COASTAL CAROLINA UNIVERSITY
FACULTY SENATE MINUTES
July 9, 2003
Wall Building, Room 317
2:00 - 3:00 PM

PRESENT: Bob Burney, Jim Eason for Darla Domke-Damonte, Andy Hendrick, Tom Secrest, Gib Darden for Alan Case, Julia Orri, Maria Bachman, Paul Peterson for Lisa Barboun, Elsa Crites, William Hamilton, Linda Kuykendall, Peter Lecouras, Claudia McCollough, Jo-Ann Morgan, Jack Riley, Michael Ruse, Phillip Schneider, John Beard for Linda Schwartz, Susan Slavik, Gary Stegall, Olaye Akman, Steve Sheel, Dennis Dinge for Dave Evans, Frank McCusker for Terry Fries, John Goodwin, Jim Luken, Rich Koesterer, Prashant Sansgiry, Sylvia Snyder, Keith Williams, Susan Libes for Rob Young, Margaret Parn for Michael Lackey, Dennis Wiseman

ABSENT: Arlene Adams, Emory Helms, Sandra Nelson, Anne Denbow-Gilbert, Jose Sanjines, Jill Sessoms, Richard Dane, Louis Keiner, Bill King

APPROVAL OF MINUTES: A motion was made by Claudia McCollough, seconded by Jack Riley to accept the May 7, 2003, minutes as mailed. The motion passed.

EXECUTIVE COMMITTEE REPORT: None

COMMITTEE REPORTS: The Senate accepted the following annual reports: Student Life Committee, Core Curriculum, Campus Judicial Board, Calendar Committee.

PROVOST AND OTHER ADMINISTRATIVE REPORTS: None

OLD BUSINESS: None

NEW BUSINESS:

Intramural Fields Resolution from Student Life Committee: A motion was made by Philip Schneider, seconded by Susan Libes to send the resolution to the Building and Grounds Committee and ask them to investigate and report back to the Senate. The motion passed.

 Creed Resolution from Student Life Committee: After much discussion, a motion was made by Philip Schneider, seconded by Andy Hendrick not to endorse. The motion not to endorse passed.

Claudia McCollough stated the need to let colleges formulate their own administrative evaluations for all administrators other than the Dean. A motion was made by Michael Ruse, seconded by Dennis Wiseman to request the Deans ask the Department Chairs to revise the administrative evaluations. The motion passed.

Claudia McCollough proposed to start the Faculty Senate meetings at 4:15 to more closely adhere to the class schedules of the 3:00 - 4:15 classes. A motion was made by Michael Ruse, seconded by Linda Kuykendall to change the Senate meeting time to begin at 4:15 PM, and last until 5:30 PM. The motion passed.

Ad Hoc Faculty Manual Revision Committee: Dr. Colleen Lohr, presented the following suggested changes to the Faculty Manual. Please note that, unless stated otherwise, the wording presented in bold is recommended to be added, the wording presented in italic are recommended to be deleted, and the wording underlined was changed at the July 9, 2003 meeting.

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C. Educational Purpose

The educational purpose of the University is to be a community of students and scholars dedicated to the personal development of men and women through the pursuit of wisdom and goodness in an environment where excellence in intellectual understanding is encouraged, individual dignity respected, and creativity simulated. The
University seeks to provide a rational view of the world and human experience so that the student will make intelligent and informed decisions as a free and active citizen in modern society. To this end, the University provides a common grounding in the intellectual tradition and inheritance of humanity in addition to the development of specific knowledge in more precisely defined areas of special interest. Academic majors are provided in the traditional liberal arts and sciences, the professional Colleges, and interdisciplinary studies. The University also provides selected graduate programs suitable to the needs of its service area.

D. Role of the University in Research and Public Service

Although primarily a teaching institution, the University recognizes the importance of research to teaching and to community service. Consistent with this recognition, the University endeavors to promote research and scholarship among the faculty.

The University also recognizes its role as a major intellectual and cultural center for the Waccamaw region of the state of South Carolina. Coastal Carolina University seeks to enrich the quality of life of this community through the performing and fine arts, faculty research, community service, off-campus programs, and continuing education programs. In its public service role, the University has been and envisions continuing to be a major resource in the economic development of the region.

