

THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

FACULTY SENATE

MEMORANDUM

TO: Members of the Faculty Senate, 2003-2004 and 2004-2005

FROM: Walter L. Salinger, Chair of the Faculty Senate, 2003-2004
Denise A. Tucker, Secretary of the Faculty Senate, 2003-2004

DATE: July 22, 2004

SUBJECT: Annual Review of Committees and Summary of Committee Reports

This report consists of two parts. Part I includes Walter Salinger's observations regarding the work of the Senate and its committees. In Part II, Denise Tucker provides a summary of annual reports of the Faculty Senate Committees.

PART I: OBSERVATIONS

During 2003-2004, the Faculty Senate significantly strengthened its role in shared governance, intensified the efforts it directs at the maintenance of high educational standards at the University, and modernized communications technologies used to support Faculty Governance activities. A full report and summary of major accomplishments and activities of the Faculty Senate committees is contained in Part II of this memorandum. Major highlights of the Senate's activities included the following items:

- Strengthening participation in shared University governance
 - Amended charges for the Undergraduate Curriculum and the Graduate Studies Committees to enable the Faculty Senate to emphasize and discharge its constitutionally mandated duty to make recommendations on the establishment or discontinuation of degree programs fully and proactively;
 - Called for greater coordination between the Provost or the Chancellor and the Faculty Senate in the creation and operations of special, appointed task forces as a means of preserving the strength of Faculty Governance at the University;
 - Initiated Faculty participation in the creation of the agenda for external reviewers of research administrative activities at the University;
- Intensifying efforts to maintain high educational standards
 - Created a Senate Committee for the Study of Educational Standards whose purpose is to assist the Senate in carrying out its constitutionally mandated duty to promote high educational standards;
 - Determined that students will receive no hours of credit for college-level courses taken elsewhere in which the student earned a grade of "C-" or below;

- Sought to improve quality, cogency, and concision in documentation of cases for promotion and tenure. Among several measures the Senate mandated in support of these goals was mandating that annual meetings between the Promotion and Tenure Committee, Deans, Directors, and the Provost will take place as soon as is practical each year after the Promotion and Tenure Committee completes its business to discuss that year's tenure and promotions dossiers with respect to the quality standards set forth in "University-wide Evaluation Guidelines for Promotions and Tenure."
- Modernizing communications in support of Faculty and Faculty Governance
 - Began the use of web-based, campus-wide election procedures and dispensed with the paper ballot;
 - Expanded the use of electronic media for communication among Senators and with Faculty members throughout the University;
 - Resolved to explore the possibility of a University-wide expansion of electronic methods for faculty members in the documentation of professional activities to complement the electronically recorded annual reports that are slated to begin in January 2005
- Endorsed a revised "Patent and Invention Policy" for the University
- Endorsed revisions of "Academic Integrity Policy" and "Policy and Procedures of the Faculty Grievance Committee"

As it carried out its duties this year, the Faculty Senate deliberated responsibly and acted vigorously in a series of programmatic efforts as it strove to increase the strength of Faculty contributions to University governance and to the support of high educational standards. Witnessing intimately the workings of the Senate and the support given it by senior administrators at the University provided me a strong validation of my decades-long investment in academic life. Accordingly, I am grateful for the privilege and the honor of having served as the Chair of the Faculty Senate.

Part II: 2003-2004 Summary of Committee Reports

At the end of the academic year, each committee chair submits a report describing the committee's activities and achievements. The following summaries are excerpts from these reports, which are now available in the Faculty Senate Office. When provided by the committee chair in the full report, all unfinished business and recommendations for the Senate leadership are included here. Because excerpting from reports written by others results in less than complete detail, readers who have concerns or the need for fuller information should consult the original documents (with attachments) in the Faculty Senate Office.

Academic Computing Committee

Committee Chair:	Kent Williams
Number of Meetings:	3
Major activities or accomplishments:	At the Provost's request, the Committee drafted and approved a framework for campus-wide discussion of the "wireless initiative." It also commented on aspects of the current draft of the policy on Information Security.
Unfinished business or issues to be addressed:	Discussion of the "wireless initiative" will continue during the fall semester with the various academic units.

