARE COMPLETING THE FORM FROM A REMOTE LOCATION:

- a. Step One: Complete sections #1-6.
- b. Step Two: Print a hard copy of your proposal.
- c. Step Three: Save the electronic copy to your hard drive.
- d. Step Four: Create an email and attach the document, as well as the catalogue description, add the Chair of Curriculum and the Associate Vice Chancellor of Academic Affairs to the recipient list, and click send.
- e. Step Five: Submit signed, hard copy forms along with catalogue description (as a Word document) attached, and deliver to the Chair of Curriculum by 5 p.m. on the Monday prior to a meeting.

If the proposal needs approval from a body outside UNC-Pembroke (e.g. Office of the President, etc.), then it is the responsibility of the proposing department to monitor and obtain that approval. Approval or failure to obtain approval by the end of the academic year **must** be communicated to the Faculty Senate by the proposing department for forwarding to Registrar or recall of the proposal. Proposing department must also arrange to update the catalog when approval is received.

It is the responsibility of the proposing department to obtain all required signatures prior to submission to the Subcommittee on Curriculum. This also includes signatures from Chairs of other Departments or other programs that may be affected by the change.

**2. Course Proposal Form:** This form is used for adding, deleting, or revising a course (e.g., change the meaning or content of a course). NOTE: in the case of new courses, all course Prefixes and Numbers must be approved by the Registrar's Office prior to submission of the proposal to the subcommittee. **In the case of cross-listed courses both departments must approve the proposal.**

IF YOU ARE COMPLETING THE FORM FROM A CAMPUS COMPUTER:

- a. Step One: Complete sections #1-8.
- b. Step Two: Print a hard copy of your proposal.
- c. Step Three: Click Submit to send the proposal via email.
- d. Step Four: The proposal will automatically be attached to the email. The proposal will automatically be pasted as an email message. A copy of the new or revised catalogue description, along with a syllabus (New Courses only) must be attached to the email (as a Word document). Click send.
- e. Step Five: Submit signed, hard copy forms along with new or revised catalogue description (as a Word document) attached, and deliver to the Chair of Curriculum by 5 p.m. on the Monday prior to a meeting.

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**[Proposal continued on next page]**

## 2. Curriculum Development and Revision Process (from Faculty Handbook, pp. 111-113)

~~The University of North Carolina at Pembroke has a clearly defined process for the development of curriculum, including degree programs, tracks, concentrations, minors, and individual courses. The UNC Board of Governors must approve proposals for new degree programs. These proposals must be prepared according to specified guidelines of the UNC Academic Program Development Procedures. Doctoral programs must be submitted to the UNC Graduate Council for review and approval and to the UNC Board of Governors for approval.~~

~~Curriculum development and revisions proposals are initiated by the faculty of the academic departments by completing one of three standardized curriculum forms: Course Proposal Forms, General Education Course Proposal Forms, and Program Proposal Forms. Curriculum proposals are reviewed by the department and signed by the Department Chair. The Chair of any other department affected by the development or revision also reviews and signs the proposal. If the development or change affects Teacher Education, the Teacher Education Committee reviews the proposal and the Chair of that Committee signs it. The Registrar, the appropriate Dean, and the Provost and vice Chancellor for Academic Affairs must also sign the proposal. Graduate curriculum proposals must first be approved by the Graduate Council before being submitted to the Curriculum Subcommittee. Graduate Teacher Education proposals should be submitted to the Teacher Education Committee before being submitted to the Graduate Council.~~

~~Proposals involving any aspect of the General Education Program are submitted to the Curriculum Subcommittee before being submitted to the General Education Subcommittee. The only exceptions are proposals involving existing courses with no modifications seeking inclusion in the General Education Program. All other proposals are submitted only to the Curriculum Subcommittee. Proposals involving the creation of new courses, revisions to existing courses or course deletions are submitted on Course Proposal Forms. In instances where an identical change is made to multiple courses, (i.e., deleting or adding prerequisites or changing credit hours for courses), one form may be used for multiple proposals. Otherwise, each course proposal requires a separate form. Proposals involving one or more changes to degree programs, tracks, concentrations or minors, etc., are submitted on the Program Proposal Form. Electronic forms are due to the Chair of Curriculum 10 days (two Mondays) prior to the Curriculum meeting, which usually meets on the first Thursday of every month. (The Curriculum Committee does not meet in January and at times adjusts the March meeting date, depending on the spring break schedule.) Signed hard copies are due to the Chair of Curriculum on the Monday before the Curriculum meeting. It is the responsibility of the proposing department to ensure that all signatures are acquired prior to delivering hard copies to the Chair of Curriculum.~~

The University of North Carolina at Pembroke has a clearly defined process for the development of curriculum, including degree programs, tracks, concentrations, minors, and individual courses:

- The UNC Board of Governors must approve proposals for new degree programs. These proposals must be prepared according to specified guidelines of the UNC Academic Program Development Procedures.
- Doctoral programs must be submitted to the UNC Graduate Council for review and approval and to the UNC Board of Governors for approval.
- Curriculum development and revisions proposals are initiated by the faculty of the academic departments by completing one of three standardized curriculum forms: Course Proposal Forms, General Education Course Proposal Forms, and Program Proposal Forms.
- Curriculum proposals are reviewed by the department and signed by the Department Chair.

- In the case of proposals affecting other departments, including the cross-listing of courses, the proposal form should be submitted by the originating department. The votes of affected departments are recorded, and the Chairs of affected departments also review and sign the proposal. If the cross-listed course affects a program in the affected department, the affected department must submit a program proposal documenting the change to the program. Cross-listed course numbers must be approved by the Registrar's office.
- If the development or change affects Teacher Education, the Teacher Education Committee reviews the proposal and the Chair of that Committee signs it. Graduate curriculum proposals must first be approved by the Graduate Council before being submitted to the Curriculum Subcommittee. Graduate Teacher Education proposals should be submitted to the Teacher Education Committee before being submitted to the Graduate Council.
- The Registrar, the appropriate Dean, and the Provost and vice Chancellor for Academic Affairs must also sign the proposal.
- Proposals involving any aspect of the General Education Program are submitted to the Curriculum Subcommittee before being submitted to the General Education Subcommittee. The only exceptions are proposals involving existing courses with no modifications seeking inclusion in the General Education Program.
- All other proposals are submitted only to the Curriculum Subcommittee.
- Proposals involving the creation of new courses, revisions to existing courses or course deletions are submitted on Course Proposal Forms.
- Proposals involving new courses must attach sample syllabi to the electronic submission only. (A hard copy of the syllabus is not required with the signed form.) New course numbers must be approved by the Registrar's office.
- In instances where an identical change is made to multiple courses, (i.e., deleting or adding prerequisites or changing credit hours for courses), one form may be used for multiple proposals. Otherwise, each course proposal requires a separate form.
- Proposals involving one or more changes to degree programs, tracks, concentrations or minors, etc., are submitted on the Program Proposal Form. Program proposals involving changes to the catalog must attach a revised catalog description to the electronic submission. A hard copy of the revised catalog description must be attached to the signed forms.
- Electronic forms are due to the Chair of Curriculum 10 days (two Mondays) prior to the Curriculum meeting, which usually meets on the first Thursday of every month. (The Curriculum Committee does not meet in January and at times adjusts the March meeting date, depending on the spring break schedule.)
- Signed hard copies are due to the Chair of Curriculum on the Monday before the Curriculum meeting. It is the responsibility of the proposing department to ensure that all signatures are acquired prior to delivering hard copies to the Chair of Curriculum.

