

**The University of North Carolina at Pembroke**  
**Faculty Senate Agenda**  
 Wednesday, February 6, 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:**

Approval of Minutes of the December 5, 2012 meeting

Approval of Minutes of the January 30, 2013 Special Senate Meeting

[Appendix A](#)

**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
    - i. Senate Election of 2013-2014 Senate Chair and Secretary
    - ii. Nomination of Carol Higy (EDUC) to replace Joe Sciulli (EDUC) on the Faculty Development and Welfare Subcommittee
  - 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 from the Department of Geology and Geography  
Create a degree track that extends student options for the Geo-Environmental Studies Major. Approved by AAC 10-0-0 [Appendix B](#)
    - ii. Proposal from the Curriculum Subcommittee to amend the language of both the Instructions for the Curriculum Change Form and Sections of the Handbook pertaining to the Curriculum Development and Revision Process.  
Approved by AAC 10-0-0 [Appendix C](#)
    - iii. Proposal from the Enrollment Management Subcommittee to amend the Repetition of Course Work Policy that will decrease the number of times a student may repeat a course from three to two (without the signature of the chair of the department offering the course and the appropriate dean). Approved by AAC 10-0-0  
[Appendix D](#)

Academic Affairs Report: [Appendix E](#)
  - b. Faculty and Institutional Affairs Committee—Jonathan Maisonpierre
    - i. Proposal to amend the application form for the James. F. Hubbard Faculty Award  
[Appendix F](#)
  - c. Student Affairs and Campus Life—Jamie Litty
  - d. Special Committees
- F. UNC Faculty Assembly Report: [Appendix G](#)**
- G. Teacher Education Committee: [Appendix H](#)**
- H. Graduate Council: [Appendix I](#)**
- I. Other Committees**
- J. Unfinished Business**
- K. New Business**
- 1. Summer Pay Policy: [Appendix J](#)

**L. Announcements**

**M. Adjournment**

## Appendix A

### The University of North Carolina at Pembroke Faculty Senate Minutes

Wednesday, December 5, 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
ART Richard Gay	ART Adam Walls	ART June Power
EDN Betty Brown	EDN Jeff Bolles	EDN Marisa Scott
LET Robert Brown	LET Scott Hicks	LET Susan Cannata
NSM Leon Jernigan	NSM Jeremy Sellers	NSM Maria Pereira
SBS Jack Spillan	SBS Victor Bahhouth	SBS Mike Spivey
At-Large Roger Guy	At-Large Cherry Beasley	At-Large Judy Curtis
At-Large Sherry Edwards	At-Large Jonathan Maisonpierre	At-Large Jesse Peters
At-Large Jamie Litty	At-Large David Nikkel	At-Large Kim Sellers
<b>Chancellor</b> Kyle Carter <b>Provost and Vice Chancellor for Academic Affairs</b> Ken Kitts		

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

**Members Absent:** Marisa Scott

### Order of Business

#### A. Roll Call

#### B. Approval of Minutes

Approval of Minutes of the November 7, 2012 meeting. The minutes were approved with the following modification: Betty Brown was added to those absent.

**C. Adoption of Agenda** The Agenda was adopted with the following changes: The vote for proposal in Section 2. A. iii. 2. was added, and proposal 2. a. 1. was withdrawn.

#### D. Reports from Administration

1. Chancellor—Dr. Kyle Carter

Dr. Carter thanked the faculty for their work this semester. He asked the faculty to monitor developments unfolding regarding changes to the *UNC Policy manual* (Sections 400.1.5 and 400.3.4) most of which will have little effect on UNCP because we currently engage in the practices. He also urged faculty to take active interest in the work of the BOG's Strategic Advisory Committee currently working on establishing "attainment goals" for the UNC system, some of which could significantly affect UNCP. Chancellor Carter advised the Senate that budgetary decisions would be tied to UNCP's strategic plan beginning in the spring. He added that the Budgetary Advisory Committee would be involved in this process. The Chancellor closed his remarks by reminding the Senate of impending reappointments of the Board of Trustees. In all there are six members that are eligible for reappointment.

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

Dr. Kitts announced that beginning in Fall 2013, tenure-track and tenured faculty with a 4/4 teaching load will have the opportunity to benefit from a new reassigned time program. Initially this program will cover only tenure-eligible faculty who have a 4/4 teaching load - i.e., tenure-track and tenured faculty who do not already benefit from a reduction in teaching load for other reasons. Although this program covers only those faculty who are tenure-eligible, term contract faculty will continue to have access to reassigned time through the competitive Reassigned Time Program operated by the Teaching and Learning Center.

All tenure-track faculty will move to a 3/4 (or 4/3, used interchangeably hereafter) teaching load. This 3/4 teaching load will apply as long as the faculty member remains in pre-tenure status.

For tenured members of the faculty, the standard teaching load will remain 4/4 but will be amended to include a 3/4 option for faculty who request more time for scholarship and/or service. Faculty with a 4/4 load will continue to weight teaching in the 50-70 percent range as provided for in the Faculty Handbook. Tenured faculty who opt for the 3/4 load will adjust the ranges accordingly for the academic year in which the reassignment is sought, with no more than 50 percent of the total weight being assigned to teaching.

The provost also discussed progress in Performance-based Funding required of all universities in the UNC system, specifically the core metrics to be used to tie funding to retention and enrollment. The Provost then reviewed the process by which the policy of verifying class rosters was developed. He stressed that this policy was, in his words, a "work in progress" and would be reviewed following the Spring 2013 semester.