Academic Policies and Regulations Committee

Committee Chair:	Beth Bernhardt
Number of Meetings:	6
Major activities or accomplishments:	The following resolutions were submitted to the Faculty Senate during the academic year: Resolution on changes to the Academic Integrity Policy; Resolution on Transfer of Grades; and a Resolution on Grade Replacement. The resolutions on changes to the Academic Integrity Policy and Transfer of Grades were passed by the Faculty Senate. However, the resolution on a Grade Replacement Policy was not passed by the Faculty Senate. The Senators voted to send the policy back to the committee for further discussion. The Provost appointed Nora Reynolds from the Division of Continual Learning to the Committee to serve as an Ex officio and nonvoting member. During the last meeting for the academic year, the committee changed the summer school calendar so that each session would have the same number of days.
Unfinished business or issues to be addressed:	Resolution on Grade Replacement Policy

Budget Committee

Committee Chair:	Ellen Jones
Number of Meetings:	6
Major activities or accomplishments:	The Budget Committee released the "University Budget Process: An Introductory Primer for Faculty and

Part II: 2003-2004 Summary of Committee Reports

	Staff in Academic Affairs.” Further, the University Faculty Assembly placed additional budget materials on the Faculty Senate/budget information web page. Provost Uprichard spoke at the February Faculty Senate’s Open Forum concerning budgetary issues by request of the Budget Committee. The committee had considered a faculty survey in Spring 2004 to determine faculty priorities for the 2004-2005 budget. Due to the fragile state economy and the uncertainty of further budget cuts the survey was tabled for this academic year. The Budget Committee decided to revise the survey to determine the level of understanding faculty had concerning the establishment of priorities of their individual department and schools overall budget as opposed to focusing on the at-large University Budget. The survey from the 2002-2003 can be found at http://www.library.uncg.edu/budget/survey .
Unfinished business or issues to be addressed:	The 2003-2004 Budget committee consensus is that it is important for the committee to continue the faculty surveys at an appropriate time (late fall or early spring), to continue the Provost’s presentation to the Faculty Senate in an open meeting, and for the Budget Committee to continue dialogue with the Provost’s Office in order to institutionalize the relationship between the general faculty and senior academic administration. Based on conversations with the Provost’s Office during the academic year it would be helpful to determine how much faculty understand the budget process at the school level. Topics that may be considered in the survey are the following: <ol style="list-style-type: none"> 1) What units have budget committees? 2) What units have department chairs that handle large budgets? 3) How are faculty informed of the unit or school budget? 4) How are faculty involved in establishing budget priorities? 5) What schools or departments have entrepreneurial projects or mechanisms for garnering revenue outside of the University?
Recommendations for the Senate leadership:	To continue with Provost Uprichard’s open faculty forum discussions.

Committee on Committees

Committee Chair:	Anita Tesh
Number of Meetings:	3 (duplicate orientation). Other business and final meeting held by email.
Major activities or accomplishments:	<p>The Committee On Committees (COC) coordinated elections and appointments within the units, conducted elections for at-large positions, and consulted with the Chancellor regarding special appointments she makes. COC members were asked to conduct unit elections in the fall rather than the spring; and to have their Unit Promotion and Tenure and Elections Committees elect next year’s chairpersons early, since these chairs automatically serve on University committees. This strategy was successful.</p> <p>Nomination forms for at-large elections were sent by email this year, and this process worked well. However, only a single nomination was received for several positions. Finding qualified candidates for the Faculty Grievance Committee was particularly difficult, and required soliciting nominations from the</p>

Part II: 2003-2004 Summary of Committee Reports

	<p>Dean in one unit.</p> <p>This year the at-large elections were conducted using an anonymous online system rather than paper ballot. This was successful although eligibility for a small number of faculty members had to be set manually. It is recommended that a 2-week election period be set for next year to allow time for any changes in eligibility to be made.</p>
Recommendations for the Senate leadership:	Evaluate ways to streamline finding qualified nominees for the at-large committees, particularly the Faculty Grievance Committee. Consider specifically soliciting nominations from the relevant Deans early in the year.