A representative from the department submitting the proposals must be present at Curriculum Subcommittee meetings to address any questions or provisions that may arise. The proposal is reviewed and a vote is taken. If the proposal passes, the Chair of the Subcommittee on Curriculum forwards the curriculum matters to the appropriate office or committee. **[Proposal continued on next page]**

The Curriculum Subcommittee is responsible for sending to the Academic Affairs Committee all information pertaining to each individual course that is necessary for the Banner System. The Curriculum Subcommittee shall make recommendations to the Academic Affairs Committee on their adoption, and proposals shall move forward based upon the following policies:

A. The Subcommittee on Curriculum will treat as minor, and send to the Registrar without Academic Affairs Committee and Senate approval, the following types of proposals: course and program modifications involving changes to prerequisites, course descriptions, course titles, **cross-listed courses**, and course deletions; the addition or substitution of one or two electives to a program; and program modifications mandated by changes previously approved by Senate. These will be considered minor changes and forwarded to the Chair of the Academic Affairs Committee for his/her signature, unless the Subcommittee on Curriculum has a compelling reason to forward said revisions to the Academic Affairs Committee.

B. Approved program modifications involving the addition or deletion of tracks, required courses, or more than two elective options at a time will proceed to the Academic Affairs Committee.

C. All program modifications described in B, once approved by the Academic Affairs Committee, proceed to the Senate.

D. All new program proposals (including new degrees, academic majors, concentrations, minors, and certificates), deletions of above programs, new General Education course proposals, and General Education course deletions require Faculty Senate approval.

E. Individual new courses not part of General Education program require approval by the Academic Affairs Committee but not the Faculty Senate.

F. All curriculum items not requiring Academic Affairs Committee approval will be reported to the Academic Affairs Committee by the chair of the Subcommittee on Curriculum. All curriculum items not requiring Faculty Senate approval will be reported to the Senate by the chair of the Academic Affairs Committee.

A representative of the department whose proposal is being considered must be present at all committee meetings beyond the Curriculum Subcommittee level as necessary to address questions and concerns regarding their proposal.

This multilevel approval process is used to assess the curriculum and the process for curriculum development and revision. In addition, the curriculum and the process are evaluated as part of the institutional assessment made by the Southern Association of Colleges and Schools Commission on Colleges. Curricula of the various departments and the process used to develop curriculum are assessed by those agencies who accredit particular programs, e.g., at UNC Pembroke, the National Council for Assessment of Teacher Education, the State Department of Public Instruction, the National Association of Schools of Music, and the Council on Social Work Education.

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## Appendix C

### Approve New Courses for QEP for Fall 2013

#### List of Courses to Add to QEP

#### THE WRITING INTENSIVE PROGRAM

The Writing Intensive Program is an initiative of the UNC Pembroke Quality Enhancement Plan. The goal of the program is to enhance the ability of students to write effectively and appropriately in both general writing and professional writing in their disciplines. The program consists of WE courses and WD courses. WE courses are 2000- and 3000-level courses in which writing supplements the coverage of course content. It includes extensive and intensive instruction in writing. WD courses are 3000- and 4000-level courses that are designed to teach students about the roles and uses of writing in their fields of study. As a requirement for graduation, students must complete nine semester credit hours of WE and WD courses. One course must be a WD course.

The courses listed below are approved to be offered as WE or WD courses. When these courses appear with the designation Writing Enriched (WE) or Writing in the Disciplines (WD) in the title of the course in the course schedule, they can be taken to satisfy the writing intensive graduation requirement. The completion of ENG 1050 is a prerequisite for all Writing Enhanced or WD courses.

ENG 3110	Medieval British Literature—Writing Enriched
AIS 4150	Amerindian Oral Traditions – Writing in the Discipline

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## Appendix D

The Course Replacement, Repeat Working Group of the Enrollment Management subcommittee recommends the following changes:

- I. Decrease the number of grade replacements to 12 credit hours from the current limit of 15 hours for student entering as freshman. (See table for transfer student limits.)
- II. Do away with students' ability to choose which repeated courses count towards grade replacements. For the first 12 hours of repeated coursework, the last grade is used. Afterwards, all grades count towards the QPA.

### Rationale:

In order to prepare our students for careers and the responsibilities of adulthood, we should give them an adequate number of chances to correct past mistakes. However, allowing them more chances than they could reasonably expect an employer to give them is teaching them the wrong lesson. Currently, students can retake up to five 3-hour courses and can choose whether or not they would like to replace the grade from the first attempt at the course in their GPA. A reduction to four 3-hour course grade replacements, in essence four "do overs", is a better limit to set. Other universities in the UNC system have more stringent grade replacement limits (ASU-4 courses, UNCC -2 courses or 8 hrs max, UNCG- 3 courses, NCSU – 2 courses). Also, the time to graduation for students who used 5 grade replacements was 5 years as opposed to those who used 3-4 grade replacements which was 4.36 years, so clearly this affects our ability to graduate students in a timely fashion and wastes university resources.

The current policy allows students to choose when to use their available grade replacements and so students often retake multiple courses in order to improve their GPA and then choose which combination will get them above the 2.0 in major cut-off. This policy encourages students to re-take courses unnecessarily causing some to exceed 140 hours and incur a tuition surcharge and gives them a degree of control over their grade replacements which is not typical at a university. (UNCG was the only other UNC system institution found which also allows students to pick and choose which courses to replace grades.)

### *Proposed changes to the current catalog:*

#### **Repetition of Course Work**

A student who wishes to repeat a course must adhere to the following policies:

1. The original course and the repeat course must be taken at UNCP.
2. The course being repeated must be the same course taken previously; no substitutions are allowed.
3. Students may repeat a course a maximum of three times. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
- ~~4. All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).~~
4. Until a student reaches the maximum hours allowed by the "Grade Replacement Policy" below, only the last grade received in a repeated course will be used in the computation of the quality point average. For any additional repeated coursework, all grades for a course will be used in computing the QPA.
5. A student will receive credit (earned hours) for a course one time, and the most recent grade will be used in meeting graduation requirements.
6. All entries remain a part of the student's permanent record.
7. Students should be aware that financial aid may not cover repeated courses. Students considering repeating a previously passed course are strongly encouraged to consult with the Office of Financial Aid regarding repeated coursework.

**[Proposal continued on next page]**

## Grade Replacement Policy

### a. Students Entering UNCP Prior to Fall 1994

Undergraduate students who entered UNCP before the fall of 1994 and who follow the repeat policy will automatically have the grade replaced for all eligible repeats. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements. However, all entries remain a part of the student's permanent record.