**E. Reports of Committees:**

1. Operations Committees

a. Executive Committee—Susan Cannata

Dr. Cannata made several announcements pertaining to the work of the Promotion and Tenure Review Committee recently convened to examine and assess the process of promotion and tenure. She indicated that a number of policies regarding promotion and tenure would require attention by the general faculty in the spring. She noted that the Faculty Grievance and Faculty Hearing Committees have had no cases this semester.

She also announced that she had attended a workshop in Chapel Hill of "Shared Governance and Faculty Handbooks" with Jesse Peters, Chair of the Academic Affairs Committee. The workshop addressed important issues that she will raise in discussions between the Senate Executive Committee and the Chancellor and Provost

In addition the Faculty Assembly passed three resolutions on November 30, 2012. The first from the Senate Chairs that resolves 1) “all students in the North Carolina university system receive an education that affords the broadest possible vision of the natural world and of the human condition in its social, cultural, economic, and personal forms,” and 2) “that the North Carolina 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.” (see Faculty Assembly report). The second from the Articulation Subcommittee (see Faculty Assembly report). The final resolves “the UNC Faculty Assembly supports the initiative of the UNC General Administration to raise the Optional Retirement Program Employer Contribution Rate to 8.25% (currently 6.84%). She stressed that senators pay attention to what’s happening UNC-wide, as any policies, plans, procedures being developed will have a direct effect on faculty and the university.

The Faculty Advisory Council present a 24-page document to members of GA addressing 1) General Education, 2) faculty research, 3) campus mission statements and the UNC mission statement and their connection to the community/state, and 4) assessing and maintaining academic quality. She urged that information in the report be shared with the UNC Strategic Directions Planning Committee. She closed by reminding the Senate of the General Faculty meeting on Friday, December 7 at 3:30 in Moore Hall.

b. Committee on Committees & Elections—Scott Hicks

Dr. Hicks reported the results of the most recent senate election. Aaron Vandermeer was elected as the ARTS divisional representative, Susan Edkins was elected as the EDU divisional representative, Rick Crandall, was elected as the SBS divisional representative, Dena Evans was elected as the NSM divisional representative, and Polina Chemishanova was elected as the LET divisional representative.

c. Faculty Governance Committee—Beverly Justice - **No report**

d. Health, Safety, and Environment Committee—Ottis Murray – **No report**

2. Standing Committees

a. Academic Affairs Committee—Jesse Peters

i. WITHDRAWN: Proposal to amend the instructions for cross-listing courses in Curriculum Proposal Instructions and in the Faculty Handbook

ii. Proposal to add two new courses to QEP. **Motion Approved 21-1-0**

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. **Motion approved 13-9-0**

2. Proposal to amend policy to eliminate students’ ability to choose which repeated courses count towards grade replacements. **Motion failed 5-16-1**

b. Faculty and Institutional Affairs Committee—Jonathan Maisonpierre - **No action items**

- c. Student Affairs and Campus Life—Jamie Litty - **No action items**
- d. Special Committees – **No reports**

**[All Reports for F-I are in the 12/5/12 Agenda]**

**F. UNC Faculty Assembly Report**

**G. Teacher Education Committee**

**H. Graduate Council**

**I. Other Committees**

- 1. Task Force for Teaching Excellence
- 2. Honor College Council
- 3. Institutional Research Board
- 4. SPARC2
- 5. Traffic Control Board: No Report
- 6. Technology Report
- 7. University Athletics Committee

**J. Unfinished Business – No unfinished business**

**K. New Business**

- 1. Discussion of Roster Verification Process

**Motion to extend the meeting until 5:10 passed 21-0-0**

**Motion to extend the meeting until 5:20 failed 5-15-0**

**L. Announcements - No announcements**

**Meeting declared adjourned 5:12 p.m.**

**Respectively Submitted**

**Roger Guy, Secretary**

**The University of North Carolina at Pembroke**  
**Special Senate Meeting Minutes**  
 Wednesday, January 30, 2013, 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
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<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		

**Members Present:** Victor Bahhouth, Jeff Bolles, Robert Brown, Cherry Beasley, Robert Brown, Susan Cannata, Judy Curtis, Sherry Edwards, Richard Gay, Roger Guy, Scott Hicks, Jamie Litty, Jonathan Maisonpierre, David Nikkel, Maria Pereira, Jesse Peters, Marisa Scott, Kim Sellers, Jack Spillan, Mike Spivey

**Members Absent:** Kyle Carter, Kenneth Kitts, Leon Jernigan, June Power, Jeremy Sellers, Adam Walls,

**Order of Business**

**A. Roll Call**

**B. Adoption of Agenda** The Agenda was adopted unanimously.

**C. New Business**

1. Resolution from the Senate Executive Committee re: “Our Time, Our Future” (Appendix A)  
**Motion carries as amended 19-0-0**

2. Resolution from the Academic Affairs Committee re: General Education Taskforce (Appendix B)  
**Motion carries as amended 19-0-0**

**D. Adjournment**  
**Meeting declared adjourned 3:47 p.m.**

**Respectively Submitted,**

**Roger Guy, Secretary**

## **Appendix A**

This resolution will go to Peter Hans, Chair of the Board of Governors. Copies will go to President Tom Ross and Faculty Assembly Chair, Catherine Rigsby

**January 30, 2013**

### **UNCP Faculty Senate Resolution in response to the Draft Strategic Plan, “Our Time, Our Future”**

Whereas the Strategic Plan spells out an educational future that is determined without sufficient faculty consultation and consideration;

Whereas the Plan fails to acknowledge that **individual campus** faculty must drive the efforts to create, develop, approve, and assess curriculum, including the General Education curriculum and the e-Learning agenda;

Whereas the Plan fails to recognize the unique mission of each of the system’s universities;

Whereas the Plan recommends the use of a single instrument to assess student learning;

Whereas the Plan focuses on a narrow range of fields that seem to be of importance in current economic forecasts;

Therefore, be it resolved that the **Faculty Senate of UNCP recommends to the Board of Governors that the** recommendations articulated in the Faculty Advisory Council’s response report and in Faculty Assembly resolutions 2013-01, 2013-02, and 2013-03 be incorporated into the final strategic plan.