Committee on Due Process

Committee Chair:	Roberto Campo
Number of Meetings:	4
Major activities or accomplishments:	<p>The Committee on Due Process (CDP) met on four occasions, all during the fall semester 2003. The first meeting was held in mid September and consisted of an introduction to the charges of the committee as outlined in the University's Regulations on Academic Freedom, Tenure and Due Process and the Code. The next three meetings addressed a petition from a lecturer who claimed the denial of their reappointment was based on personal malice and/or unproven allegations. After conferring with the University attorney to confirm our purview in the matter, the Committee spent the following month and a half weighing the burden of the petitioner's proof. Ultimately, it was unanimously decided that the evidence was insufficient to warrant convening a formal hearing.</p> <p>Although the Chair received other inquiries during the spring semester 2004, no other formal petitions were submitted for consideration.</p>
Recommendations for the Senate leadership:	<p>The CDP would like to suggest that the Faculty Senate take up the issue of how adjunct faculty are advised of their rights under the Regulations and the Code since, as we discovered this year, they often do not know them until it is too late, after deadlines for appeal and consultation have passed. Better advising in this regard for tenure-track and tenured faculty is also sorely needed.</p> <p>The CDP further recommends that the University engage the services of an ambudsman to arbitrate in cases of perceived malice in order to help settle disputes before they precipitate a petition. It should be noted that, in regard to non-reappointed lecturers, neither the CDP nor the Faculty Grievance Committee (FGC) can be of help: the CDP because the malice may not actually involve a miscarriage of process; the FGC because once a lecturer's employment at the University has been severed, she/he has no legal recourse to the services of that committee.</p>

Enrollment Management Committee

Committee Chair:	John Wolf
Number of Meetings:	7
Major activities or accomplishments:	<p>A recommendation was made to and accepted by the Provost to extend the review band for applicants to 2.0-2.29. Applicants with 2.3 or higher will be automatically admitted.</p> <p>After careful consideration of the Intercollegiate Athletics document adopted by the Board of Governors 10/11/85 and replaced 05/09/03, the Enrollment Management Committee (EMC) recommended the following procedure to meet the requirements of item 3.</p> <p style="padding-left: 40px;">The Office of Admissions will continue to process for acceptance all student and students athletes seeking admission to UNCG. The Office of Admissions will develop a mechanism to report and update the Enrollment Management Committee pertaining to these admissions with particular attention to special consideration admits at all regularly scheduled meetings of the committee.</p> <p>Additionally, last November, the Enrollment Management Committee recommended a policy applying to "high school visitors", which were defined as high school students who wish to take courses at UNCG while being concurrently enrolled in high school or those who have completed high school units early. The committee's decision was to admit only high school seniors and exceptionally qualified juniors. The Committee recommends an amendment to this policy.</p> <p style="padding-left: 40px;">High school visitors will be admitted "early" to UNCG if they have a 3.5 high school GPA and a 1250 SAT or have been accepted for admittance to the University for the following semester or term.</p> <p>No changes were recommended for the transfer admissions process.</p> <p>Recommendation 9 of the Retention Task Force sub-committee of 2002-2003 was reviewed by EMC. After discussion the committee accepted the Enrollment Services Retention Task Force invitation to explore the details. Robert Ross returned to EMC with a plan that was accepted by the committee. The recommendations have been presented to the Provost through Enrollment Services via the budget request proposal for 2004-2005.</p> <p>EMC reviewed all secondary admission policies as requested by the Provost and outlined in SACS review. All policies were accepted. Each secondary review policy will be reviewed every five years or when altered.</p>