E. Student Population

The University has an admission policy that serves its immediate five-county service area (Dillon, Georgetown, Horry, Marion and Williamsburg), the rest of the state of South Carolina, and out-of-state students. The application of international students is encouraged and these students receive support through an international students program. Students are admitted to Coastal Carolina University without regard to race, sex, age, religion, or ethnic background.

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III. OFFICERS OF THE UNIVERSITY

A. President

The President is the chief executive officer of the University and Chair of the faculty. While vested to act for the Trustees in administering the University, the President is also responsible for achieving the stated purposes of the University and for its ongoing operations.

B. Provost

The Provost manages the internal educational operation and student services of the University, is the chief academic officer of the University, reports directly to the President, acts for the President in his or her absence, and is responsible for

1. administering the academic program, its budgets and support services, and
2. through the Vice President for Student Affairs administering student life programs; and
3. administering enrollment management services.

C. Executive Vice President

The Executive Vice President manages the internal institutional planning, finances, and administrative services of the University; is the chief financial officer of the University; reports to the President and is responsible for

1. preparing and controlling the University budget;
2. short and long-term campus planning; and

D. Vice President for University Advancement

The Vice President for University Advancement reports to the President and is responsible for

1. directing all development activities; and
2. managing alumni affairs; and
3. serving as staff liaison with lay advisory boards, such as the Coastal Educational Foundation, Inc.

E. Vice President for Student Affairs

The Vice President for Student Affairs coordinates Student Development Division services, reports to the President Provost and is responsible for
planning and directing Student Affairs divisions, including alcohol and drug education, career services, counseling, services for students with disabilities, job location development and placement, campus recreation and intramurals, residence life, student activities, student leadership center, student center, student health service, and Women’s Advocacy Center;

2. coordination of legal issues and concerns regarding students;
3. representing the University in matters of student personnel; and
4. administering the University’s Code of Student Conduct and Academic Responsibility relating to the non-academic responsibility section.

F. Vice President for University Relations
The Vice President for University Relations reports to the President and is responsible for
1. directing the operations of Community Relations, Cultural Promotions, Special Events, Conference Services, Wheelwright Auditorium, Alumni Affairs, Media Printing, Photography, and Marketing Communications;
2. serving as primary representative to the Horry County Higher Education Commission, local governments and, in the President’s absence, local legislative delegations and the General Assembly

G. Vice President for Organizational Development and Human Resources
The Vice President for Organizational Development and Human Resources reports to the President and is responsible for
1. directing all activities in the recruitment, selection and hiring of non-academic personnel;
2. administering faculty and staff benefits programs, compensation programs, training and development activities, and employer/employee relations programs;
3. directing Equal Opportunity and affirmative action programs, and monitoring compliance with federal, state and local regulations related to personnel.

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Replace all Section C with the following new language

C. Faculty Grievance Procedure

It is the intent of the University to extend to each faculty member the right to a fair review of any appropriate request or serious complaint arising in the course of employment.

A formal grievance may be filed by any employee holding faculty rank under the steps indicated below. In this section the term “grievant” refers to Instructors, Senior Instructors, Assistant Professors, Associate Professors, Professors, Librarians with faculty status, and academic administrators who hold faculty rank.

Grievances are limited to issues concerning discrimination, denial of due process, failure of proper notification in reference to changes to the terms of employment, or breach of academic freedom. The University extends the right to a fair review of any request or complaint arising from the denial of academic freedom to all other persons teaching a for-credit class or classes.

Promotion, Tenure, and Post Tenure Review are proper subjects for consideration only as they relate to discrimination based on race, color, gender, age or creed, procedural errors not caused by the grievant, or failure of notice of opportunity to be heard. The termination of employment of a tenured faculty member cannot be grieved through this process (see Termination Procedures, section VI. D. n. below).

The time limits indicated in this policy must be adhered to strictly. Failure of the administration to comply with the limits entitles the grievant to carry the appeal to the next step in the process. Failure of the grievant to comply with the limits will result in forfeiture of the right to continue the appeal regarding the issue. Appeals will be considered filed according to the recorded date sent and not the date of receipt.
At any time during this process the grievant has the right to legal representation or any other counsel. If an attorney will be present at any formal proceedings, University counsel must be notified in writing at the time that the formal grievance or appeal is filed with the appropriate body. (As described in Steps 2-4 below.)