## Appendix B

This resolution will go to the President Tom Ross and to the Chair of the Faculty Assembly, Catherine Rigsby

**January 30, 2013**

### **UNCP Faculty Senate Resolution re: General Education Taskforce**

Whereas the **coordinators and faculty** ~~administrators~~ of the various General Education programs on the UNC system campuses have particular expertise in the **design and implementation** ~~administration~~ of those programs;

Therefore, Be It Resolved That the Faculty Senate of the University of North Carolina at Pembroke recommends to the UNC Faculty Assembly and the UNC General Administration that any system-wide committee or task force established to consider General Education in North Carolina include General Education **coordinators** ~~administrators~~ and faculty from **each** UNC system campuses.

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**Appendix B**

**1. Proposal from the Department of Geology and Geography**

**Program Proposal:** Create a degree track that extends student options for the Geo-Environmental Studies major by concentrating on human/environment interaction as represented through Geography. This will allow students to approach different aspects of Geo-Environmental Studies in the major through either hard science (existing geoscience track) or social science (proposed Geography track).

**Rationale:** The Geoscience track allows for considerable leeway in the Geo-Environmental Studies major, however, the goal of the proposed track is to allow students to focus more on human/environment interaction, as well as social and cultural aspects of the world. The US Department of Labor has recently paid significant attention to Geography with the creation of several new Geography specific job descriptions and the recent releases of the Geospatial Technology Competency Model (2011) and the Geospatial Management Competency Model (2012). It is important to provide students with an opportunity to focus on, and gain skills in, this high growth field during their undergraduate experience.

Dept vote: 7 for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Additional Resources: No

Additional Resources required:

File attachment: Program Description for Catalog

**BACHELOR OF SCIENCE IN GEO-ENVIRONMENTAL STUDIES**

<b>Requirements for a Bachelor of Science Degree in Geo-Environmental Studies</b>		<b>Sem. Hrs.</b>
Freshman Seminar		1
General Education Requirements*		44(29)
Core Major Requirements		
BIO 1000, 3040	7	
CHM 1100, 1300	4	
GGY 1010 or 1020, 2500, 4100	9	
GLY 1000 or 1150, GLYL 1150, GLY 2620	7	
MAT 2100	3	
PLS 1000, 4225	6	
GLY 4010 or GGY 4010 or approved field course**	3	
Core Total		39
Courses required for track*		34-35
Geoscience Track		
Geography Track		
Electives		16-17

		<b>Total: 120</b>
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\*Fifteen hours of General Education courses are listed separately above as specific core requirements.

\*\* e.g., UNC-CH MAS 472, ECU Geol 4000

Geoscience Track		
CHM 1110, 1310, 2300	8	
GLY 1250, 3100, 3110, GLYL 1250	8	
MAT 2150 or 2210	4	
Choose 6 credits from 3000 or higher-level GGY or GLY	6	
Choose 9 credits from 2000 or higher-level BIO, ENV, CSC, CHM, PHY, EGR, GLY, GGY; or MAT 2220 or 3000 or higher-level MAT	9	
<b>Geoscience Track Total</b>		<b>35</b>

Geography Track		
GGY 2000, 2460, 2700	10	
Choose 6 credits from regional courses GGY3700, 3720, 3770, 3780, 3790	6	
Choose 6 credits from 3000 or higher-level GGY or GLY	6	
Choose 12 credits from 2000 or higher-level AIS, ENV, SOC, CRJ, HIS, PLS, WLS, GLY or GGY	12	
<b>Geography Track Total</b>		<b>34</b>

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## Appendix C

### Proposal from the Curriculum Committee

#### Changes to “Curriculum Development and Revision Process” section of 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.**

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** All graduate 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 and new graduate programs 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.

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 D

### Proposal from Enrollment Management Subcommittee

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

- I. Decrease the number of times a course can be repeated (without the signature of the chair of the department offering the course and the appropriate dean) from three to two.
- II. Add statement #7 below which makes students aware that financial aid may not cover repeated coursework.

#### *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.~~ Students may repeat a course twice.

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).
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.

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## Appendix E

### Academic Affairs Report

Academic Affairs Report  
Senate Meeting February 6, 2013

#### Actions Requiring only AA Chair Signature

1. **Proposals from the Department of Music**  
**Course Proposal:** Remove prerequisite for MUS 3530 The Recording Industry
2. **Proposal from the Department of Elementary Education**  
**Course Proposal:** Remove the prerequisite of successful completion of ELE 3010 from the following courses: ELE 4010, ELE 4030, ELE 4040
3. **Proposal from the Department of Accounting and Information Technolog**  
**Course Proposal:** Change the course title for BLAW 2150 Legal Environment of Business to BLAW 2150 Business Law and Ethics

#### Actions Requiring AA Approval only

1. **Proposal from the Department of Accounting and Information Technology**  
**Course Proposal:** Create new course ACC 1020 Accounting for Non-Business Majors Approved 10-0-0
2. **Proposal from the Department of Management, Marketing and International Business**  
**Course Proposal:** Create new course MGT 4010 Fundamentals of Project Management Approved 10-0-0

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## **Appendix F**

### **Proposal from Faculty and Institutional Affairs Committee**

[Note: Final copy appears below; mark-up copy is on the next page]

#### **The James F. Hubbard Faculty Award Application Criteria**

The fund was established by retired UNCP Professor James F. Hubbard to assist full-time faculty in their professional endeavors including: study, research, travel, and writing.