Part II: 2003-2004 Summary of Committee Reports

Faculty Assembly Delegation

Committee Chair:	Anthony Fragola
Number of Meetings:	4
Major activities or accomplishments:	<p>The Faculty Assembly was very active this year under the leadership of Jeff Passe. Major issues under study include promotion and tenure procedures throughout the University system. A Black Caucus was formed to address the needs and concerns of minorities. The Faculty Assembly also debated on the merits and wisdom of campus tuition increases to raise needed money for financial aid and faculty salaries. The Faculty Assembly noted that it was the duty of the NC State Legislature to provide salary increases not only for the faculty but for the staff as well.</p> <p>Resolutions passed included an urging for faculty salary increases and one condemning proposed BOG resolutions that no University unit can file a friend of the court brief without the approval of the OP. Studies of the post-tenure review process and phased retirement were also conducted.</p> <p>Anthony Fragola was elected Chair of the Faculty Welfare and Benefits Committee and will serve on the Executive Board. Fragola is on leave for Fall 2004; Nancy Fogarty will serve as his replacement for that term.</p>
Recommendations for the Senate leadership:	<p>Health and retirement benefits continue to fall well below the national average. In order to be effective, the Faculty Senate, in tandem with the Administration, must become involved with politics at the local level. Our local representatives should be brought to campus at the beginning of the year, with bi-monthly follow-ups. Resolutions become meaningless unless they are combined with educating our legislators and making them understand that we, too, are voters.</p> <p>The loss of faculty purchasing power because of the lack of across the board pay raises, salary compression, and faculty involvement in key issues such as the regulations of sports on campuses are on-going issues that need to be met on a yearly bases.</p>

Faculty Compensation Committee

Committee Chair:	Sam Miller
Number of Meetings:	3
Major activities or accomplishments:	<p>We broke into groups to attend to three tasks. Sam Miller surveyed chairs to determine summer responsibilities. Based on this report, we recommend a review of the 10 month salary policy for chairs. Since the vast majority of chairs already work 11 months, the committee recommends extending their contracts to twelve months. The present 10-month contract with stipend does not adequately address the position's time commitment. Audrey and Stephen surveyed faculty regarding uncompensated tasks: initial results document an increase in faculty responsibilities. The committee wishes to continue this</p>

Part II: 2003-2004 Summary of Committee Reports

	topic next year with a more representative sample. Ken and Nancy will complete a comparison of UNCG benefits with other similar institutions by August. They could not finish by year's end since the data won't be available until July.
Unfinished business or issues to be addressed:	The committee needs to make sure the policy for chairs' salary is conducted and they need to further review the topic of uncompensated faculty responsibilities.
Recommendations for the Senate leadership:	Attendance at meetings is horrid and several persons not only failed to come to meetings but never responded to emails. Commitment to committee work was abysmal.

Faculty Government Committee

Committee Chair:	Gary Rosenkrantz
Number of Meetings:	2
Major activities or accomplishments:	<p>1. Resolution on Task Forces and the Faculty Government. The Senate approved this resolution on December 3, 2003. This resolution sets forth recommendations designed to integrate special task forces appointed by the Provost or the Chancellor with the faculty government.</p> <p>2. Resolution on Changes to the Charges of the Undergraduate Curriculum Committee and the Graduate Studies Committee. The Senate approved this resolution on February 4, 2004. This resolution changes the charges of the committees in question to enable the faculty government to carry out its constitutionally mandated duty to make recommendations on the establishment or discontinuation of degree programs fully and proactively.</p> <p>3. The Faculty Government Committee debated whether to amend the Senate bylaws to establish a Senate Committee on Educational Standards whose purpose is to assist the Senate in carrying out its constitutionally mandated duty to promote high educational standards. Although the Faculty Government Committee did not approve any resolution on this question, the Senate nevertheless amended its bylaws to establish such a Senate Committee on March 3, 2004.</p>

Faculty Grievance Committee

Committee Chair:	Patricia Chamings
Number of Meetings:	4
Major activities or accomplishments:	The Committee was convened once in the fall semester regarding a case that was ultimately the purvue of the Due Process Committee. No action was taken. The Spring Semester brought several inquiries about potential grievances, but as of April 7 only one grievance was filed. The case was heard, inquiries made and ultimately the grievant requested the complaint be withdrawn.
Recommendations for the Senate leadership:	There seems to be frequent behavior around the campus that is disrespectful. Administrators should have a zero tolerance policy for arbitrary and capricious decision making by department heads and deans.