### b. Students Entering UNCP for Fall 19942013 and thereafter

Beginning with the fall semester of 19942013 undergraduate students who enter UNCP and who wish to replace a course grade must adhere to/the following policies:

1. A student must follow all regulations regarding repetition of course work.
2. Some courses may be taken more than once for full credit; these courses are not eligible for grade replacement.
3. The semester hours and quality points in courses repeated are counted only once, and the most recent grade and the quality points corresponding to the most recent grade are used in computing the quality point average and meeting graduation requirements.
4. Students entering UNCP as freshmen will have the option of replacing a maximum of ~~15~~ 12 credit hours with improved grades earned by repeating courses. No student is eligible for more than ~~15~~ 12 hours of replacement credit regardless of his/her entry date.
5. The credit hours associated with each repeated course will count toward the cumulative replacement hours.
6. Students transferring or readmitted to UNCP may replace grades for courses taken at UNCP for a maximum number of hours as determined by the scale below, which is based on the number of hours accepted for transfer or readmission.

Transfer or Readmission Hours Accepted as of Fall 19942013	Maximum Hours for Replacement
0-23 hours	<del>15</del> 12
24-51 hours	<del>12</del> 9
52-89 hours	<del>9</del> 6
90 or more hours	<del>6</del> 3
Candidate for Second Bachelor's degree	<del>6</del> 3

~~7. The student must secure a form from the Registrar's Office and indicate in writing which course grades are to be replaced for computation of the quality point average. The form designating specific course grade replacements will be maintained on permanent file in the Registrar's Office.~~

~~8. Decisions for course grade replacement are irrevocable.~~

~~9.~~ 7. All entries remain a part of the student's permanent record.

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## Appendix E

Academic Affairs Report  
Senate Meeting December 5, 2012

Actions Requiring only AA Chair Signature

1. **Proposal from the Department of School Administration and Counseling**  
**Course Proposal:** Revise course description for CNS 6100 Counseling Practicum
2. **Proposals from the Department of Chemistry and Physics**
  - 2.1 **Course Proposal:** Change the prerequisite for CHM 1310 General Chemistry II to include a grade "C-" or better in CHM 1300 General Chemistry I
  - 2.2 **Course Proposal:** Revise description and prerequisites for existing course, CHM 3990 Research in Chemistry
3. **Proposal from the Department of Economics, Finance, and Decision Sciences**  
**Course Proposal:** Replace ACC 2280 with ACC 2270 as a prerequisite for FIN 3100
4. **Proposal from the Department of Accounting and Information Technology**  
**Course Proposal:** Make MAT 1070 and DSC 2090 prerequisites for ACC 2270

Actions Requiring AA Approval only

1. **Proposal from the Department of Chemistry and Physics**  
**Course Proposal:** Create a new course, CHM 1990 Introduction to Research in Chemistry  
Approved 8-1-0
2. **Proposal from the Department of Management, Marketing and International Business**  
**Course Proposal:** Create a new course, MGT 4310 Sustainability and Corporate Social Responsibility  
Approved 9-0-0
3. **Proposal from the Department of History**  
**Course Proposal:** Create new course, HST 4120 History of Sexuality  
Approved 9-0-0

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## Appendix F

### UNC Faculty Assembly Meeting: Friday, Nov. 30, 2012

#### **Suzanne Ortega, Vice President for Academic Affairs**

##### Academic Aspects of the Strategic Plan and Q&A with Delegates

- She discussed that GA is working with North Carolina Community College system is in the process of reviewing articulation agreement with the Universities. Areas they are reviewing are:
  - To have comprehensive articulation agreement revised by fall 2014
  - Review if we should keep the current base of core general education courses at 44 SH or accept the completion of an AA or AS OR do we want to move to core 30 SH.
  - NCCC wants to narrow the range of course choices for students @ CC level; then the second 30 hours would include more choices; also addressing how students can move from CC to HE
  - GA committee will launch faculty panels to look at common courses, for example, English, math, social science; history, biology, economics. We should begin identifying faculty who are willing to serve on these panels to help with alignment of these courses.
  - Overall, the CC and HE will be working toward competency based courses within 5 years; student learning outcomes

The goal is to be a state as the national leader in course redesign; technology usage; career and education; to be one of the top 10 states in education by 2025.

#### **Kate Henz, Senior Director for Academic Policy and Funding Analyses, and Dan Cohen-Vogel, Senior Director Institutional Research**

##### Setting (and reaching?!) Attainment Goals and Q&A with Delegates

- Strategic process:
  - Projection of where we want to go in the state; looking at work force needs; employer needs
  - Set these goals around how we will work toward the degree attainment; what are the components of these degrees; economic development?
  - As Universities, what does the work force need? What do we do beyond the degree attainment? These are questions that faculty will be asked as HE is working toward the goal of competency based education.
  - There is hope that the attainment of this goal of 32% be reached by 2018.

#### **Lesley Cates, Director of State Government Relations Kimmire Rhinehart substitute**

##### Legislative Update

- She discussed what is happening in Washington DC and speculated what may happen when the legislature meets in January.

#### **Panel Discussion: Common General Education Competencies**

Panelists – Jeffery Braden – Dean, College of Humanities and Social Sciences, NCSU; Susan Cannata – Professor of Literature and Composition and Chair of the Faculty, UNCP; Member, Faculty Advisory Council; Scott Simkins – Director, Academy for Teaching & Learning, and Chair, General Education Review Task Force, NC A&T; Gabriel Lugo – Associate Professor of Mathematics and Chair of the Faculty, UNCW; Moderator – Sarah Russell – Chair, Articulation Subcommittee of the ASP Committee  
In what sense do college students need to come out with a set of competencies?

Various areas were discussed:

- Background information about General Education; panels members discussed what they wanted to see in the competencies, such as: high level transferability and structure of the courses to be compatible with the mission of the university. Other areas were to review what takes place in classes and how to accomplish these goals. Students need to make connections across courses; use skills to adapt to work skills.

The panel felt that general education courses should be transparent with goals and objectives, that goals and objectives are within the course requirements; sequence of enrollment; assessment. Questioned if this can this be done? Teaching practices as well as courses matter as much as course requirements. Should the Committee look at similar competencies, such as global competency, critical thinking, reasoning. Much discussion followed

#### Afternoon Session

##### Committee Meetings

###### a. Academic Standards and Policies Committee – Articulation Subcommittee

- Technology survey – 1700 + responses from the Universities. The Committee is requesting that the faculty be involved in the responses to policy for use of technology.
- Resolution concerning General Education Competencies to have faculty involved in this committee **Passed**
- Comprehensive articulation agreement is in revision; Faculty should be involved in this process.

###### b. Academic Standards and Policies Committee – International Programs Subcommittee

- Recommendation that include the recognition of International students in general education

###### c. Academic Standards and Policies Committee – Student Success Subcommittee

- Committee is reviewing information about transferring courses from Community Colleges; concerned about appropriate advising; discussed why students are not completing degrees – what data is available to help faculty to help with advising?

###### d. Budget Committee

- Resolution:
  - incentive to ask GA to raise the ORPE and TESR to 8.25% from 6.84%. This would cost the state \$11 million per yr. **PASSED**
  - strategic directions committee: budget committee is “watching” what is happening to resources and revenues
  - Is the state going to change the funding model for summer school so that students will be able to attend and receive financial aid?

