

The University of North Carolina At Pembroke

Faculty Senate Committee Meeting

Agenda

**Meeting of the Faculty Senate Committee
Wednesday, 2 April 2003 @ 3:30pm
Room 213, Chavis University Center**

Thomas A. Dooling, Chair
Holden Hansen, Secretary

Members:

Allen C. Meadors, Chancellor, Ph.D., FACHE
Roger Brown, Provost & V.C. for Academic Affairs

To 2005

ART John Labadie

EDN Irene Aiken

LET Jesse Peters

NSM Dennis Edgell

SBS Michael Spivey

At-Large Robert Canida

At-Large Weston Cook

At-Large Cindy Saylor

To 2004

ART Holden Hansen

EDN Susan Edkins

LET Ray Sutherland

NSM Bill Campbell

SBS Wright Killian

At-Large Cherry Beasley

At-Large Tom Dooling

At-Large Bonnie Kelley

To 2003

ART Beth Maisonpierre

EDN Tommy Thompson

LET Kay McClanahan

NSM John Reissner

SBS Jim Frederick

At-Large Robert Brown

At-Large Liz Normandy

At-Large Richard Vela

Order of Business

- A. Roll Call
- B. Approval of Minutes
- C. Adoption of Agenda
- D. Reports from Administrators

1. The Chancellor

2. The Provost and Vice Chancellor for Academic Affairs

- E. Reports of Committees

1. Operations Committees

- a. Committee on Committees and Elections
- b. Executive Committee
- c. Committee on Faculty Governance

2. Standing Committees

- a. Academic Affairs (Proposals)

1. Business Dept:

Add FIN 205 Personal Finance to the Social Science Division Elective Economics Section [ref. P. 26]

2. English, Theater, & Language Dept:

Spanish:

Add a new 121-hour **Spanish Major** with optional teacher licensure major including 14 new courses and other required courses which already exist; change SPN 255, 256 Spanish Conversation & Composition I & II to Separately titled courses: **SPN 311 Spanish Composition & Review of Grammar** and **SPN 312 Spanish Conversation**

English:

Change the grading of ENG 104 Written Communication Skills from Pass/fail to letter grading and also include the notation **“Must receive C or Better to progress into ENG 105.”**

Speech:

To SPE 102 Fundamentals of Voice and Diction, add the following policy: **“Upon earning 60 credit hours, a student must either have satisfied the speech requirement through testing, have taken SPE 102, or be registered for SPE 102 in the following semester.”**

3. Class Attendance Policies:

[ref. P. 46] **“...The University reserves the right to administratively withdraw students who have never attended classes for the semester...”**

4. Registration Procedures and Policies:

[ref. P. 43] **“...The advisor’s role is to assist the student in planning a suitable academic program. However, the student is responsible for following all academic regulations that are applicable to their course of study. This includes general education requirements, pre-requisites and major/minor requirements. Students are individually responsible for all course registrations and for completing the requirements for graduation. The Office of the Registrar will drop students who register for courses without following departmental or University regulations. Each student must register online prior to the first day of class. After classes begin, each student must register in person in the Office of the Registrar....”**

5. Exam Schedule

Eliminate ENG 104, 105, and 106 blocks from exam schedule. Add the time made available to the regular exam schedule.

b. Faculty and Institutional Affairs

(Proposals to vote on)

a. New model on evaluation of faculty administrators

This is a big package, which revamps the forms for evaluation of the administration. It also has a revision for the handbook. The forms for the Chancellor's office are still being tweaked and will be voted on at the next Faculty Senate meeting. The forms that will be voted on this meeting can be found at,

<http://www.uncp.edu/home/dooling/senate/administrationforms.doc>

<http://www.uncp.edu/home/dooling/senate/Faculty%20Hndbk-Eval.doc>

b. Proposal for automatic tenure for new faculty and administrators

When a distinguished faculty member or a senior academic administrator (department chairs, deans, associate vice chancellors, and provosts) who requests a faculty appointment is being considered for a position at UNCP, tenure can be conferred upon hiring. In such exceptional cases, before a contract is offered, the Provost and Vice Chancellor for Academic Affairs submits the portfolio of the candidate to the appropriate department for consideration of tenure. After careful consideration, the department chair and faculty make a recommendation to the appropriate dean, who in turn makes a recommendation to the Provost for or against tenure in that department. It is expected that the Provost and the Chancellor would abide by these recommendations except in extraordinary circumstances. If the recommendation is against tenure for a senior administrator, a strictly administrative contract may still be offered.