Part II: 2003-2004 Summary of Committee Reports

Faculty Promotions and Tenure Guidelines Committee

Committee Chair:	Paul Duvall
Number of Meetings:	1
Major activities or accomplishments:	<p>The Committee considered two issues:</p> <ol style="list-style-type: none"> 1) Recent portfolios submitted for candidates tend to contain an excessive amount of material, often at the expense of clarity of the documentation of the case being presented, and 2) In some units, Deans and/or department heads are present during the deliberations of the unit Promotion and Tenure Committee – this is felt to be inappropriate by some faculty. <p>These issues were discussed at a meeting of the committee and subsequently by email. Issue (1) was the subject of lively discussion in a Faculty Senate Forum in March 2004. After the forum, resolutions concerning (1) and (2) were formulated, with input from committee members, the Senate leadership, and the Dean's Council. The resolution related to (1) was presented to and approved by the Senate on April 7, 2004.</p>
Unfinished business or issues to be addressed:	The resolution pertaining to item (2) above should be considered by the committee early in the coming year.

Faculty Professional Development and Welfare Committee

Committee Chair:	Michael Burns
Number of Meetings:	5
Major activities or accomplishments:	<p>The Faculty Professional Development and Welfare Committee (FPDWC) spent the year attempting to address the two major issues suggested as unfinished business from last year's report: faculty morale (including why it appears that UNCG faculty teach less than others at similar institutions), and the post-tenure review (PTR) rating issue. For PTR the discussion of the three rating categories focused primarily on the top category of "exemplary" which some constituents feel can be divisive. In order to gain a better understanding of this category an informal survey of the numbers of faculty who have passed through PTR and the number of those who were ranked as exemplary from each unit was collected (although not all units responded.) This data indicates that there is a large degree of variance from unit to unit in the implementation of this exemplary category, with some units having no exemplaries and other the vast majority of tenured faculty ranked as exemplary. After much discussion and debate about this data and its implications, the committee has decided that a certain amount of variance at the unit level is perhaps desirable and that mandating guidelines or abolishing the exemplary category would not necessarily be beneficial to the process. Therefore we have decided that we will report the data but only recommend that each unit develop unit-based guidelines outlining what is expected in order to achieve exemplary status in post-tenure review.</p> <p>The issue of faculty morale was addressed primarily in the Fall when the committee attempted to devise</p>

Part II: 2003-2004 Summary of Committee Reports

	a suitable survey to measure faculty morale and also obtained some of the comparative data concerning our FTE teaching loads from the Delaware report. The committee feels that there are indeed many factors contributing to low faculty morale at UNCG including: the lack of raises for the past several years, combined with rising costs of benefits, especially medical; a high attrition rate for faculty; and, the perception that UNCG faculty teach less than others at similar institutions (the committee wonders if perhaps we are being compared unjustly--either to institutions or departments not like our own or that the measurements of FTE are calculated in a different manner at different institutions, especially as regards the teaching of GA's, team-taught classes, etc.)
Unfinished business or issues to be addressed:	The committee considers that the top priority for next year is to more definitively address the faculty morale issue and to finally devise a suitable survey for the faculty to more accurately gauge their level of morale and determine what factors contribute to it.
Recommendations for the Senate leadership:	Suggesting that each Unit at UNCG develop some sort of guidelines outlining what is expected from a faculty member in order to achieve the exemplary status in PTR.