###### e. Faculty Welfare and External Communications

- How do we communicate that HE is beyond the work force requirements?
- Since there are many new legislators, how can HE educate them about what we do? Can we reach the legislators? How can we involve our communications agency?
- Checking with Lesley Cates, Director of Government Relations (GA), to see how FA and GA can work together. Faculty Assembly is looking at a 3-prong approach: legislature visits; visits to campus; visits to Faculty Assembly and GA. (Panel discussion). As FA works with GA, consult with Lesley Cates who would introduce protocol and procedures to work with legislators.
- Have Leslie Boney – VP Strategic Planning – to come speak to FA about his findings from his “talks” around the state about strategic planning.

##### Communication:

- Website discussion: template will be available in January; who could/would keep GA informed about what is happening on the campuses? FA will work with University’s PR department to provide information. Check out NCDocks; this is worked through each library.

##### Welfare:

- Inviting William Fleming, GA HR, to discuss what will be happening with benefits, insurance, etc. to discuss what is occurring in relation to other competitive universities. Looking at benefits and salary compression areas to see how this could help faculty.
- For next meeting we will be reviewing information about adjuncts and staff issues; salary and benefits.

###### f. Governance Committee

- Discussion of what an Ombudsman does; looked at grievance and due process procedures

##### Plenary Session

###### a. Approval of the October 2012 Meeting Minutes **Approved**

b. Chair's Report (Catherine Rigsby)

As Catherine served on the Strategic Committee, there were several areas that seemed to be areas of concern that FA should be aware of:

- What is going to happen to core competencies and general education,
- Diminishing faculty role in shared governance,
- Threat to tenure,
- Standardized assessment in all universities
- Research emphasis; will research be relegated to just specific institutions
- Issues in the spring
  - Responses to strategic plan
  - Governance
  - Revisit comprehensive articulation agreement

b.1 Faculty Chairs resolution: Therefore be it resolved , all students in the NC university system receive an education that affords the broadest possible vision of the natural world and of the human condition in its social, cultural, civic, economic, and

Be it resolved that the NC University system take steps to insure that such an education be provided in a form envisioned by the academic faculties of its various constitutive universities. **PASSED**

Other issued discussed:

- Review of administrators and department chairs – whether the reviews occur, how often, and what is done with these reports
- Mandated office hrs. – variation among campuses
- Grievance and hearing issues from faculty

b2. HMI group

- Funding of retention activities. This is not being addressed in Strategic Planning

c. Committee Reports and discussion **See information above**

d. Other Business none

4:30 Adjourn

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## Appendix G

### Teacher Education Committee Meeting Minutes

October 10, 2012

3:30 p.m., room 1106, Jones Athletic Building



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

**TEC Members Present:** M. Ash, V. Austin, S. Averette, T. Buda, A. Bryant, P. Faulk, K. Ficklin, R. Hagevik, A. Horton-Lopez, V. Jones, M. Klinikowski, R. Ladd, A. Lara, R. Lee, T. Lightfoot, Z. Locklear, J. Losh, J. Lucas, K. McClanahan, J. Rivera, D. Scruton, J. Warren;

**Staff:** A. Opat, S. Strickland, B. Winters; **Guests:** I. Aiken, B. Brown, D. Feikema

1. **Call to order//Introductions** – The meeting was called to order at 3:32 p.m. by Dr. Zoe Locklear, Chair. New TEC members Ms. Sylvia Averette, Assistant Principal, PSRC, and Ms. Terri Buda, graduate student representative – Elementary Education Program, were introduced and welcomed to the committee. Dr. Locklear stated that Matt Howington, 2012-13 PSRC Teacher of the Year, has been invited to join as the teacher LEA representative and two undergraduate student representatives have been identified, but not confirmed.
2. **Approval of the minutes:** The minutes of the September 10, 2012 TEC meeting were approved as presented.
3. **Good News:**
  - a. The PSRC Early College at Robeson Community College, 2012 National Blue Ribbon School, was recognized. Dr. Ginny Jones shared that UNCP English Education Program graduate and Teaching Fellow Grey Sweeney taught English at the school through last year.
4. **Curriculum proposals:**
  - a. **Professional School Counseling Program** – The following proposal was approved as presented by Dr. Jeff Warren.

#### **Revision – course description: CNS 6100 Counseling Practicum**

Old course description: CNS 6100 Counseling Practicum (3 hours)

The practicum is a field placement course. The field placement is required to take place in a setting appropriate to the students' graduate counseling program of study. All placements must have approval from the program faculty the semester before enrollment. The practicum experience allows for enhanced skill development and exposure to professional practices, such as documentation, in a supervised and university-approved setting. Students must complete a total of 100 clock hours at the field placement site. Sixty percent of the 100 clock hours must be in direct client contact. In addition to the field placement requirement, students will attend class for continued instruction and professional development. Prerequisite: Completion of core counseling courses and a minimum of a grade point average of 3.0

New course description: CNS 6100 Counseling Practicum (3 hours)

The practicum is an introductory field placement course. The practicum experience allows for enhanced skill development and exposure to professional and ethical practices in a supervised counseling setting. Students work with the Field Placement and Testing Coordinator to obtain field placements one semester in advance of enrollment. Students must complete a total of 100 clock hours at the approved field placement site. In addition to the field placement requirements, students are required to attend class for group supervision and attempt the comprehensive exam. Prerequisite: Completion of core counseling courses, minimum of grade point average of 3.0, and an approved field

placement application. Corequisite: CNS 5060 Crisis Intervention and CNS 5900 Issues in Addictions for Counselors.

- b. Reading Education:** The following proposal was approved as presented by Dr. Betty Brown.

**Reading Education Program change (per the September 12, 2012 TEC meeting)**

- (1) Deletion of RDG 5830, Professional Seminars I-III. This seminar was problematic to implement in the reading education program and does not fluidly take the place of three separate seminars in the separate progression throughout the reading education program.
- (2) The RDG 5830 course will be replaced by adding RDG 5230, RDG 5430, and RDG 5630 back into the course program offerings as separate one hour seminars that are taken throughout the three different strands in the program.
  - RDG 5230 is taken in the first strand of coursework.
  - RDG 5430 is taken in the second strand of coursework and its prerequisite will be completion of strand one
  - RDG 5630 is the final course taken in the Reading Education Program and its prerequisite is Completion of Strands I and II and 18 hours of reading courses.

**5. Action items:**

- a. Admission into the Teacher Education Program** – The list of students for admission into the Teacher Education Program was approved as presented by Ms. Aku Opata (see handout).

- b. Policy Review Subcommittee** –

**Proposals:**

- (1) The proposal for changes to the “Due Process Procedures for Undergraduate Students” (per 4-11-12 TEC meeting) was presented by Dr. Kay McClanahan, Chair, and was approved with one edit: HAB was inserted following the first reference to Hearing Appeals Board (see handout).
- (2) The proposal for the 2012-13 TEC Composition as presented by Dr. Kay McClanahan, Chair, was approved with the following information and edits: (1) an explanation by Dr. Zoe Locklear that it is her recommendation that the staff positions in the Office of the Dean not be considered voting members of the TEC, including: Director of Assessment, Director of Instructional Technology, Director of Recruitment and Retention, Director of University-School Partnerships, and Licensure Office; (2) Dr. Denny Scruton should be added as the PE MAT Program Director; and (3) the list should also reflect the TEC standing membership to include 3 LEA representatives, 2 undergraduate student representatives, one graduate student representative, the dean of Graduate Studies, the dean of the College of Arts and Sciences, and the dean of the School of Education/director of the Teacher Education Program (see handout).