c. Student Affairs and Campus Life

(Proposal to vote on)

a. Grievance Process for Students (posted below)

3. Special Committees

F. UNC Faculty Assembly Report

G. Teacher Education Committee

H. Graduate Council

I. Other Committees

J. Unfinished Business

K. New Business

Report from SGA president

L. Announcements

M. Adjournment

Grievance Process for Students

I. Purpose

The objectives of this Grievance Process for Students are to ensure that students have the opportunity to present a grievance to the University regarding a certain action or inaction by a member of the University community and to ensure that the University has a consistent process of resolving those grievances in a fair and just manner.

A student may pursue a grievance if he or she believes that a University employee (including faculty, staff, student employees and agent) has violated his or her rights. This Grievance Process for Students applies to all problems arising in interactions between a student and a member of the University community that are not governed by other specific grievance proceeding. (such as Undergraduate Grade Appeal Process, available online at <http://www.uncp.edu/handbook/13sga.pdf> on page 67). Upon request from any student, the Judicial Affairs Officer will provide guidance about the appropriate system for redress of a particular complaint.

What May Be Grieved:

- A. This process is to be used to resolve grievances against decisions or actions that were made by any UNCP employee including faculty, EPA non-faculty, staff, student employees, and agent of the University. (Hereafter, referred to only as the Employee.)
- B. An action or decision may be grieved only if it involves a violation of University policy or public law. Grievances may not be used to challenge policies or procedures of general applicability.
- C. In addition, this process may not be used to grieve:
 - a. Claims based on purchases or contracts;
 - b. Claims against an employee on matters that are unrelated to the employee's job or role at the University;
 - c. Decisions covered by other University policies (eg. Residency appeals);
 - d. Disciplinary decisions provided by another University Process since the Office of Student Affairs administers these.

Who May Grieve:

This process is to be used by students currently enrolled at the University of North Carolina at Pembroke.

II. Informal Resolution

The informal resolution is designed to reach an understanding of the situation and to resolve the differences in an informal and cooperative manner.

Step 1

The student with a grievance with a member of the University community is encouraged to first attempt to resolve the matter by meeting with the Employee. The purpose of the meeting is to reach a mutual understanding of the student's situation and the Employee's actions seeking to resolve differences. The student has seven calendar days from the incident to initiate this discussion.

Step 2

If the student fails to reach a satisfactory solution in consultation with the Employee, or if it is impractical to consult with the Employee, the student should seek the assistance of the Employee's immediate supervisor within seven calendar days of the meeting with the Employee or within fourteen calendar days of the incident. The purpose of this interaction is for the immediate supervisor to attempt to work with both parties to reach a resolution to the conflict.

III. Formal Resolution

Step 3

If an informal resolution is not successful, the student may file a formal grievance by sending a request for a hearing by a fact finding panel along with the following information to the appropriate vice-chancellor with supervisory authority over the person(s) named in the grievance as causing harm to grievant. The student must file this within fourteen calendar days of the meeting with the immediate supervisor.

All complaints must be in writing and signed by the student. The grievance must contain:

1. State how the decision or action is unfair and harmful to the student and list the University policies or state and federal laws that have been violated, if known;
2. Name the respondent parties (the person(s) against whom the grievance is filed);
3. State how the respondents are responsible for the action or decision;
4. State the requested remedy; and
5. State whether a non-participating observer will be brought to the hearing.

If it is clear on the face of the written grievance the complaint has not been filed according to this process (such as timeframe, matter is not grievable under this process, or is from a person without grievance rights under this process) the vice-chancellor shall so indicate in a letter to the grievant.

Otherwise, within fourteen calendar days the vice-chancellor, or a designee (hereafter referred to as the Administrator), shall refer the grievance to the chair of the Student Grievance Committee, from which a fact-finding panel will be appointed. The vice-chancellor will inform the employee in writing that a grievance has been received and the formal process will begin.