The amount of the award (up to \$1,000), dependent upon available funds, shall be determined by the Subcommittee on Faculty Development and Welfare.

#### **Conditions:**

- This incentive is available for Fall, Spring, or Summer.
- The recipient must be tenured.
- Partially completed applications shall not be accepted.
- Considering equally meritorious projects, priority will first be given to the faculty member who has taught at the University full-time for the longest period, and second to applicants who do not have current funding.

#### **Requirements:**

An applicant must provide a proposal of no more than four double-spaced, typewritten pages that includes:

- A statement and rationale of the objective(s)
- A budget showing major areas of expected expenses covered by this award
- A description (e.g., requested amount) of pending applications for the same project, if applicable
- A description (e.g., amount received) of any **current** additional funding supporting this project, if applicable

As an additional requirement a report summarizing the project must be submitted to the Faculty Development and Welfare Subcommittee within 30 days of the semester subsequent to the completion of the project. Non-compliance may affect future funding of this award

#### **Application Procedure:**

Proposals should be presented to the Chair of the Subcommittee on Faculty Development and Welfare by March 1, 2014 for proposals occurring in the Fall 2014, Spring 2015, and Summer 2015 semesters.

If you have any questions, or if you would like additional information, please contact the Chair of the Faculty Development and Welfare Subcommittee. Current contact information can be found at [www.uncp.edu/senate/fdw](http://www.uncp.edu/senate/fdw). Revised January 17, 2013

## **The James F. Hubbard Faculty ~~Leave Fund~~ Award** **Application Criteria**

The ~~Fund fund~~ was established by retired UNCP Professor James F. Hubbard to assist full-time faculty in their professional endeavors including: study, research, travel, and writing. ~~This annual incentive is to provide faculty members an opportunity to be released from full-time responsibilities for a semester (or an academic year) in order to renew themselves professionally.~~

The amount of the award (**up to \$1000**), dependent upon available funds, shall be determined by the Subcommittee on Faculty Development and Welfare ~~and shall be based upon the information provided by the applicant.~~

### Eligibility:

~~The Fund is available to any tenured member of the faculty. In the case of equally meritorious proposals, priority will be given to the faculty member who has taught at the University full-time for the longest period. (The exception to longevity would be if said applicant had received this incentive within the past three years.)~~

### Conditions:

- This incentive is ~~not available for summer terms. It must be taken during the regular academic year.~~ **available for Fall, Spring, or Summer.**
- ~~A report summarizing leave activities must be submitted within 30 days of the semester subsequent to the leave to the Faculty Development and Welfare Subcommittee.~~
- ~~The recipient must be tenured, *making a financial sacrifice (must not be receiving full compensation for project)*, and taking leave in a geographic area outside the boundaries of the University service area.~~
- ~~The grant will equal up to one-half of the professor's salary that is being lost, plus \$1,000.00 for each dependent child. (Exceptions can be made if the committee recognizes special circumstances.)~~
- ~~The recipients must not have had a leave from the University within the last three years for which they were compensated by this fund.~~
- Partially completed applications shall not be accepted.
- ~~In the event that changes or modifications to the specific conditions of this agreement are required, the donor asks that the spirit of his intentions (which are to support faculty growth and alleviate burn-out by providing a source of funding for faculty leave) be kept intact, even if modifications are made to the exact criteria expressed in this agreement.~~
- **Considering equally meritorious proposals, priority will first be given to the faculty member who has taught at the University full-time for the longest period, and second to applicants who do not have current funding.**

### Requirements:

- ~~A~~ **An** applicant must provide a proposal of not more than four double-spaced, typewritten pages that includes:
- a statement **and rationale** of the objective(s) ~~of the leave and the dollar amount needed;~~
  - ~~the nature of the activity to be pursued;~~
  - **a budget showing major areas of expected expenses covered by this award**
  - a description (**e.g., amount received**) of any **current** additional funding supporting this activity; **project, if applicable**
  - ~~a budget showing major areas of expected expenses; and;~~
  - ~~endorsement by the department chair indicating leave time is available.~~

- A description (e.g., requested amount of pending applications for the same project, if applicable)

As an additional requirement, a report summarizing the project must be submitted to the Faculty Development and Welfare Subcommittee within 30 days of the semester subsequent to the completion of the project. Non-compliance may affect future funding of this award.

Application Procedure:

Proposals should be presented to the Chair of the Subcommittee on Faculty Development and Welfare by ~~April 1~~ March 1, 2014 for ~~consideration for the Fall semester and by October 1 for consideration for the Spring semester.~~ Proposals occurring in the Fall 2014, Spring 2014, Spring 2015, and Summer 2015 semesters

If you have any questions, or if you would like additional information, please contact the Chair of the Faculty Development and Welfare Subcommittee. Current contact information can be found at [www.uncp.edu/senate/fdw](http://www.uncp.edu/senate/fdw). ~~November 10, 2005~~ Revised January 17, 2013

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## Appendix G

### UNC Faculty Assembly Meeting: Friday, January 18, 2013

Chairs meeting: Announced that UNCG non tenured track faculty can now be members of their Senate. Gen Ed and the Strategic Plan (SP) – 5 Senate groups have passed information and 5 will be coming forth; different campuses will be responding to the SP. There were questions concerning the timing of the SP and the absence of students in this process.