- 6. Report from the Office of University-School Partnerships** – Dr. Bryan Winters presented the following items:

- a. October 9 Internship Seminar – Teaching Children of Poverty – The seminar was described as outstanding. Dr. Tammy Palowski will present for the spring interns and will be working with the annual MSA and School Counseling conferences.
- b. 6<sup>th</sup> Annual COE Fall Workshop: Important Work: Teaching Children of Poverty, Saturday, September 29, 8:00 a.m.-12:45 p.m., Francis Marion University – Ms. Kelly Ficklin, Dr. Tulla Lightfoot, and Dr. Zoe Locklear shared positive comments about this workshop. Dr. Locklear pledged support to other faculty who host similar student trips.
- c. Revised 2012-13 Internship Handbook – Dr. Locklear reminded faculty to share needed edits to this handbook prior to the next printing of the spring edition.

- d. Praxis II Prep Sessions – Saturday, October 13 & October 20 – Dr. Winters encouraged faculty to send students to these workshops. Dr. Locklear commented that she will consult with the regional LEA personnel administrators to make sure this service is still needed and if this remains a good use of resources.
- e. Reminder - Fall 2013 Internship meetings: (see handout)
  - Wednesday, October 24, 10:00 a.m., SOE, room 222
  - Thursday, October 25, 4:00 p.m., SOE, room 223
- f. Other - Dr. Winters stated all early field experience placements have cleared as of today's date. Dr. Locklear reminded the TEC that the majority of our partner LEAs require criminal background checks for all students who request placement in the districts and the names of all students are taken before respective Boards of Education for action once each month.
- g. Other - Dr. Val Ford announced that 4 additional Praxis I math sessions will be added to the fall 2012 schedule (see handout).

7. **Report from the Office of Teacher Recruitment** – Ms. Sandra Strickland presented information about the following recruitment and outreach activities:

- a. The “Plinko” game was demonstrated as to how it could be used in a variety of recruitment events. It was explained that 2 games are available for check out.
- b. Ms. Strickland is working with requests from coordinators for printed recruitment materials.
- c. Wall posters, listing 10 reasons to teach, will soon be available (see handout).
- d. Updates were provided regarding the success of both the Pembroke Day and Rush Your Major events. Dr. Locklear reminded the TEC that a SOE tent is now available for check out.
- e. An update was provided regarding the 1200 special needs students, as well as their teacher and principals, who participated earlier today at the Visual, Strength, and Arts (VSA) Festival that was hosted on the UNCP campus. Dr. Locklear shared that she and Dr. Alfred Bryant started the day with a breakfast meeting with UNCP faculty and PSRC administrators prior to the opening event.
- f. Other - Ms. Strickland announced her retirement effective December 31, 2012.

8. **Subcommittee Reports:**

- a. Revised sign-up sheet – Dr. Zoe Locklear stated the most recent copy of the sign-up sheet will soon be sent via email.
- b. Distance Education – no report
- c. Evaluation Oversight - Ms. Mary Klinikowski, chair, presented the following:

TaskStream Items:

- (1) Modified University Supervisor form and process for evaluation – feedback is requested (see handout)
- (2) Status of e-Portfolio updates – Remaining programs must schedule appointment on Tuesdays.
- (3) Feedback results of Fall 2012 internship seminars as of 10-10-12 – The feedback is very positive and will be distributed to the TEC.

Evaluation Oversight Items:

- (1) Revised Observation Form & Rubric – feedback is requested (see handout)
- (2) Modified Midpoint CTC form – consideration for spring 2013 semester – feedback is requested (see handout) (copy of current Action Plan format provided for information only - see handout)
- (3) TCWS Manual – revisions are underway
- (4) NCATE “study” group meetings – This group is reviewing forms and policies that will be presented to the TEC for feedback.

- (5) Feedback is requested from the TEC regarding all other documents that need modification(s).
- d. Field Experience - Dr. Jose Rivera, chair, reported that the Field Experience Subcommittee met to continue its discussions of the items identified at the September meeting, and focused specifically on field experience placements being made outside of the USP Office, identification of which courses need a field experience requirement, and the connection between field experience requirements and the e-portfolio.
  - e. Hearing Appeals – Ms. Kelly Ficklin, chair – no report
  - f. Long-Range Planning – no report
  - h. Policy Review – Dr. Kay McClanahan, chair (see item 5.b.)
  - i. Professional Studies – Dr. Locklear stated that Ms. Karen Granger, chair, is attending an AIG meeting being held in Greenville and could not attend today’s TEC meeting but she is aware that Ms. Granger has presented the work of the departmental EPC “professional studies” subcommittee to the full department for discussion.
  - j. Student Input – Dr. Locklear stated she and Dr. Denny Scruton, chair, were scheduled to meet to discuss the work of this subcommittee but their meeting had to be rescheduled.
  - k. Technology – Dr. Zoe Locklear reported that Dr. Tulla Lightfoot, chair, convened the Technology Subcommittee which is now reviewing the information gathered from last year’s faculty technology survey.
- 9. Report from the Office of Teacher Education/Dean’s Office:** Dr. Zoe Locklear presented the following items:
- a. Full Approval TE Programs – letter from Dr. June Atkinson, State Superintendent – Dr. Locklear stated this letter was incorrect because it did not list the graduate Reading Education Program (see handout). She has contacted Dr. Rachel McBroom, Interim Director of IHE programs, DPI, requesting a corrected copy.
  - b. Council for Accreditation of Counseling and Related Education Programs (CACREP) site visit , October 7-10 – Dr. Jeff Warren, Director of the Professional School Counseling Program, reported a positive outcome of this visit. A written report is anticipated in January 2013.
  - c. The Teaching Fellows Program Evaluation site visit is scheduled for November 6. A link for a faculty survey will soon be made available for the TEP faculty.
  - d. Dr. Alfred Bryant, Dr. Karen Stanley, Dr. Sara Simmons, Dr. Roger Ladd, Ms. Mary Klinikowski, and Dr. Zoe Locklear attended the Evidence of Quality: Council for the Accreditation of Educator Preparation (CAEP) Conference on September 13-15 in Arlington, VA. Since that time, this group has been meeting weekly to discuss information that was learned, to plan an information meeting that will be held prior to the end of the semester, and to plan for the fall 2015 NCATE accreditation visit.
  - e. A copy of the IHE Performance Report template, reflecting the Bachelor’s, Master’s, and MSA items, was distributed. This template will be sent to program coordinators and directors at the end of the fall and spring semesters in preparation for writing the final report in June, 2013 (see handout). The report is written out of the dean’s office.
  - f. Dr. Locklear asked program coordinators and directors if they have copies of the current (2009) NC Teacher Education Specialty Area Standards. These are the standards approved by the State Board of Education that govern the specialty area or “content” courses and programs. The standards will be sent via email.