The composition of the Student Grievance Committee shall be made up of three faculty members (appointed by the Faculty Senate) three staff members (appointed by the Staff Council) and four student members (two SGA representatives and two appointed by SGA). The members of the Student Grievance Committee must be approved by the Chancellor and serve at the pleasure of the Chancellor.

For the purpose of each grievance, the chair of the Committee will select four members of the Committee to serve as the fact-finding panel. A decision of the panel will be considered a decision of the Committee. Each fact-finding panel shall include two students, one faculty member and one staff member. The faculty and staff member are not part of the same office or immediate administrative unit as the Employee. If the respondent is a dean or vice-chancellor, the chancellor or designee should administer the grievance process. Panel members should have no personal interest in the outcome of the process, and should not have any personal involvement in earlier stages of the matter.

The Panel members, parties and all persons involved in the grievance process are expected to maintain strict confidentiality regarding the grievance and all stages of this process. State and federal laws govern the privacy rights of students and employees. Any questions about the disclosure of information should be directed to the panel in writing, and the panel may consult with the Office of Legal Affairs. Once a formal resolution has been requested, there should be no ex parte communication between the parties and panel members concerning the merits of the case.

Step 4

The fact-finding Panel must convene within seven calendar days of being appointed. The chair of the Committee shall convene the panel and provide them with the written complaint and all supporting documents provided by either party.

The Panel will select a chair of the Panel who will be responsible for conducting the work of the Panel.

The Panel shall notify the parties of a hearing date, time and place at least fourteen calendar days in advance of the hearing. During a hearing, the grievant and the accused shall have the following rights:

1. The right to legal counsel or a non-lawyer support person present;
2. The right to present the testimony of witnesses and other evidence, relevant to the grievance;
3. The right to confront and cross-examine witnesses; and
4. The right to examine all submitted documents and other evidence.

A legal counsel may not participate in the proceedings unless the law or policy at issue provides for a broader right to counsel. The hearing must be taped recorded so that all persons can be clearly heard, or recorded by a court reporter.

IV. The Decision

After hearing a student grievance, the Panel shall decide whether the preponderance of the evidence shows that the Employee has violated the law or policy at issue. If a majority of the panel finds there has been a violation, the panel shall provide a written report to the vice-chancellor who received the complaint. The report should include a summary of the proceeding, recommendations, a copy of all correspondence with the parties, all evidence submitted to the panel, the recording or transcript of the hearing, and anything else considered by the panel in reaching its recommendation. A dissenting panel member may also file a minority report at this time.

The vice-chancellor (or designee) who convened the Committee shall review the official report of the Panel and issue a written decision within fifteen calendar days of receiving the Panel's report. The decision may either adopt the panel report and recommendations in whole, modify it in part, or reject the report and reach different findings or conclusions for reasons expressly stated. The decision should be sent to all parties and a signed and dated receipt received.

V. The Appeal

The student who filed the initial grievance may appeal the decision of the Administrator to the Chancellor within fifteen calendar days of receiving the written decision.

Approved by the Student Affairs and Campus Life Committee of the UNCP Senate on March 20, 2003.

Minutes of the Academic Affairs Committee
Wednesday 19 March 2003

Members Present: W. Killian, R. Brown, B. Gash for Provost Brown, M. Spivey,
T. Thompson, R. Sutherland, L. Hafer, L. Kelly.

Members Excused: B. Campbell, J. Labadie, R. Vela, P. Flowers.

Guests: C. Franscesco, D. Sigmon, D. Fricke, L. Wendorff.

1. Chair Dr. Wright Killian called the meeting to order at 3:31 pm.
2. The agenda was approved.
3. The 19 Feb. 2003 minutes were approved.
4. Dr. Killian reported that there may be evaluations of administrators this semester. The matter will be discussed at the next Academic Affairs meeting.
5. Dr. Tommy Thompson, Chair of Subcommittee on Curriculum, presented the following curriculum proposals, which were all approved unanimously:

5.1 **Business Dept:**
Add **FIN 205 Personal Finance** to the Social Science Division Elective
Economics Section [ref. P. 26]
[Note: proposal has been approved by Gen Educ Committee]