**Tom Ross, President**, addressed the updates on the Strategic Plan and next steps, plus Q&A with Delegates Perspective on strategic plan:

- Website availability for input;
- SP going to Board in Feb.
- Long range plan (over 5 yr) built on UNC Tomorrow.

He indicated that he feels it leaves faculty “breathing room” while others feel that it is too GA Centric; anticipate that faculty participation in curriculum will have to be active in this action and prominent; hopes it to be a positive enhancement.

Question from delegated: inconsistencies in plan – page 36 begins...concerning general education, not going to have a campus specific core- wants to move toward competency based system; Pg 37 – wording disturbing to some faculty part B - faculty creating courses and any changes that will be made in curricula; discussed issue of ‘rainmaker’ faculty – key faculty; President Ross wants to be able to pay faculty and pay us well in order to keep us. Resources should be spread around to benefit all faculty.

**Leslie Boney**, VP International, Community, and Economic Engagement

Discussion of Regional Listening Sessions with Businesses

Listening session goals

- Identify areas of interest
- Business voices on attainment
- Get nuance on widget issue
- Report back to strategic directions committee and BOG

Quantify of business needs for educated people; Most important area now is to have students communicate effectively, integrity & trust is second, and adaptable and versatility is third priority in the survey from business leaders.

Section 3 of the survey serves the people of NC

- Future depends on ability to think things and communicate
- Central role in knowledge creation, translation, and delivery
- We must
  - Support game changing research and scholarship
  - Translation action into policy and products
  - Engage people

**Chris Brown:** Goal A is to support changing research and scholarship (from Faculty Advisory Council Nov 2012)

- Invest in specific areas of research excellence
- Invest in faculty and staff
- Invest in infrastructure and equipment
- Prepare and support job ready entrepreneurial students

Goals B convert Discovery into Innovation

- Establish a multidisciplinary collaboration seed fund
- Establish innovation discovery teams
- Competitively support research in culture and economy
- Create the center for applied research

**Lesley Cates**, Director of State Government Relations and Drew Moretz, VP for State Government Relations

Overview of Long Session, Legislative Day, and Training

Discussed post 2012 elections in legislation; GA is putting team in place; significant changes since new party; 100+ freshman legislatures; many aren't from NC originally...legislature listening to business leaders; NC owes feds 2.1 bil for unemployment compensation. This seems to be more of a priority than education.

Lobbying 101 handout – if we are going to talk to legislatures; these are the guidelines GA wants us to follow.

**Charlie Perusse**, Chief Operating Officer Discussion of the University Budget (Attachment 2)

Last 2 sections of SP:

- Economy good;
  - NC on forecast over 1<sup>st</sup> 3 months; moderate growth;
  - Governor will send budget to legislature by mid March;
  - Budget – continuation budget; expansion budget recommendation – priorities (strategic plan recommendations are priorities)
  - Recommended on reduction side; wants 2% budget reduction option – GA has said this is in our strategic plan
1. Operational and admin reduction efficiency
  2. Portfolio management strategy
  3. Doesn't happen until 2<sup>nd</sup> yr; wants to allow campus to carry over for 5% of money on campus (raising from 2.5%) give 25% back to state.
  4. Cost per degree in NC has gone down 12 % over past 10 yrs

### **Roundtable Discussions: the UNC Strategic Plan for 2013-2015**

The Delegates divided into 3 groups: **elearning, assessment, and research**. Discussed elearning and the SP; Learning outcomes pgs 49 and 50 – SP. Are the assumptions valid? Teaching and setting up courses seems to take 3 times longer. UNCCH limits the class size to 24 students. Size of class does make a difference. Blended learning is a positive aspect to elearning; GA planning faculty development for all UNC campuses.

Assessment: #1 concern is that assessments should be done by faculty; that they should be institution specific and campus specific. Discussed CLA – Academically Adrift (book) pg 5 overall assessment; check information from faculty advisory committee.

Research: Discussed importance of research; how this affects faculty's students, the learning and course.

### **Meetings**

#### a. Faculty Welfare and External Communications

Discussed lobbying information; questions about adjunct faculty and how are adjuncts' roles the same and different on UNC campuses. The Faculty Assembly wants to schedule a campus university day with legislatures. We are looking at a time around post governor's budget release; policy agenda approved by BOG in Feb. Looking at mid-April/end March.

#### b. Approval of the November 30, 2012 Meeting Minutes

([http://www.northcarolina.edu/fa\\_meetings/index.php](http://www.northcarolina.edu/fa_meetings/index.php))

#### c. Chair's Report (Catherine Rigsby)

An Executive Committee member has left the UNC system. Catherine will be seeking nominations; elections at the April meeting,

Good news: Chairs of FA & Staff A invited to sit at BOG meetings

Tenure information: tenure will not be addressed

Next meeting – Omsbudman information; for 22 Feb meeting; Governance Committee

The resolutions have been sent out to all faculty.