- g. Dr. Locklear reported that Distance Education/Teacher Education (DETE) funding will soon be made available to support technology related projects.
- h. Other - none

**10. Announcements:**

- a. New meeting dates: Wednesday, March 6 and Wednesday, April 3 – Dr. Zoe Locklear distributed a calendar with the new meeting dates. Following discussion, this calendar will be redistributed for further consideration (see handout).
- b. Other – The date for the 7<sup>th</sup> Annual Storytelling Festival of Carolina was announced as March 22, 2013 (see handout).
- c. Other – The NCAEE Conference was announced and will be held at the Koury Center in Greensboro. Student registration is \$50.
- d. Dr. Kay McClanahan announced that a retirement reception for Dr. Ginny Jones will be held on November 7, 2:00-4:00 p.m., Dial Building.

**11. Information/Handouts:** none

**12. Adjournment:** The meeting was adjourned at 5:35 p.m.

**Next meeting: Wednesday, November 14, 3:30 p.m., room 1106, Jones Athletic Building**

Respectively submitted: Ms. Courtney Brayboy, Administrative Associate, Dean's Office, SOE

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## Appendix H

### Report from Graduate Council Faculty Senate 12-5-12

*Respectfully submitted by Dr. William Gash, Interim Dean of the School of Graduate Studies*

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Below are some highlights from Graduate Council for the fall semester of 2012. **PLEASE note the procedure changes that will impact all graduate faculty.**

#### Graduate Faculty

The Council has approved thirteen new graduate faculty members: five for full status, six for adjunct status, and two for professional affiliate status.

#### Curriculum Proposals

The Council approved the following Curriculum and Course proposals:

##### Department of Educational Specialties

Delete RDG 5830 (3 hours) Professional Seminars I-III and add RDG 5230, 5430, and 5630 Professional Seminar I, II and III, respectively (1 hour each).

##### Department of Health, PE & Recreation

Rationale: *The state of NC now requires both HEALTH and PE certification for M.A.T. programs; therefore, the title and course description needs to add a "health" element/content in order to satisfy this North Carolina dual health/PE licensure requirement.*

EXER 5030: Change the title to "Advanced Teaching Methodologies in Health/PE" and change course description/content.

EXER 5100: Change the title to "Leadership & Management in Health, PE & Sport" and change course description/content.

EXER 5010: Change the title to "Health, Fitness, & Exercise Physiology" and change course description/content.

EXER 5060: Change the title to "Current Issues/Trends in Health, PE & Sport" and change course description/content.

##### Department of Sch. Adm. and Counseling

CNS 6100 revised course description

#### Graduate School Procedures

The following Graduate School Procedures were adopted by the Council (replacing current procedures)

##### Posting of Grades:

Currently, faculty can enter in + and – on their grades, but only the letter grade counts towards the true GPA. The issues with the current practice include that these marks show on transcripts but are not calculated in GPA. On degree audits, these pluses and minuses are calculated in the GPA (since they are there) and give students an inaccurate GPA. In **YouAchieve** (the new degree audit system) only A, B, C, etc. grade options will be available for graduate courses. Pluses and minuses will only be available for undergraduate grading.

The procedures below will appear as catalog changes for 2013-2014 but will take effect immediately:

##### Course Load:

Nine semester hours is considered full-time enrollment for graduate students during regular semesters. Students employed on a full-time basis are encouraged to take 6 credit hours a semester or less. During each summer session, graduate students may enroll in a maximum of six (6) credit hours for a total of twelve (12) credit hours during the summer.

##### Transfer Credit:

Graduate students may transfer in six to twelve credit hours (with a grade of B or better) with approval of the Program Director and the Graduate Dean according to the following sliding scale:  
30-39 hours in the program--transfer up to 6 credit hours;  
40-49 hours in the program--transfer up to 9 hours;  
50+ hours in the program--transfer up to 12 hours.

#### Graduate Student Organization

The newly established Graduate Student Organization held a reception (September 11), an officer election (October 1), several planning sessions, and a campus-wide cookout (October 30) that served dual purposes: a social for graduate students and an information/recruitment session for undergraduate students interested in graduate school.

#### Fall Numbers:

Graduate student enrollment numbers increased for the current year (only slightly after a slight decline last year and steady increases prior to last year)

Enrollment increased from fall 2011 (757) to fall 2012 (765) = + 8 students (1.57% increase)

Enrollment increased from spring 2012 (731) to fall 2012 (765) = + 34 students (4.65% increase)

To build enrollment, the Graduate Council and the Graduate School have numerous enrollment growth/maintenance initiatives underway, which are briefly summarized below.

#### *Recruitment*

- Each Graduate Program director was asked to develop a recruitment plan and meet with Drs. Gash and Aiken to discuss their plans. The program directors were also asked to give a projected enrollment number for fall 2012. The Graduate School goal for new enrollment in the fall is 350 students.
- The Graduate Office has greatly increased attendance at Graduate School Fairs in NC
- The Graduate Office has purchased GRE and GMAT databases, identifying students in the area who've taken these graduate-school entrance tests. These potential students have been targeted with various recruitment efforts (emails, letters, postcards, etc.).
- The Graduate Office has emailed invitations from the Graduate School to graduating seniors who have a GPA of 2.5 or higher encouraging them to consider graduate school at UNCP. Follow-up contacts are being made.
- The newly established Graduate Student Organization (GSO) held a cookout for undergraduate students to discuss graduate programs with graduate students currently in those programs.
- Academic Affairs has offered financial support for recruitment initiatives proposed by graduate Program Directors.
- The Graduate Office sponsored information/recruitment tables at campus events: Grad Finale, Teacher Education Career Fair, Pembroke Day, UNCP Networking Event, Native American Food Ways, Taste of Our World and Conference of American Indian Women of Proud Nations. Additionally, the Graduate School is sponsoring a Graduate Outreach table in the UC Mall.
- Information was sent to Local Education Agencies about our Graduate School and Programs.

#### *Retention:*

- In a joint initiative with the Office of Enrollment Management, the Graduate School is encouraging students to register during early registration by offering a drawing for two \$500 scholarships for graduate students.
- The Graduate School continues to coordinate a Graduate Research and Writing Academy aimed at providing students with needed skills for successful graduate studies.

#### *Recruitment and Retention:*

- The Graduate School is using social media (Facebook, email) as an effective means to communicate with potential--as well as currently enrolled--graduate students and other constituent groups.
- Updates have been made to the Graduate School website that should enhance visitor experiences on our site and increase our visibility in searches (added appropriate tags).

The School of Graduate Studies asks that ALL faculty members be a part of recruitment efforts. Encourage a friend or colleague to enroll in graduate school, today!

The next Graduate Council meeting will be held on January 22, 2013 (a Tuesday since MLK Day is on our regularly scheduled meeting) in room 203 of the UC Annex.