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PROCEDURE

STEP 1: Prior to filing a grievance, a faculty member must seek redress through consultation with the immediate supervisor within 10 working days of receiving formal notification of the contested issue. It is the responsibility of both the faculty member and the supervisor to review the matter thoroughly, earnestly, and in detail. This procedure, if followed in good faith by both parties, should lead to a fair and prompt solution of most problems. However, if the complaint is not satisfactorily resolved within 5 working days, the faculty member may request, in writing, a formal hearing with College Dean who supervises the faculty member's academic area. This request must be made within 3 working days of the receipt of the written resolution by the faculty member's immediate supervisor. The written request for a hearing need not follow any particular format but should include a report of the efforts to settle the matter and such facts as may be of aid in arriving at a prompt and definitive resolution. The Dean will conduct a hearing and prepare a response within 7 working days following the receipt of the request. The Dean will consider all documentation presented by the faculty member and the supervisor, and may interview other individuals who are directly involved. In the event the Dean fails to respond within 7 working days, or if the grievant is not satisfied with the decision, the faculty member may initiate a formal grievance.

STEP 2: To be considered formally, a grievance must be filed in writing with the Provost within three working days following receipt of the written decision of the Dean. A copy of the materials presented to the Dean as well as the Dean's decision should be attached. The Provost, or the Provost's designee, will review the facts, conduct separate consultations with the parties involved, and take any other appropriate action needed to reach a finding and render a decision. This process must take place and a written decision must be forwarded to the grievant within 5 working days after receipt of the grievance by the Provost. The grievant, if not satisfied with the decision as received, may file an appeal with the President within three working days.

STEP 3: If an appeal is filed with the President, the President will convene the Grievance Committee to conduct a review, and to investigate the grievance. The Chair of the Grievance Committee will take whatever action is necessary to insure an equitable, orderly, and expeditious review. The Provost or the Provost's designee will serve in any capacity deemed necessary by the Chair of the Committee, provided that the Provost or the Provost's designee is not directly involved in the particular grievance. The review will commence within 7 working days from the date the grievant files the appeal with the President. The grievant, the Dean, and any person whose alleged conduct was the cause of the grievance will appear separately before the Committee. Each party, the grievant and the Dean, has the right to call witnesses and produce whatever evidence it wishes. Cross-examination will be handled by the members of the Committee. The Committee has the authority to call for files, records, and papers pertinent to any investigation, to determine the order of the testimony and the appearance of witnesses, to call additional witnesses, and to take any other action deemed necessary. The Committee will reach a finding and make its recommendation, with the Committee's vote, to the President within 2 working days after the conclusion of the review. The President may accept the recommendation of the Committee or call in the parties separately for further discussion. The grievant, the Provost and appropriate committee chairs will be notified of the President's decision within five working days after the receipt of the Committee's decision.

STEP 4: Final authority for adjudication of grievances of faculty members rests with the Board of Trustees of Coastal Carolina University. Within three working days of receipt of the President's decision, the grievant may appeal to the Academic Affairs Committee of the Board of Trustees. The Academic Affairs Committee will review the record and may, at its discretion, conduct a new hearing. The Academic Affairs Committee will have twenty working days in which to complete its review and communicate its decision to the President and the grievant. A review by this Committee of the Board of Trustees is the final level of recourse within the University, and action by this Committee is final.
VI. APPOINTMENTS, PROMOTION, AND TENURE

A. Terms of Employment

In the absence of special arrangements, employment of the members of the faculty is for a period of nine months. In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary will be one-half of the nine-month stipend.

All members of the faculty will be available from the fourth calendar day prior to the first day of registration until commencement.

In addition, regular (full-time appointment not made for a specific period of time) members of the faculty may teach during summer sessions depending on the size of enrollment and the availability of funds. In the case of faculty hired before September 1, 1973, summer teaching is guaranteed at 15% of the salary received during the previous year.

Faculty may be permitted to engage in professional work of an expert nature outside the University and to receive pay when the work in question contributes to the professional development of the faculty member.

The conditions for outside employment are discussed in Section V-10.

No such outside work shall be undertaken except on the prior approval of the Provost. The University reserves the right to declare a conflict of interest at any time. (See Coastal Carolina University Policies and Procedures Manual, INST 7.30.)