5.2 **English, Theater, & Language Dept:**
Add a new 121-hour **Spanish Major** with optional teacher licensure
[Note: proposal has been approved by Teacher Edu Committee]; major
will have 14 new courses (see Below): other required courses already
exist:

SPN 233 Spanish for Heritage Speakers (6 hrs)
SPN 299 Phonics & Pronunciation (proficiency grading)
SPN 308 Spanish Education Field Experience (1 hr)
SPN 370 Adv Spanish Grammar & Composition (3 hrs)
SPN 371 Business Spanish (3 hrs)
SPN 421 Studies in Spanish-American Prose Fiction (3 hrs)
SPN 422 Studies in Spanish-Amer Theater & Poetry (3 hrs)
SPN 430 Topics in Medieval, Renaissance & Golden Age Lit (3 hrs)
SPN 434 Contemporary Lit of Spain (3 hrs)
SPN 440 Methods of Teaching Spanish (3 hrs)
SPN 449 Internship for Spanish Education (9 hrs)
SPN 455 Directed Study in Spanish (3 hrs)
SPN 470 Spanish Applied Linguistics (3 hrs)
SPN 4xx Special Topics in Hispanic Studies (3 hrs)

Spanish Major Degree Requirements:

Fresh Seminar & Gen Educ.....	45
I. Required Prerequisites.....	6
SPN 231 and 232; or 233; or 299 or proficiency validation;	
II. Required 300-level Courses.....	24
SPN 311, 312, 361, 362, 370; 3-out-of-the-following 4:	
321, 322, 331, or 332;	
III. Spanish Electives (select 4 of the following).....	12
SPN 371, 421, 422, 430, 434, 440, 455, 470, or SPNS 4xx	
IV. Spanish Teacher Licensure (optional).....	23
EDN 302, 310, 350, 419, 430, SPN 308, 440, 449;	
V. Electives.....	11

Total = 121

5.3 Change SPN 255, 256 Spanish Conversation & Composition I & II to
Separately titled courses:

SPN 311 Spanish Composition & Review of Grammar
With prereq: SPN 231 and SPN 232; or consent

of instructor.
SPN 312 Spanish Conversation with prereq: SPN 231 and
SPN 232; or SPN 233; or consent of instructor.

Rationale: needed for new Spanish Major.

- 5.4 Change the grading of ENG 104 Written Communication Skills from Pass/fail to letter grading and also include the notation **“Must receive C or Better to progress into ENG 105...”** [ref. p. 118 catalog]
Rationale: to correspond with grading policies in other composition Courses.

- 5.5 To SPE 102 Fundamentals of Voice and Diction, add the following policy;
[proposal has been approved by Gen Educ Subcommittee; ref. P. 23]:

“Upon earning 60 credit hours, a student must either have satisfied the speech requirement through testing, have taken SPE 102, or be registered for SPE 102 in the following semester.”

Rationale: entering freshmen are required to take the Speech Test and take SPE 102 if necessary; this policy will give them several semesters to take the test and complete the requirement, and at the same time force them not to postpone it until their last semester.

6. Dr. Killian spoke for Dr. Flowers, Chair of the General Education Subcommittee.

7. Ms. Linda Hafer, Chair of the Academic Support Services reported that the library surveys had been sent out. The number totaled 535 surveys. So far, they have received 66 surveys in return. The survey will measure library satisfaction.

8. Dr. Lisa Kelly, Chair of the Enrollment Management Subcommittee proposed changes to the Class Attendance policy and the Registration Procedures and Policies: Advisement and Registration for online registration. The proposals were approved.

- 8.1 Class Attendance Policies [ref. P. 46] **“...The University reserves the right to administratively withdraw students who have never attended** classes for the semester...”

- 8.2 **Registration Procedures and Policies [ref. P. 43] “...The advisor’s role is to assist the student in planning a suitable academic program. However, the student is responsible for following all academic regulations that are applicable to their course of study. This includes general education requirements, pre-requisites and major/minor requirements. Students are individually responsible for all course registrations and for completing the requirements for graduation. The Office of the Registrar will drop students who register for courses without following departmental or University regulations. Each student must register online prior to the first day of class. After classes begin, each student must register in person in the Office of the Registrar...”**

9. There was no Old Business

10. New Business

A letter outlining a problem that an advisor encountered with a transfer student regarding ENG 105 – 106 was presented to the committee. It was decided that the issue should be referred to the General Education Subcommittee for discussion.