Graduate Studies Committee

Committee Chair:	Nancy Callanan
Number of Meetings:	8
Major activities or accomplishments:	<p>The Curriculum Subcommittee acted on 121 new/amended course proposals, 67 routine changes, 22 program revisions, 3 new concentrations, and 8 new program proposals, including 1 licensure program, 5 certificate programs, and 2 doctoral programs. The Curriculum Subcommittee also drafted changes for the Curriculum Guide to provide clarification about requirements to identify undergraduate vs. graduate student learning outcomes and evaluation for 500-level courses.</p> <p>The Policies and Procedures Subcommittee proposed changes to the following graduate school policies: Conflict of Interest Policy related to faculty as students; Hours Required for Minors; Elimination of Outline of Plan requirement for independent study; Transfer Credit for Doctoral Programs; Plan of Study requirements for Master's programs; deletion of requirement that the Graduate School conduct 5 year reviews of Post-baccalaureate and Post-Master's Certificate programs. The subcommittee also proposed a new policy that prevents students from being admitted to and graduating from the same degree or certificate program in the same academic term. Policy revisions were sent to Deans, Department Heads and Directors of Graduate Study for review and comment prior to action by the Graduate Studies Committee (GSC).</p> <p>The Student Affairs Subcommittee reviewed the results of a survey of faculty regarding writing skills of graduate students and made recommendations based on these. Dean Petersen has already taken action on the recommendations of the subcommittee and several workshops to address specific needs identified by the survey are planned for next year. The Student Affairs subcommittee also reviewed the</p>

Part II: 2003-2004 Summary of Committee Reports

	<p>current policy with regards to credit hours and assistantship eligibility and recommended that the GSC endorse the current policy.</p> <p>The GSC has established a standard meeting schedule effective Fall 2004. The GSC will meet on the third Friday of each month at 10:00 AM. The Curriculum Subcommittee will meet on the second Friday of each month at 10:00 AM.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Intercollegiate Athletics Committee

Committee Chair:	Terry Ackerman
Number of Meetings:	5
Major activities or accomplishments:	<p>The major accomplishment of the committee this year was to convince the Chancellor and Provost to establish a two-year trial period for assisted registration for student athletes. This process will formally begin in the 2004 fall semester when students register for classes for the 2005 spring semester. Both honors students and disabled students will participate in this assisted registration process enabling them to register before the regular student body. Institutional Research will monitor this process, although specific criteria have yet to be established. After the trial period, a decision will then be made about making assisted registration permanent. A complete report of the data gathering activities and chronology of the events leading up to this decision was presented to the Senate on April 7th.</p> <p>FCIA members also played an integral role in the rewriting of the Gender Equity and Diversity Plans of UNCG's Self Study report that was filed for NCAA certification. This information was sent to the NCAA in February. These plans will provide increased monitoring responsibilities for the FCIA committee beginning in the fall of 2004.</p>
Unfinished business or issues to be addressed:	Help monitor the assisted registration process and implement the oversight responsibilities as specified in the Gender Equity and Diversity Plans.
Recommendations for the Senate leadership:	FCIA should provide an annual report to the Faculty Senate outlining it's increased responsibilities for monitoring gender equity and diversity in UNCG's intercollegiate athletic activities. Other campus units could benefit from implementing such procedures.

Library Committee

Committee Chair:	Venkataraman Iyer
Number of Meetings:	2
Major activities or accomplishments:	The committee discussed assessment tool, LibQual+, and the survey conducted by Jackson Library during the spring of 2003. The overall results for Jackson Library were quite positive, and information from the assessment highlighted areas of our services that might warrant investigation. In particular,

Part II: 2003-2004 Summary of Committee Reports

	<p>the committee discussed a variety of methods that could be used to keep faculty informed about library resources and services that should be of interest to faculty. Suggested actions included having Library Liaisons consult with their assigned departments about preferred modes of communication and sending e-mails targeted to departmental/discipline interests. The committee also reviewed and endorsed the preliminary budget, including academic department book allocations for 2003-2004.</p> <p>Kathy Crowe, Head of the Reference Department, outlined the Department's initiative called Chat Reference, begun in spring 2001 as a pilot project. Jackson Library was among the first libraries in NC to use this service, which provides interactive, real time, web-based reference service. Since 2001, the Library has joined the NC Virtual Reference Network. Joining a consortia will extend the hours the service is available. Options for the future include the possibility of 24/7 consortia service and librarians' being able to staff the service from home. Ken Slagle, Assistant Director for Collection Management, briefed the committee on some of the major issues facing faculty, librarians, and universities in the area of publishing and scholarly communications such as Open Access; society/faculty/university-hosted alternative (and more reasonably priced) journals; digital archives/self-archiving and providing access to this research; and institutional repositories.</p>
Unfinished business or issues to be addressed:	Continue discussion on open access and digital archives and come up with a policy. Follow up on measures taken to communicate library resources and services to faculty.