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## Appendix I



Teaching and Learning Center  
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P.O. Box 1510  
Pembroke, NC 28372-1510  
tlc@uncp.edu

### TASK FORCE ON TEACHING EXCELLENCE REPORT Fall 2012

#### FACULTY AWARDS

- The Task Force on Teaching and Excellence awarded the following faculty grants for the 2012-2013 academic year. These awards were chosen from solicited applications during the spring of 2012.
- *Faculty Research and Development Grants*- Six (6) awards were made for a total of \$6,400.
- *Summer Research Fellowships*- Eleven (11) awards were made for a total of \$55,000.
- *Directed Academic Leaves of Absence*- Three (3) awards were made for a semester release (per person).
- *Teaching Enhancement Awards*- Five (5) awards were made for a total of \$2,700.
- *Mid-Career Faculty Support Initiative HOPES Program*- Thirteen (13) awards were made for a total of \$31,650. We are currently doing another call and these will be awarded in December 2012.
- *Faculty Research and Development Reassigned Time Program*- Five (5) awards for a total of 15 hours.

#### WORKSHOPS

- The Task Force also presented the Summer 2012 Institute which was attended by 27 faculty members. This was a 2 day workshop regarding online instruction and quality matters.
- 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 10 faculty members through the Wiley Company. These workshops are on a variety of teaching topics. We continue to have these available for faculty.

Submitted by:

Sherry L. Edwards,  
**TLC Director**

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## Appendix J

### REPORT TO THE SENATE

November 30<sup>th</sup>, 2012

#### ESTHER G. MAYNOR HONORS COLLEGE

Fall 2012 Report:

In August of 2011, three priorities for The Esther G. Maynor Honors College were established. They involved:

1. Recruitment and retention;
2. Acquisition of internal and external academic scholarships;
3. Creating an environment in the Honors College conducive for learning and social interaction.

Building on the initial successes in these key areas has been the primary administrative focus of the MHC since July 2012.

Relationships with the Admissions Office and The Office of Enrollment Planning have developed considerably since the summer. Outreach efforts, including the use of shared databases, are now coordinated with these offices in the recruitment of high achieving students. Relationships with the athletic department and The Office of International Programs are also developing to enhance reciprocal recruitment efforts between offices with similar needs.

New Honors College literature, applications, and website updates have also been completed to support these collaborative efforts. Additionally, there has been a renewed emphasis on advisement and student engagement. New databases are in now place to more effectively track student academic progress and facilitate degree planning and schedule building.

The competitive merit scholarship interview process for honors-eligible students, piloted in the spring of 2012, is once again being planned for this recruitment season and is being implemented earlier and more aggressively. The Honors College is a strategic partner in this initiative. These renewable scholarships will fortify our recruitment efforts and hold promise in supporting student progression and retention.

Maybe most importantly, sincere efforts are being made to enhance a shared sense of community among students in the Honors College. Student list-serves and regular mail-outs to members are an initial effort to maintain a sense of connection to the college. Cocurricular events encourage more social interaction between students and an open door policy within the college ensures students can access the Dean's office easily and without hesitation. Communication and opportunities for interaction are constant themes that guide decision-making on a daily basis.

Organizationally, we have taken steps to improve the role of the Faculty Honors Council in the assessment of admission applications and honors scholarships. We are also taking positive steps to ensure that the Honors Council has well-defined membership processes and terms.

This is an exciting time for the Honors College. In the fall of 2012 we have successfully recruited and accepted 17 new members and we are optimistic that with more innovation and energy we can continue to make improvements on reaching our strategic goals.

The current numbers for the Honors College are listed below:

Total number of freshmen honors students	43
Total number of sophomore honors student	38
Total number of junior honors students	23
Total number of senior honors students	20
Total number of honors students	124

Three honors students are scheduled graduate in the fall of 2012.

Submitted by,  
Mark Milewicz, Dean  
The Esther G. Maynor Honors College  
November 30, 2012

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## Appendix K

### Institutional Review Board Semester Report to the Faculty Senate Fall 2012 December 5, 2012 Submitted By – Melanie B. Hoy (Chair-IRB)

The Institutional Review Board conducted reviews of 50 submitted research protocols involving human subjects research between June and November 2012. The reviews conducted involve three categories as defined in 45 CFR 46.

<b>Category</b>	<b>Number</b>
Exempt	35
Expedited	11
Full	0
Currently Under Review	4
<b>TOTAL</b>	<b>50</b>

The IRB has continued work on educating the campus community about the need for IRB approval and the IRB process at UNCP. For the Fall semester of 2012, the average exempt-category review was completed in about 1.0 weeks and the average expedited review was completed in 2 weeks.

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## Appendix L

### Strategic Planning and Resources Council (SPARC) Report, December 2012

After a planning process of almost 1 ½ years, The University of North Carolina at Pembroke strategic plan was approved by the Board of Trustees on November 16, 2012. UNCP's strategic plan website ([www.uncp.edu/ie/sp](http://www.uncp.edu/ie/sp)) is being updated to reflect that the planning process is complete and that we are moving into the implementation period. The Strategic Resource & Planning Council (SPARC) will continue to provide oversight throughout this period while university Vice Chancellors have been charged with accomplishing the plan's objectives. SPARC encourages departments and units within the university to develop their own strategic plans and align those with the larger university one. Information to assist in these efforts will be available on the revised website.

SPARC will review the plan in 2016 to determine if revisions are needed. If no revisions are needed at that time, the strategic planning process will begin again in 2019 in preparation for a new UNCP strategic plan to be approved in 2020.

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## Appendix M

### Division of Information Technology Faculty Senate Report Fall 2012

#### Client Services

The most important endeavor of the last semester for Client Services beyond providing technology services to the campus is the near completion of the information technologies in the Health Sciences Building. Client Services staff continue to work with the design group and technology vendor in finalizing the long-standing installation of technologies, as well as support the faculty in the use of these technologies during this transitional period. The projected completion date is now mid-January with training and the retrofitting of the teaching workstations for ease of maintenance access.

Additionally, Client Services staff members have completed the current 2012 faculty refresh cycle and will begin gathering data to begin polling eligible faculty for the 2013 cycle in January.

- Client Services Presentations
  - Cindy Saylor presented “Helping Students Succeed through an IT Educational Initiative,” at the 2012 EDUCAUSE Southeast Regional Conference in Tampa, FL.
  - Tom Jackson presented “OpenKM Open Source Document Management” at the 2012 EDUCAUSE Southeast Regional Conference in Tampa, FL.
  - Liz Cummings and Mike Pruitt presented “Utilizing Open Source Tools for Imaging” at UNC Cause in Raleigh.
  - Cindy Saylor participated in “Reaching the Unreachable,” a panel discussion at UNC Cause in Raleigh.
- Client Services Certifications
  - Daryl Burgwyn, Liz Cummings, Wesley Frazier and Mike Pruitt earned Apple Certified Macintosh Technician (ACMT) recertification for hardware and software.
  - Mary Graham earned Apple Certified Technician (ACMT) certification for software.
  - Robert Hughes earned Information Technology Infrastructure Library (ITIL) v.3 certification.
- Client Services Work Orders
  - August: 2,457 created / 2,442 closed
  - September: 1,087, created / 1,086 closed
  - October: 1,385 created / 1,368 closed
  - November: 980 created / 925 closed
  - **Total: 5,909 created / 5,821 closed**

#### IVF and Blackboard Course Management

Over the fall semester the IVF team assisted the Department of Distance Education in the design and upgrade of UNCP's satellite campuses at Richmond and Sandhills Community Colleges. Both locations were upgraded to allow higher quality video transmission for distance education classes. The lecture capture equipment in the IVF was upgraded to deliver higher quality recordings for students who view and download the recordings via iTunes U. The interactive video facility has facilitated over 644 hours of instructional classroom hours and 246 hours of conference and administration events. In addition, ten (10) new Ten 4 Tech segments were produced and eight (8) segments were shared with faculty and

staff. The staff also conducted lecture capture training for the School of Business and five (5) campus wide Star Board trainings. Moving forward, the staff are working with DE and preparing schedules for the upcoming Spring Semester and also producing new training segments to include iTunes U, Blackboard Collaborate, and Blackboard Mobile.