11. There were no announcements

12. The meeting was adjourned at 4:12 pm

Dr. Wright Killian, Chair

Dr. Michael Spivey, Sec-in-Rotation

Minutes
Faculty and Institutional Affairs Committee
Thursday, March 20, 2003
Room 251, Chavis University Center
3:30 PM

Members Present: Irene Aiken, Dennis Edgell, Beth Maisonpierre, Kay McClanahan, Liz Normandy, John Reissner, Sara Simmons, Glen Burnette, Bill Gash

Members Excused: Jesse Peters, Velinda Worix, Neil Hawk

Guest: Dr. Roger Brown, Provost and Vice Chancellor for Academic Affairs

I. Call to Order

Chair Beth Maisonpierre called the meeting to order at 3:35 PM.

II. Approval of the Agenda

The agenda was approved as distributed.

III. Approval of the Minutes

The minutes from the meeting on February 20, 2003 were amended to read: I. Call to Order/Roll: The Committee expressed concern that the administrators on this committee are frequently absent and that this has limited the effectiveness and scope of this committee. The minutes were approved as amended.

IV. Reports from Administrators

Dr. Glen Burnett, Vice Chancellor for Advancement, reported that he had met with Dr. Sara Simmons concerning the evaluation of administrators in his division. He distributed a quarterly report from his division and highlighted some developments. Overall gifts (cash, planned and in-kind) received by UNC Pembroke and the UNC Pembroke Foundation for the fiscal year to date total \$1,097, 636. This year there has been a 150% increase in fund-raising over last year. The University has received \$250,000 from Irwin Belk and an unrestricted gift of \$50,000 from David Weinstein. Dr. Burnette also reported that he has appointed Judy Monroe to the new position of Coordinator of Special Events. He announced that President Molly Broad would participate in Commencement.

V. Reports from Subcommittees

The Faculty Evaluation Review Subcommittee did not meet. Dr. Velinda Worix provided an update on the Subcommittee's work by e-mail. She reported that the Subcommittee has received responses from approximately 60% of the academic departments regarding the forms they use for student evaluation of faculty. Jean Sexton will serve as the Subcommittee's representative to the Ad Hoc Review Committee on Promotion and Tenure.

Dr. Sara Simmons reported that the Faculty Development and Welfare Subcommittee has \$10,000 to distribute from the James Hubbard Faculty Leave Fund. The Subcommittee is investigating issues related to faculty workload.

VI. Old Business

The Committee reviewed several documents related to the evaluation of administrators. These included a cover letter justifying the need for a change from the present system and outlining the Committee's approach, a revised version of the two pages in the Faculty Handbook relating to faculty evaluation of administrators, a form for the evaluation of the Chancellor and the Office of the Chancellor, and a form for the evaluation of the Division of Business Affairs. The Committee voted unanimously to approve all the documents listed above. The proposed evaluation forms will be sent to the Chancellor and the Vice Chancellor for Business Affairs respectively for their review.

The Committee heard from Dr. Brown concerning the awarding of tenure upon hiring of senior administrators and distinguished faculty. Dr. Brown expressed his commitment to faculty governance and his understanding of faculty concerns about a change in policy. He stated that, when the University is hiring senior administrators and distinguished faculty, it is at a competitive disadvantage if it cannot discuss the granting of tenure to those who are qualified and have been favorably reviewed by the department in which they would be tenured. He feels that such situations would occur rarely and would involve people with a long and successful record of achievement, having earned tenure at least once previously (in the case of distinguished faculty). Tenure would not automatically be a factor in the hiring of all senior administrators.

Dr. Brown outlined his view of the approval process. During the early stage of the interview process, the individual being considered for a position would indicate their interest in a tenured appointment. Their credentials would be submitted directly to the department in which they would be tenured. The department would study the candidate's qualifications, call references, and make a recommendation to the Dean as to the appropriateness of an appointment with tenure. The Dean and the Provost would follow the department's recommendation except in extraordinary cases. If a candidate for a position as an academic administrator did not meet the department's standards for tenure, they would be offered a position without tenure if an offer were ultimately made. Distinguished faculty who were not recommended for an appointment with tenure would be offered the possibility of achieving tenure in their second year under the existing tenure and promotion guidelines.