Faculty members may not receive compensation for tutoring students in any course for which they are empowered to grant the student credit or over which they have any authority. This will not be interpreted as prohibiting anyone from tutoring for remuneration in subjects over which they have no authority to grant credit.

Employment and compensation in excess of an employee's regular salary for temporary, part-time contractual, honoraria, or consultative service performed for any State agency is considered dual employment and must be approved by the State Budget and Control Board. For further information, consult the Office of Human Resources and Equal Opportunity.

Faculty members who feel that action with regard to their salaries is inadequate may request further consideration of their records by submitting such documentation as they believe is appropriate to the President for consideration. Only after following the procedure described above may the faculty member initiate a grievance according to the Faculty Grievance Procedure.

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E. Promotion and Tenure Procedures

7. Dean of the College will convene the College Committee to review the candidates' files. The Dean of the Library will convene the Library Committee. Members of the Library or College Committee may not write letters of recommendation on behalf of candidates from their College/Library for promotion and/or tenure.

8. Each College will have a college-wide promotion and tenure committee. The College committee shall consist of tenured faculty representing each department, area or discipline in the College. Each College will determine the proportional representation for its departments, areas, and disciplines. The College Committee must have a minimum of three members. Members are to be elected by their academic unit. In the event that a unit does not have an eligible faculty member to serve, it will elect a full time tenured colleague from another department within the College. The composition of the college-wide committee will be determined by a vote of the full-time tenured and tenure track faculty of the College. Sitting Department Chairs, Assistant Deans and Associate Deans are not eligible to serve on College committees. (Approved in March 2002)

After convening the College Committee, the Dean will forward the candidate's file to the committee. The College Committee will review and evaluate each candidate's file and prepare a letter of recommendation based on both the Department's and College's promotion and tenure guidelines and the promotion and tenure criteria stated in the
Faculty Manual. The letter will indicate the recommendation of the committee and its numerical vote. A favorable decision from the College Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee's evaluation of the candidate's file. Members who are not in agreement with the majority opinion may present a dissenting opinion that will accompany the majority report. The Dean and the Department Chair do not participate in this review process or in the formulation of the letter of recommendation; however, the College Committee has the right to clarify any information in the candidate's file by contacting the Department Chair, the Dean, or the candidate.

9. The Library will have a library promotion and tenure committee consisting of at least three members. The Library Committee shall consist of tenured faculty from the library. However, tenured faculty from other Colleges may serve on the Library Committee when necessary. If there are more than three library faculty eligible to serve on the committee, the membership will be drawn from that pool of faculty by a vote of the full-time tenured and tenure track faculty of the library. When there are insufficient numbers of eligible library faculty to convene the committee, all eligible library faculty will serve on the committee, and outside faculty will be elected in the same manner outlined above.

The Library will have a library promotion and tenure committee. The Library Committee shall consist of tenured faculty from the Library; however, tenured faculty from other Colleges may serve on the Library Committee. The Library Committee must have a minimum of three members. The composition of the Library Committee will be determined by a vote of the full-time tenured and tenure track faculty of the Library.

The Library Committee will receive the candidates' file from the Dean. The Library committee will meet, review, and evaluate each candidate's file, and prepare a letter of recommendation based on the Library's promotion and tenure guidelines and the promotion and tenure criteria stated in the Faculty Manual. The letter will indicate the recommendation of the committee and its numerical vote. A favorable decision from the Library Committee requires a simple majority vote. The letter will include a brief description of the evaluation process and reasons for the committee's evaluation of the candidate's file. Members who are not in agreement with the majority

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14. A favorable decision from the University Promotion and Tenure Committee regarding a candidate's status requires a minimum of six affirmative votes (two-thirds majority).

15. Prior to the final meeting of the Board of Trustees for the academic year, the President will send a letter to the candidate indicating the President's decision concerning the candidate's promotion & tenure application.

16. A faculty member can appeal any decision through the faculty grievance procedures (see IV, C.)

17. Generally, all decisions shall be concluded in a time frame such that final action may be considered by the Board of Trustees at its final meeting of the academic year.

18. After a decision has been rendered by the Board of Trustees, candidates will be notified to pick up their files.

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1. The Evaluation Process
   a. - d.