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## Appendix H

### Teacher Education Committee Meeting Minutes

November 14, 2012

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



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

**TEC Members Present:** M. Ash, S. Averette, S. Billingsley, T. Buda, K. Ficklin, V. Ford, K. Granger, R. Hagevik, A. Horton-Lopez, G. Jones, M. Klinikowski, R. Ladd, C. Lara, R. Lee, T. Lightfoot, Z. Locklear, J. Lucas, L. Mabe, K. McClanahan, V. Newkirk, M. Scott, S. Simmons, K. Stanley; **Staff:** A. Opata, S. Strickland; **Guests:** I. Aiken for Bill Gash, B. Brown for Kim Sellers, T. Thompson, 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 undergraduate student representative Victoria Newkirk, Social Studies Education major and Teaching Fellow, was introduced by Dr. Locklear, Ms. Karen Granger, and Dr. Jeff Lucas. Dr. Karen Stanley provided additional introductory comments for Terri Buda, graduate student representative who joined the committee in October.
2. **Approval of the minutes:** The minutes of the October 10, 2012 TEC meeting were approved as presented.
3. **Good News:** In recognition of their impending retirements on December 31, 2012, Dr. Ginny Jones, Coordinator, English Education Program, and Ms. Sandra Strickland, Director for Teacher Recruitment, were recognized for their years of dedicated service to the UNCP Teacher Education Program and the Teacher Education Committee.
4. **Curriculum proposals:**
  - a. **Health, Physical Education, and Recreation Program** – The following proposal was approved as presented by Dr. Tommy Thompson.

Change the title and course description of EXER 5030 from “Management & Marketing of PE/Sport” to “Advanced Teaching Methodologies in Health/PE”.  
Rationale: The proposed title better describes the course contents.
  - b. **Elementary Education Undergraduate Program** – The following proposal was approved as presented by Dr. Karen Stanley.

Remove the prerequisite of successful completion of ELE 3010 from the following courses: ELE 4010 – Mathematics and Science I, ELE 4030 – Living in a Global Society, and ELE 4040 – Literacy and Language Arts I in the Elementary School. Rationale: Faculty in the department have determined that content covered in ELE 3010 is integrated throughout all courses in the program, therefore the prerequisite of completion of this course is not necessary for ELE 4010, 4030, or 4040.
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 a change to the “Due Process Procedures for Undergraduate Students” was presented by Dr. Kay McClanahan, Chair, and was approved as presented (see handout).
2. The proposal for changes to the “TEC Policy Review Subcommittee description” was presented by Dr. Kay McClanahan, Chair, and was approved as presented (see handout).

**c. Field Experience Subcommittee –**

**Proposal:**

1. The proposal to adopt the “Revised Internship Observation Form for Fall 2012” was presented by Dr. Zoe Locklear and was approved as presented (see handout). Dr. Locklear reminded the TEC members that the form, in its current format, was used during the fall semester and will be used during the spring 2013 semester with expanded sections for writing comments.
2. Dr. Zoe Locklear reminded the TEC members that the “Teacher Candidate Evaluation Rubric, NC Educator Evaluation System” document is being distributed once again as an information item. This rubric is used in conjunction with the observation form and was developed and distributed by the DPI (see handout).

**d. Evaluation Oversight Subcommittee –**

**Proposals:**

1. The proposal to adopt the revised “UNCP Certification of Teaching Capacity (CTC) Midpoint Evaluation Process and Form” was presented by Ms. Mary Klinikowski, Chair (see handout). Following discussion, in which it was decided the form would be changed to delete the comment boxes following each item and one large comment box would be inserted at the conclusion of each section, the proposal was approved with 5 abstentions.
2. The proposal to adopt the revised “UNCP Office of University-School Partnerships Action Plan” was presented by Ms. Mary Klinikowski, Chair, and was approved as presented (see handout).

**6. Subcommittee Reports:**

- a. Distance Education – no report
- b. Evaluation Oversight - Ms. Mary Klinikowski, Chair, presented the following items:

**Taskstream Items:**

- (1) Please see Ms. Klinikowski to update any drfs that still need work.
- (2) Does the MA Phase I need to be separated from Phase II?
- (3) A new Internship “Exit” or “Final Survey” is being developed to be implemented with the fall 2012 interns. A draft will be shared with the TEC members. Once implemented in December, changes are likely for the spring 2013 semester based on feedback.

The TEC members discussed the need for webinars and/or Wikis explaining and demonstrating information such as how to upload attachments in Taskstream, the purpose of

Taskstream, etc. This is the kind of information previously shared by the previous SOE Technology Directors. Currently, no one is serving in this capacity.

**Evaluation Oversight Items:**

- (1) The TEC members are encouraged to send information to Ms. Klinikowski regarding additional forms, handbooks, procedures, policies, etc. that need modification.
- (2) The TEC members are encouraged to send comments to Ms. Klinikowski regarding the revised Intern Observation Form (see item 5.c.1.).