Dr. Brown expressed his strong belief that the process of granting tenure upon hiring should not circumvent departmental decisions and should involve genuine faculty participation. The administration would consider and accept the recommendation of the department except in extraordinary cases. He suggested that the following wording be included in the final version of the written policy: "It is expected that appointing administrators would abide by the department's and the dean's recommendations except in extraordinary cases."

A discussion of the role of the Promotion and Tenure Committee in the approval process followed Dr. Brown's remarks. The Committee decided not to recommend any change in the current role of the Promotion and Tenure Committee at this time. The Committee decided that the Chair, Dr. Maisonpierre, would develop the precise wording for the new policy and circulate it among the committee members for revision and approval. Following this action, the Committee approved the following addition to the Tenure and Promotion Policies:

When a distinguished faculty member or a senior academic administrator (department chairs, deans, associate vice chancellors, and provosts) who requests a faculty appointment is being considered for a position at UNCP, tenure can be conferred upon hiring. In such exceptional cases, before a contract is offered, the Provost and Vice Chancellor for Academic Affairs submits the portfolio of the candidate to the appropriate department for consideration of tenure. After careful consideration, the department chair and faculty make a recommendation to the appropriate dean, who in turn makes a recommendation to the Provost for or against tenure in that department. It is expected that the Provost and the Chancellor would abide by these recommendations except in extraordinary circumstances. If the recommendation is against tenure for a senior administrator, a strictly administrative contract may still be offered.

VII. New Business

Dr. Normandy reported that the Ad Hoc Review Committee on Promotion and Tenure had no proposal to bring before the Committee. The Committee postponed consideration of a proposal from the Faculty Governance Committee concerning procedures for the regular review of Promotion and Tenure policies until the next meeting.

VIII. Announcements

The next and final meeting of the year is April 17, 2003

IX. Adjournment

The meeting was adjourned at 5:05 PM.

Elizabeth Normandy, secretary-in-rotation
Beth Maisonpierre, Chair

The University of North Carolina at Pembroke

**Faculty Senate Minutes
Wednesday, March 12, 2003**

The meeting was called to order at 3:30 p.m. by Tom Dooling, Chair of the Faculty Senate.

Members Present:

Allen C. Meadors, Chancellor, Ph.D., FACHE
Bill Gash for Roger Brown, Provost and Vice Chancellor for Academic Affairs

Cherry Beasley	Robert Brown	Bill Campbell	Robert Canida
Wes Cook	Tom Dooling	Dennis Edgell	Susan Edkins
Jim Frederick	Holden Hansen	Bonnie Kelley	Wright Killian
Beth Maisonpierre	Kay McClanahan	Liz Normandy	Jesse Peters
John Reissner	Cindy Saylor	Michael Spivey	Ray Sutherland
Tommy Thompson	Richard Vela		

Members Excused: Irene Aiken, John Labadie

Approval of the Minutes: The minutes of February 5, 2003 were approved.

Adoption of the Agenda: The agenda was adopted.

Reports from Administrators:

Chancellor Meadors introduced Lela Clark as the new Director of Admissions, then reported on the following: (1.) The percentage of students who have left the university between the fall and spring of this year is 4.9%, which is under the national average of between 7 to 8%. Enrollment is currently 4,217. UNCP has accepted 224 more students as compared to this time last year for the 2003-2004 academic year. Of these students, SAT scores, the number of 4.0 students, and the number of Valedictorians indicate that the quality of students admitted to the university is increasing. It is anticipated that UNCP will next year surpass the number of new freshman who were admitted last year (722). The goal for next year is 833; (2.) The university has agreed to manage a new apartment complex to be built by Mills Construction Company by August 15. The monies originally earmarked for a new dormitory will be allocated for a new classroom building of forty-five to fifty thousand square feet; (3.) The Governor's budget contains a 4 1/2 to 5% budget cut, but enrollment growth will result in a net growth of 5%, which translates into over one million dollars in funding; (4.) Chancellor Meadors thanked the faculty for their continued good work.