Promotions and Tenure Committee

Committee Chair:	Walter Salinger
Number of Meetings:	7
Major activities or accomplishments:	<p>The University Promotions and Tenure Committee met with Provost Edward Uprichard on December 2, 2003. Provost Uprichard discussed the committee's charge and responsibilities, reviewed the dates by which reports needed to be completed, and explained the selection of candidates for review by the committee. The Provost reminded the committee that all discussions regarding the candidates were to be confidential. Accordingly, the dossiers of the candidates for promotion and for promotion and tenure were kept under lock and key in the Provost's conference room. Eileen Kohlenberg, Chair-elect of the Faculty Senate, attended all meetings, although not as a participating member of the committee.</p> <p>The dossiers of six candidates were reviewed by the committee. These candidates either were being considered for promotion and/or tenure early or had received mixed reviews at the departmental and/or unit level. The materials for all candidates were read by the entire committee. On December 9, 2003, the committee met to review and discuss the candidates' dossiers. Committee members were each assigned responsibility for writing a preliminary report on one of the candidates. On December 16, 2003, the committee reconvened to discuss the reports and to vote on candidates. At the conclusion of the discussion of each candidate, the committee voted either to recommend or not to recommend the</p>

Part II: 2003-2004 Summary of Committee Reports

	<p>candidate for promotion and/or tenure. This process of discussion and voting continued into the new year in a meeting in which the committee reviewed the chair's summary of the deliberations and decisions regarding each of the candidates. Upon approval of the committee, the Chair forwarded final statements to the Provost and the Chancellor on January 16, 2004.</p> <p>On January 27, 2004, the Chancellor referred an additional candidate to the committee for review. The committee met on February 2, 2004, to discuss and to vote on the candidate. On February 6, 2004, the committee met again to review the chair's summary of the deliberations and vote. After approval by the committee, the Chair forwarded the final review to the Chancellor and the Provost on February 6, 2004. The committee met with the Chancellor and the Provost on February 20, 2004, to discuss the reviews and recommendations and to answer any questions. The Chancellor and the Provost reviewed their final decisions with the committee on February 27, 2004.</p> <p>At the conclusion of its decision making activities the committee urged that deans and directors meet annually with the Promotion and Tenure Committee and the Promotion and Tenure Guidelines Committee to review and improve the implementation of University-wide Evaluation Guidelines for Promotions and Tenure for the coming year. The committee also urged that the Promotion and Tenure Guidelines Committee seek to buttress the importance of and adherence to the principle of maintaining independent levels of review in the tenure and promotions process. This led first to a Faculty Senate Forum on these topics, and then to the passage of a resolution by the Faculty Senate that calls for the deans and directors to meet annually with the Promotion and Tenure Committee to review and improve the implementation of University-wide Guidelines for Promotions and Tenure.</p>
Recommendations for the Senate leadership:	<p>Be prepared to be forthright and firm in annual discussions with Deans and Directors regarding their implementation of University-wide Guidelines for Promotions and Tenure.</p> <p>Seek passage of a resolution that supports and strengthens adherence to the requirement that each unit shall maintain independent levels of review in decisions on promotion or promotion and tenure.</p>

Research Grants Committee

Committee Chair:	Margaret Dick
Number of Meetings:	4
Major activities or accomplishments:	<p>During the summer the committee chair worked with Dr. Wander and Dr. Maddox-Britt to clarify the application forms and the instructions for applying for internal grants. These revisions were helpful for applicants and for the reviewers.</p> <p>Members of the committee presented information about New Faculty, Summer Excellence, and Regular Faculty grants at two workshops offered by ORS in the fall.</p>