**Teacher Candidate Work Sample (TCWS) Manual Items:**

1. The TCWS Manual has been converted from PDF to Word for editing. Ms. Klinikowski anticipates a December completion date of the updated manual.
  2. Ms. Klinikowski is now deleting “old” evaluation forms and modifying current forms to match current TEP standards, such as the analytic and holistic evaluation forms formerly adopted by the TEC.
  3. During the spring 2013 semester, the analytic and holistic forms will be attached to the Taskstream TSWS drf instead of another CTC form.
- c. Field Experience - Dr. Jose Rivera, Chair, was unable to attend today’s meeting due to a conflict with a University Chorale performance in Laurinburg. Dr. Marisa Scott, subcommittee member, reported that the subcommittee met on October 31 (minutes are posted on the TEC Blackboard site) and will meet again on November 28. The subcommittee is discussing a number of items, including (1) the survey results from Arts and Sciences faculty requiring field experiences that are not arranged by the USP Offices, and (2) practices by other colleges and universities as to how they are managing early field experiences for online and hybrid courses
- d. Hearing Appeals – Ms. Kelly Ficklin, Chair, reported that, to date, the Hearing Appeals Subcommittee has not had a reason to meet.
- e. Long-Range Planning – no report
- f. Policy Review – Dr. Kay McClanahan, Chair, reported that the subcommittee is reviewing “old” program approval standards and will be bringing proposed policies to the TEC for adoption.
- g. Professional Studies - Ms. Karen Granger, Chair, presented an update on the work of the EPC Departmental Committee that has been reviewing the current configuration of the EPC courses (see handout). Ms. Granger is also chairing the Departmental Committee. Following a discussion of the proposed changes in which several questions were raised, such as the potential impact on the number of required semester hours in current EPC courses and a question regarding content taught in current EPC courses, it was decided that a separate campus-wide meeting will be called by Dr. Zoe Locklear as soon as possible for the purpose of discussing these proposed changes in detail. Following this meeting, Ms. Granger will take subsequent feedback to the EPC Departmental Committee and EPC Department for consideration in making course and curricula changes.
- h. Student Input – Dr. Denny Scruton, chair – no report
- i. Technology – Dr. Tulla Lightfoot, Chair, asked program coordinators and directors to send suggestions to her for needed technology workshops for both students and faculty. She also

requested that faculty let her know of equipment and software that needs to be purchased or repaired.

**7. Report from the Office of Teacher Education/Dean's Office:**

- a. Dr. Roger Ladd presented an overview of the six 2008 NCATE Standards that will be used during UNCP's fall 2015 accreditation visit. Related information will be added to the Assessment Section of the TEC Blackboard site. Dr. Ladd stated that although the 2008 standards are not hugely different from the 2002 standards that were used in UNCP's fall 2007 accreditation visit, he stressed the new NCATE expectation to see performance at the top category of "moving to target". Dr. Ladd will provide an accreditation report at each of the spring 2013 TEC meetings.
- b. Dr. Marisa Scott reported that she is serving as a member of the campus-wide Promotion and Tenure Review Committee, as appointed by the Provost. In this capacity, she will be soliciting feedback from Teacher Education Program faculty regarding the promotion and tenure process through a questionnaire.
- c. Other – Dr. Zoe Locklear reminded the TEC that Ms. Kathy Pruner, ETS Client Relations Director, will be on campus on Thursday, November 29, conducting information sessions for students and faculty regarding the Praxis I examination.

**Due to the lengthy meeting, Dr. Locklear stated the following information will be distributed via email and/or during subsequent TEC meetings:**

- d. Middle Grades Internship and Seminar courses
- e. IHE Performance Report template link
- f. DETE funding

**8. Report from the Office of University-School Partnerships – Dr. Bryan Winters**

- a. Reminder – send edits for spring printing of 2012-13 Internship Handbook
- b. Praxis II Prep Sessions, October 13 & October 20 – update
- c. Fall 2013 Internship meetings, Oct. 24 & 25 – update
- d. End of semester seminars and events

**9. Report from the Office of Teacher Recruitment – Ms. Sandra Strickland**

- a. Transfer Open House, November 9 – successful
- b. Open House, November 17 – changes in format
- c. Reminder – send program fliers, check sheets, brochures
- d. Wall posters – update

**10. Announcements:**

- a. **FINAL - new meeting dates: Wednesday, March 6 and Wednesday, April 17**

**11. Information/Handouts:**

- a. Forgivable Education Loans for Service – Copies of this memo and brochure were distributed to program coordinators and directors only. Dr. Locklear urged broad distribution of this information to teacher education students. Last years, funds remained in the program for eligible education students due to the low number of applications.

**12. Adjournment** – The meeting was adjourned at 5:40 p.m.

**Next meeting: Wednesday, January 9, 3:30 p.m., room 1106, Jones Athletic Building**

Respectfully submitted,  
Courtney Brayboy

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## Appendix I

### Report from Graduate Council Faculty Senate Meeting February 6, 2013

*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 January 22, 2013 meeting.

#### Graduate Faculty

The Council has approved eight graduate faculty members: five for full status and three for adjunct status.

#### Graduate School Regulations

In addition to some minor word changes the Council approved the following Graduate School regulation changes:

##### Repetition of Courses:

Students may now repeat graduate courses with approval by the program director and the Graduate School Dean. The new regulation reads:

*Repetition of any graduate course other than those identified in course descriptions is subject to the approval by the student's program director and the Graduate School Dean. Degree credit for repeated courses will be given only once. However, both the original grade and the grade received in the repetition will be recorded and used in calculating the overall GPA. A course can only be repeated one time.*

##### Withdrawal:

Students may now withdraw from a graduate course multiple times (previously, a second withdrawal from a particular course resulted in dismissal).

#### Graduate School Procedures

Theses will now be submitted in hard copy and electronic formats. Students should follow the guidelines on the Graduate School website (electronic submission information is forthcoming).

#### Graduate Student Organization

The Graduate Student Organization will hold a meeting on February 7 at 4:30 in PE 1106. **Please encourage participation.**

#### Fall Numbers:

As of the census date (Friday), 733 graduate students are enrolled for the spring semester (in spring 2012, 731 students were enrolled).

Program Directors and Office of Graduate Studies continue working towards enrollment growth/maintenance and ask for all faculty assistance in recruiting new graduate students.