The Dean of the College reviews the file, the department chair's letter, and the peer review committee's recommendation and assigns one of the ratings described above. The Dean then meets with the candidate in order to share the Dean's letter stating that evaluation, the department chair's letter, and the letter of the peer review committee. After this meeting with the candidate is concluded, the file and a copy of the Dean's letter is forwarded to the Provost who will add the letter to the faculty member's personnel file. After the review is completed, the candidate's file will be returned to the faculty member using the same procedure as followed when returning promotion and tenure files. At the conclusion of the process, candidates will be notified to pick up their files.

2. Appeals

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3. Consequences of the Evaluation
   a. - b.
   c. Favorable: Upon achieving a favorable rating, the post-tenure review for that individual is completed. A subsequent review will be conducted in six years. An award of $1,000.00, applied to the base salary and in addition to any other raise, will be allocated for a favorable review.
   d. Exceptional: If either (approved March 2002) the college peer review committee or the Dean agree that a faculty member holding the rank of Professor/Librarian is exceptional, that individual may accept a favorable rating or submit a file to the Provost and the university promotion and tenure committee for validation of the of the exceptional rating.

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G. Athletic Tickets
   Admission to Coastal Carolina University athletic events is free to faculty and one guest, EXCEPT football, and men's and women's basketball which receive a reduced price. For additional information, incoming faculty members should contact the Athletic Department.

A motion was made by Claudia McCollough, seconded by Margaret Fain to accept all the revisions to the Faculty Manual as presented. The motion to accept passed.

Micheline Brown, In-coming Chair of the Academic Affairs Committee, reported that 2 items from the College of Humanities and Fine Arts, Request for Addition of New Course: ARTS 305, Web Design II, and Request for Addition of New Course: ARTS 306, Interactive Design Techniques had been tabled by Academic Affairs and were submitted to Faculty Senate in error. Those forms were returned to Ms. Brown.

A motion was made by Linda Kuykendall, seconded by Jack Riley to accept the requests from the College of Humanities and Fine Arts as follows:

Request for Addition or Change in Minor: Change in required courses. Suggested change: Proposed New History Minor: HIST 101, 102, 201, 202 – 12 credits; Four courses numbered 300 or above – 12 credits (HIST 399 may not be used to satisfy the history minor). Total credits required – 24 credits. Rationale for Change: (1) HIST 125 and 126 have not been offered in several years. (2) Only two 200-level classes are currently offered. (3) The new minor assures a better foundation in US History. (4) The new minor provides greater flexibility and a broader range of courses. (5) Students may apply the core curriculum requirements (6 credits) to the minor.

Request for Change in a Course: ARTS 201, Introduction to Electronic Design (3). Proposed change in Catalog description to read: An introductory course addressing the role of the of the professional designer in visual communications. Strategies, techniques & software used in the electronic design process are addressed. Topics covered are layout, design, typography, illustration, web design and desktop publishing. Rationale for change: This name change better reflects the expanded course content.

Request for Addition or Change in Degree Program: Change in Catalog to read “A grade of C or above is required in each Philosophy course to be applied toward the major or the minor. Rationale for change: Provides consistency with other major requirements in the College of Humanities and Fine Arts. (Omission of the requirement was an oversight when the Philosophy major was approved.)

Request for Addition or Change in Minor: Change in New Minor Program. Suggested change: The Edwards College of Humanities and Fine Arts offers this new program proposal for a Pilot Program Minor in Interdisciplinary Communication (otherwise identified as Communication Minor). Rationale for change: This new minor is designed to meet student demand for specific career preparation in communication-centered fields.

Request for Addition of New Course: COMM 101, Introduction to Communication (3). Course description: This course introduces students to the study of communication, it's history, theories and principles, and serves to improve critical thinking, perception and communicative awareness. Rationale for new course: Course is part of the basis for the new Communication Minor.
Request for Addition of New Course: COMM 274, Organizational Communication (3). Course description: Examines communication systems and communication flow in formal organizations and deals with communication climate, leadership, work control systems, networks and performance enhancement and evaluation. Rationale for new course: Offered as one of the professional competencies required for the Communication Minor.