Part II: 2003-2004 Summary of Committee Reports

	<p>During the fall semester the committee members reviewed 24 requests for Regular Faculty grants and 28 requests for Summer Excellence Grants. During the spring semester we reviewed 32 requests for Regular Faculty grants. Recommendations for funding were reviewed with the Associate Provost for Research who made the final allocation of funds.</p> <p>The committee members were concerned the total amount of funding available for New Faculty grants was inadequate to fund the number of good proposals submitted by new faculty. The Associate Provost for Research was able to increase the funds available for New Faculty grants so that it matched the amount available for Regular Faculty grants. Plans are to continue these new funding levels next year. This increase is especially important in light of moving the New Faculty grants to the spring semester which resulted in increased numbers and quality in the proposals received.</p>
Unfinished business or issues to be addressed:	
Recommendations for the Senate leadership:	

Research Policies Committee

Committee Chair:	Susan Calkins
Number of Meetings:	4
Major activities or accomplishments:	<p>During the 2003-2204 academic year, the Research Policies Committee (RPC) addressed a number of issues relevant to the research activities of the University. Throughout the year, Dr. Rosemary Wander, Associate Provost for Research (APR), kept the committee apprised of her office's numerous initiatives regarding funding and grant writing. The committee also met with the Provost to discuss 4 issues relevant to the research activities of the campus (workload, graduate education, Carnegie classification, and budget issues related to faculty grants). Another activity of the year was to provide feedback to the APR on the processes that would be useful to implement prior to an external review of research administration on the UNCG campus. This review is tentatively scheduled for next summer, but will require considerable preparation if it is to be an appropriate evaluation of the various services and offices on the UNCG campus that are instrumental to the successful conduct of research. A recommendation was made to the Provost that a review be undertaken of the procedures that are used by other universities to conduct external evaluation of their own research services. Such a review might yield tools that could be used to generate an appropriate set of questions to guide our own evaluation and review of research administration.</p>
Recommendations for the Senate leadership:	In the next year, the RPC expects to continue to provide feedback to Dr. Wander on the external review of research services.

Part II: 2003-2004 Summary of Committee Reports

Undergraduate Curriculum Committee

Committee Chair:	Elisabeth Hurd
Number of Meetings:	8
Major activities or accomplishments:	<ul style="list-style-type: none"> a) Oversight of undergraduate curriculum and approval of new/amended courses; b) Oversight of GEC designations for undergraduate courses; c) Oversight of service learning designations for undergraduate courses; d) Discussion of assessment methods for undergraduate education at UNCG.
Unfinished business or issues to be addressed:	<ul style="list-style-type: none"> a) Planning for the 2005-2006 review of the General Education Program; b) Continual work on an effective assessment program for General Education; c) Continual oversight of the courses designated as fulfilling marker requirements.

University Teaching and Learning Center Committee

Committee Chair:	Jacalyn Claes
Number of Meetings:	12
Major activities or accomplishments:	In addition to conveying to our units the programs and activities of the TLC, the advisory board initiated two projects this year. The first was a teaching circle based on Parker Palmer's book <u>The Courage to Teach</u> . The advisory board agreed to add four additional meetings in order for the advisory board to pilot a teaching circle. This effort was very successful and led to a recommendation that this effort be expanded in the university community. Faculty new to UNCG in 2003-2004 will be surveyed in April to determine their interest in participating in a teaching circle that would discuss the book, <u>Courage to Teach</u> . Members of the present advisory board volunteered to facilitate the teaching circles.
Unfinished business or issues to be addressed:	<ul style="list-style-type: none"> Facilitation of teaching circles for faculty new to UNCG in 2003-2004; Bringing a nationally renowned speaker on mentoring to campus in the Fall of 2004;
Recommendations for the Senate leadership:	<ul style="list-style-type: none"> Possibility of having a University-wide campus read on <u>Courage to Teach</u>; Importance of safeguarding the Teaching and Learning Center as a resource for faculty;