Provost Brown recognized the faculty and registrar's office on adapting well to the on-line mid-term grading system, then reported on the following: (1.) General Administration has delivered instructions for reporting on "low productivity" degree programs. The definition of low productivity are Bachelor programs with 19 or fewer majors in the past two years, unless 25 have enrolled recently, and Masters programs with 15 or fewer majors, unless 9 have enrolled recently. Criteria for retaining low productivity programs include centrality to UNCP's mission, quality of program, faculty involvement, connection to facilities and equipment, demand, cost, duplication of services, and the impact a program would have if eliminated. UNCP will deliver a recommendation on whether or not to retain programs, along with a report. This evaluation is occurring system-wide. Dr. Brown read a list of the programs to be evaluated. These programs will have to make an argument for viability as a part of the process. Reports are due by April 15. Chancellor Meadors mentioned that if programs were eliminated, tenured faculty members would be given an opportunity to re-train for new positions; (2.) Faculty recruitment is in high gear as a new crop of faculty is anticipated next year. Dr. Brown congratulated those who were participating in that process; (3.) Dr. Brown thanked Dr. Robert Brown and Dr. Bonnie Kelley for their efforts on the Dean Search Committee.

Reports from Operations Committees:

Committee on Committees and Elections:

Dr. Jim Frederick reported that the Committee did not meet, but that another email referencing the on-line committee preference form would be sent out. The first ballot will be sent out soon.

Executive Committee:

Tom Dooling reported on the following: (1.) the Office of Business Affairs is currently reformulating a new van policy. Chancellor Meadors mentioned that UNCP is acquiring a 51-passenger touring bus; (2) a concern has been raised that sufficient controls are not currently in place for Academic Departments to oversee distance learning. After discussion, Chair Dooling indicated that he would work on this issue with the Provost and Dr. Leach, as well as retrieve data from faculty and students involved in distance learning.

Faculty Governance Committee:

There was no report.

Reports from Standing Committees:

Academic Affairs Committee:

Curriculum proposals from the Departments of Health, Physical Education, and Recreation, English Theatre and Languages, and the

Music Department were passed unanimously. A new policy for dealing with freshman students who have received all "F's" was passed unanimously.

Faculty and Institutional Affairs:

Dr. Beth Maisonnier reported that the Committee is working on the following: (1.) A proposal for Faculty Evaluation of Administrators is anticipated in April; (2.) Provost Brown will attend the next meeting of the Committee to discuss the issue of automatic tenure for distinguished faculty and administrators; (3.) The Governance Committee is working on language describing the creation of a Promotion and Tenure Review Committee in conjunction with a policy initiative instituting a periodic review of Promotion and Tenure policies.

Student Affairs and Campus Life:

Cherry Beasley reported that the Committee did not officially meet due to Homecoming events. The Committee continues to work on a student grievance policy that will handle any grievance except those related to grades and Affirmative Action. The Committee is also formalizing a grading system for University Marshals.

Faculty Assembly:

Tom Dooling reported that faculty salary increases and the reinstatement of matching funds within the State Employees retirement system are being advocated. It has been suggested that a member of the Faculty Assembly be given a seat on the Board of Governors, but a state law will have to be changed to achieve this. Faculty are urged to be more active with their legislators. A resolution honoring Molly Broad upon completion of her first five years in office was adopted. Molly Broad is prepared to argue that permanent and further cuts will hurt the UNC system this year, as opposed to accepting the cuts without question. There is talk that the legislature may try to cut overhead in the budget for next year. Bonnie Kelley was re-elected as UNC's representative to the Faculty Assembly. A Teaching and Learning Technology conference will be occur in Greensboro March 27-29. Faculty are encouraged to participate.

Teacher Ed:

There was no report.

Graduate Council:

There as no report.

Unfinished Business:

There was no unfinished business.

New Business:

There was no new business.

Announcements:

Tom Dooling reported that the State Region IV Science Fair will take place in the Jones building on March 26. Cindy Saylor reported that the Library and ETL Department would be presenting a reception for Allan Gurganus at 7:00 p.m. on March 14 and that the Friends of the Library will be presenting a silent auction/fundraiser April 4th. Tickets are available through Lillian Brewington.

Adjournment:

The meeting was adjourned at 4:26 p.m.