#### Important Events:

- **Graduate Research Poster Session:** Monday, March 25, 2013. 5:30-7:00 pm, UC Annex Assembly room.
- **Poster workshop:** presented by Dr. Lee Phillips, Thursday, February 28 from 4:30 to 5:30 pm, Old Main, room 256 (to facilitate poster development for the poster session).
- **Graduate Studies Open House:** Monday, March 25, 2013. 5:30-7:00 pm, UC Annex Assembly room (held in conjunction with the Poster Session). PLEASE encourage people you know to attend. Program Directors and students in the programs will be present to talk with potential students.

Future 2012-2013 Council meetings will occur at 3:00 pm Feb. 18, March 18 and April 15 in UC 251

\*\*\*\*\*

\*\*Any assistance faculty can provide with graduate recruitment and maintenance is greatly appreciated. Contact us with ideas or suggestions.

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## Appendix J

### MEMORANDUM

TO: Deans, Associate Deans, and Department Chairs

FROM: Bill Gash

DATE: January 8, 2013

SUBJECT: New Summer procedures/pay schedule

Several changes will be made in operational procedures for our 2013 summer sessions. These changes are made in an effort to cover completely the operational costs of programs offered during summer sessions, and to provide incentives for increased enrollments. As you may know, we receive no state appropriations for summer session operations (except Distance Education), and all costs for summer operations are supposed to be covered by tuition/fees. For the past several years, this has been a concern of those of us responsible for summer operations. Some years costs have been covered, and others they haven't. In the years where on-campus summer operations have had deficits, funds have been transferred from the yearly general funds to cover summer expenses. We have looked at expenses for summer sessions and are making changes in several areas to decrease costs, i.e., advertising, publication of summer session "catalogs", etc. The changes listed below are being made after discussion with Deans and others involved with the operations of summer sessions in an attempt to meet all costs of offering summer sessions.

#### Salary Scale

1. The pay scale for summer 2013 will be the same as last year – see below; however, there will be a graduated scale for courses enrolling fewer than 10 students and for courses enrolling more than 15.

Courses will be allowed to "make" if there are at least 6 students registered and attending on the first day of class. Courses with fewer than 6 students will be cancelled on the first day to allow students time to find an alternate course.

Instructor compensation will be determined on census date, which is the third day of classes for regular term courses, intra-sessions and the first class day for Maymester courses. There will be an 8% per student reduction in salary for courses enrolling between 7 and 9 students, i.e., an 8% salary reduction in salary if 9 students are enrolled, 16% reduction in salary if 8 students are enrolled, and a 24% reduction in salary if there are 6 or 7 students are enrolled. The maximum salary reduction for any faculty in any course would be 24%. For example, an assistant professor teaching a three-credit class with 9 students in it would earn approximately \$3128 ( $\$3400 \times .92 = \$3128$ ).

For courses enrolling more than 15 students salary will be increased by 8% for each additional student up to 18 students. A faculty member with 16 students in the course would receive an 8% increase to the standard salary, for 17 students there would be a 16% increase in salary, and for 18 students a 24% increase in salary. The maximum salary addition is 24% per faculty member per class no matter the enrollment. For example, an associate professor teaching a four-credit class with 17 students in it would earn approximately ( $\$4932 \times 1.16 = \$5721.12$ ).

2. Course caps for all summer classes should be the same as for regular term.
3. Faculty will sign a letter of intent after the summer courses are approved by the Department Chair and Dean agreeing to teach under these new salary guidelines. By proposing a course and signing the letter of intent, a faculty member commits to teach the class provided that the minimum enrollment threshold of 6 students is reached.
4. Final contracts will be processed after census date for each session. Prompt return of signed contracts will ensure timely payroll processing.

NOTE: By University policy, faculty can earn a maximum of 33.33% of his/her yearly base salary during the summer. It is the faculty member's responsibility to monitor this. Contracts in excess of the 33.33% limit will not be paid.

### Faculty Load

The maximum teaching load for any faculty is 4 semester hours during Maymester and 8 semester hours during each of the two five-week or two intra-sessions. In other words, an instructor could teach up to four hours during the Maymester, up to eight hours during the first summer session, and up to eight hours during the second summer session. These limits include on- and off-campus courses, on-line courses, off-site courses, and any combination of courses offered.

This year, Maymester will be scheduled for M – F for 75 minutes for each semester hour credit each day. Three-hour courses will meet for 3 and  $\frac{3}{4}$  hours each day. This change from last year is being made to alleviate difficulties experienced by Business Affairs with close of fiscal year, June 30. In essence, a calendar matter.

Faculty should schedule Maymester courses to begin at either 8:00 a.m. or 9:00 a.m. because most offices will be closed after noon on Fridays during summer months. Additionally, air conditioning will be scaled back after noon on Fridays as an energy conservation measure.

Regular session and intra-session classes will meet Monday through Thursday, as they did last year.

**2013 SUMMER SALARY SCALE**

<b>RANK</b>	<b>SALARY PER SEMESTER HOUR</b>		
	<b>REGULAR SESSION</b>	<b>EARLY BIRD/WEEKEND</b>	<b>EVENING/GRADUATE</b>
<b>INSTRUCTOR/LECTURER</b>	<b>1066</b>	<b>1066</b>	<b>1066</b>
<b>ASSISTANT PROFESSOR</b>	<b>1133</b>	<b>1133</b>	<b>1133</b>
<b>ASSOCIATE PROFESSOR</b>	<b>1233</b>	<b>1233</b>	<b>1233</b>
<b>PROFESSOR</b>	<b>1333</b>	<b>1333</b>	<b>1333</b>
<b>VISITING FACULTY</b>	<b>BASED ON RANK AT HOME INSTITUTION</b>		

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