Request for Addition of New Course: COMM 401, Communication Theory (3). Course description: This seminal course for the minor addresses communication theory and examines the roots of communication in the social and behavioral sciences, and exposes students to both qualitative and quantitative studies as they apply to various communication theories. Rationale for new course: This is part of required courses for new communication minor.

Request for Addition of New Course: COMM 302, Communication Law & Ethics (3). Course description: This is a course in legal cases and ethical issues as they apply to communication problems, precedents and negligence or oversight in corporations and organizations. Rationale for new course: This course provides a liberal arts perspective on the subject of the relationship of law and ethics in various communication-related cases and provides students with a working knowledge of the laws that directly restrict or enhance information gathering and message dissemination.

Request for Addition of New Course: COMM 495 (elective), Communication Internship (3). Course description: The guided internship requires 84 to 144 hours of on-site work, a journal and a final paper. The purpose of the course is to provide students with practical application opportunities for their knowledge and skills, to introduce them to local and regional employers in their field of study, and to enhance networking opportunities. Rationale for new course: This is an elective for the Communication Minor.

Request for Change in a Course: MUS 134, Jazz After Hours. Proposed change in Course Title from Stage Jazz Band to Jazz After Hours. Rationale for change: Change is both a “marketing” tactic and an effort to clearly reflect the evening rehearsal schedule of this ensemble.

The motion to accept passed.

A motion was made by Dennis Wiseman, seconded by Andy Hendrick to accept the requests from the College of Natural and Applied Sciences as follows:

Request for Addition or Change in Degree Program: Change in required courses and other. Suggested change: Add new degree program in Applied Physics. Rationale for change: To compliment existing degree programs in Chemistry and Marine Science, as well as the 3-2 dual degree program with Clemson University in Engineering.

Request for Addition or Change in Degree Program: Change in required courses. Suggested change: Substitute Sociology 309: Social Inequality for Sociology 300: Social Structures in requirement for major. Rational for change: Social Inequality is a core topic in the discipline, and sociology majors should be allowed to choose it for their course of study.

Request for Change in a Course: SOC 309, Social Inequality (3). Proposed change in catalog description to read: The course provides a sociological overview of how social inequality occurs, is maintained and challenged, with a primary focus on the intersection of race/ethnicity, gender, and social class. Current and historical trends in inequalities are examined. The social causes of inequalities are analyzed as well as the consequences of inequality for individuals and states. Offered on demand. Rationale for change: This change reflects the development in the discipline from inequality, referring to economic status, to other sources of inequality such as race/ethnicity and gender/sex.

Request for Addition of New Course: SOC 310 L, Social Demography Lab (1). Course description: Exercises and assignments to supplement the material presented in Social Demography. Rationale for new course: Sociology 310 is a writing intensive course for sociology majors. The lab is being added to substantially increase instructional time devoted to developing student proficiencies in data access, demographic calculations and measures, and quantitative analysis of population structures and processes.

Request for Addition of New Course: SOC 480, Environmental Sociology (3). Course description: The course examines key issues in the relationship between society and the natural environment. The primary focus is on social structural and cultural factors behind environmental and resource problems. Attention is also given to social
consequences of environmental degradation (e.g., social and economic disruption) and to social responses to environmental and resource problems (e.g., change in culture/attitudes about environmental issues, the environmental movement, community mobilization against threats). **Rationale for new course:** Environmental problems are and will continue to be pressing issues in contemporary society. Environmental problems are social problems at root and have social effects, though they are not often conceptualized in this manner. This course therefore provides students the opportunity to examine one of society’s most serious problems from a unique and important perspective. The course will contribute a new dimension to students’ environmental knowledge of focusing on the social roots of environmental problems, the social effects of environmental problems as well as proposed solutions to environmental problems.

**OTHER:** None

**ANNOUNCEMENTS:**

**GOOD OF THE ORDER:** Claudia McCollough requested that for future Faculty Senate summer meetings, a card to remind senators that the agenda and minutes had been e-mailed be sent to the senator’s home, not the printed agenda and minutes.

Philip Schneider requested an e-mail distribution list be prepared for all senators and made available for all senators to use. This will be discussed with ITS and the senate will be advised.

**ADJOURNMENT:** The meeting adjourned at 3:00 PM.

Respectfully submitted,

**Approved by Peter Lecouras**
Faculty Senate Secretary on (date)

Janet Straub
Faculty Senate Recorder