In course management, Blackboard was updated to 9.1 SP 9, Blackboard Collaborate to version 12, and the Blackboard Collaborate building block to 4.0. The WayPoint, Blackboard Mobile, Ares Course Reserves and SafeAssign building blocks were updated as well. The Pearson My Lab/Mastering and Wiley Plus building blocks were installed and configured.

136 completed work orders – Blackboard

5 online trainings for Blackboard Collaborate

1 one on one training Blackboard Collaborate

Docustore training completed for Financial Aid office

Docustore training completed for Bursar's office

System Maintenance – Remove Spring 2011, Maymester 2011, summer I 2011 and summer II 2011 courses removed from the system

### **Applications**

The applications team implemented wait listing for classes in August. Now, heavily subscribed sections can be wait listed for better service. The Roster Verification process was upgraded in August. Based on feedback from faculty, a revamped Roster Verification process will be implemented in the Spring Semester. Banner Financial Aid and the Meal Plan interface were upgraded in August. An automated insurance waiver process was implemented at the same time. Banner Finance Self Service has been implemented in a pilot project and is being slowly rolled out to the campus. The degree audit system (DARS) has been upgraded to a new product called u.achieve and long-standing issues have been resolved. The requirements for Writing in the Discipline have been added as well. The Event Management System and the Human Resources Data mart were upgraded as well. Finally, the BraveWeb Notice application was created to collect Appropriate Use Policy agreements from faculty and staff electronically.

### **Networking**

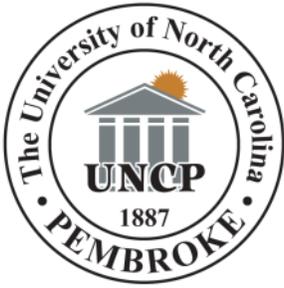
Our networking team installed wireless and wired network, including a new point of sales for the new Health Sciences Building. MCNC Community Anchor Institution hut and fiber terminations were completed. Provided support to Sodexo offices during renovation. Courtyard Apartments wireless network installation and office conversion was completed. Relocated Fort Bragg Distance Education to new office location. Installed wireless network in GPAC during renovation. Surveillance camera coverage expansion in Oxendine and DF Lowry and a recording solution was implemented for Police and Public Safety.

Telephone System Upgrade: On Friday, November 30th, the campus-wide VoIP telephone system underwent a complete upgrade from version 6.1 to version 8.6. The replacement included new equipment and employs the use of virtual server technology. This upgrade will expand the slate of options available to the campus such as Single Number Reach where one number can be dialed and the call directed to several endpoints such as the desk phone, and multiple mobile phones.

Panic Button Solution Replacement: Part of the campus emergency notification system employs the use of a system to broadcast messages to speakerphones within the Campus Police Station on our telephone system and to the Police radio system. This requires integration with the campus telephone system. The upgrade of the telephone system also required the upgrade of the existing panic button solution. Both projects were performed simultaneously on Friday, November 30, to insure continual

service from campus panic buttons. The new system also has the capability to broadcast notifications to any location within the campus as well as the capability to forward informational messages via Facebook, Twitter, webpages, and other social venues.

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November 29, 2012

Dr. Susan Cannata  
Chair, Faculty Senate  
Department of English and Theater

Dear Dr. Cannata and Members of the Faculty Senate:

In compliance with NCAA rules guiding a University's athletic committee, the following is a summary of actions taken by UNCP's University Athletic Committee in the fall of 2012. The committee held one meeting this fall on September 17, 2012. Members of this committee include:

Irene Aiken  
Scott Billingsley, Chair  
Steve Bourquin  
Alfred Bryant  
Travis Bryant  
Bob Caton, BOT  
Tom Dooling  
Jeff Frederick, FAR  
Kevin Freeman  
Jenelle Handcox  
Lisa Kelly  
Dan Kenney, Ex Officio  
Patrick Sterk

[Report continued on next page]

Dan Kenney, who until 31 October 2012 served as UNCP's Director of Athletics, discussed the composition and purpose of the Athletic Committee, noting that a majority of the membership should be comprised of faculty, that it falls under the institutional control of the Faculty Senate, and that it advises the Chancellor on matters pertaining to athletics.

Patrick Sterk delivered the Compliance Officer's report. He explained that his position on the organizational chart had changed and he now reports directly to the Chancellor rather than to the Athletic Director. UNCP's institutional self-study report was completed this year and sent to the NCAA. The NCAA was pleased with the report but suggested that UNCP codify some of its policies, update its mission statement to reflect the NCAA core values, form a Title IX committee, revise its gender equity plan, and develop a diversity plan. Patrick briefed the committee on some secondary violations that he reported to the NCAA since our last meeting, he explained some changes in the process for certifying student athletes, and he announced that Elaine Pasqua will speak to student athletes about the dangers of excessive behavior.

Jeff Frederick delivered the Faculty Athletic Representative's report. Jeff is currently serving as chair of the Peach Belt Conference's Council of FARS. He reported on changes in the coaches' recruiting test and the pass/fail rates of UNCP coaches. Jeff announced that the PBC has created the Elite 15 Award, which is a new academic award modeled on the NCAA's Elite 89 Award. He noted that UNCP's academic performance in the conference continues to improve, and that he has been working with the Athletic Director and Compliance Officer to develop some long-range academic support planning for student athletes.

Dan Kenny delivered the Athletic Director's report. He reported that golfer and business major Michael Mullman won UNCP's Brave Elite Award for having the highest GPA of any UNCP student athlete. He noted that the athletic department is trying to link UNCP's existing academic support resources to their long-range academic support planning efforts. He reported on new hires in the athletic department and the addition of Young Harris College to the Peach Belt Conference. UNCP did not win the PBC academic achievement award this year partly because the academic performance of the overall student body improved. Dan updated the committee on the impact of the UNC Task Force on Athletics and Academics, noting that the Compliance Officer should report directly to the Chancellor and the increased scrutiny of admissions exceptions for student athletes.

I will be happy to address any questions you might have about this report at the next meeting of the Faculty Senate on Wednesday December 5, 2012.

Sincerely,

Scott Billingsley  
Chair, University Athletic Committee  
scott.billingsley@uncp.edu  
910.521.6807

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