
ABSENT: Andy Hendrick, Eric Hall, Ken Martin, Alberto Perez, Karen Aquirre, Kevin Godwin, Bill King, John Stamey, Donald Yessick

APPROVAL OF MINUTES: Chair Evans corrected the April 2, 2008 minutes saying Michael Root from Science is on the Ad Hoc Evaluation Committee. A motion was then made by John Navin, seconded by Renee Smith to accept the minutes as corrected. The motion passed.

EXECUTIVE COMMITTEE REPORT: Evans said Janis Chesson had asked that he read the new smoking policy. At this time, this document is in draft form.

1224 SMOKING
In conformity with the South Carolina Clean Indoor Air Act of 1990 and to protect the health and safety of Coastal Carolina University students, faculty, staff, and visitors, smoking or the possession of lighted smoking material in any form is allowed only in designated smoking areas of the campus. Other than in the designated areas, smoking is prohibited in buildings, outdoor areas and in University-owned vehicles.

Canisters for the disposal of tobacco remains will be placed at designated areas and such areas will be clearly marked with signage.

1224.01 ADVERTISING AND SAMPLING OF TOBACCO PRODUCTS
The sale, sampling and advertising of any and all tobacco products on campus, including advertisement and promotion in Coastal Carolina University publications, is prohibited.

1224.02 RESPONSIBILITY FOR ADMINISTERING POLICY
The Department of Public Safety has enforcement authority. It is also the responsibility of individual department heads to monitor this policy for compliance within each building or area under their supervision.

1224.03 NON COMPLIANCE
Non compliance with this policy may result in disciplinary action and subject the person to the penalties provided for in the South Carolina Clean Indoor Air Act of 1990.

This revision of the smoking policy supports a tobacco prevention plan passed by the Student Government Association in order to protect the health of students, faculty and staff.

SUPPLEMENTAL INFORMATION

Related Documents and forms:
Resolution by the Student Government Association
Clean Indoor Air Act of 1990

PRESIDENT REPORT: None

PROVOST AND OTHER ADMINISTRATIVE REPORTS: Provost Sheehan wished all faculty a very productive summer. We have graduation coming up he said, and we reiterate our request for each and every one of you to attend graduation. It appears at this time we will not use the rain plan. Please come and join us at graduation and then have a very productive summer. I extend that wish to you from all the administrators.

Sheehan said he has sent an email to all faculty/staff announcing the appointment of Dr. Val Dunham, the Interim Associate Provost for Research for one year, and the appointment of Dr. Dave Evans as Assistant Provost for Technical College Engagement. Beyond those two there is also a request in that memo for nominations and applications for the to-be-created position of Director of General Education. The duties of this position are described in a memo sent from me dated May 7, 2008. I have asked the Core Curriculum Committee to draft this job description and to serve as the search and screen committee to consider applicants and make a recommendation to me for final appointment. I am asking for nominations and applications for this position by June 1, 2008.

Sheehan said he is please to announce that the 2008/2009 Catalog is indeed at press. A lot of people put a lot of work into that, and I extend my thanks to all of those individuals for the hard work done in making that Catalog production work.

As the President announced, Sheehan said, the Fisher Report which was widely discussed in the Town Hall Forum earlier this week does call for some realigning of our areas. A single division of Academic and Student Affairs is one of the announcements the President made and we will get more to you, including specific organization charts, etc. by June 1, for how various parties maybe working with one another in order to make that happen.

Sheehan said he would like us to reconsider the concept of an annual Catalog, and go back to a Catalog every two years with the appropriate addendum materials.

Evans said effective Monday, May 14, he will be an administrator and not faculty. I’ve resigned the position of senator, and chair at the end of today’s meeting. On July 2, the first order of business will be to elect a vice-chair for the Senate.
Eddie Dyer reported on Strategic Planning by saying the last version of the goals and objectives will be posted on the Strategic Planning web-site. The President has just sent out a letter to all faculty and staff with this document attached to it. If you will, Dyer said, please point out any problems that you see in two areas. If you see any problems with clarity or with critical omissions, email Darla Domke-Damonte at ddamonte@coastal.edu and let her know so she can coordinate this in revising this draft document. Please do this by Wednesday, May 14th because we are on a timetable. The Strategic Planning Steering Committee will give final review and integrate feedback on the day after the deadline for providing critical omissions and clarification. The Faculty Senate Strategic Planning Committee at that point might like to review it, the vice-presidents will be asked to add detail for timing and metrics at goal level. That will be during the week of May 19th through 26th. On May 28th the documents will go to the Board of Trustees for their information. On June 4th, the document will go to the Board of Trustees from the President with a request for adoption. During the summer there will be further refinement to the metrics and timing for objectives within the goals. One thing to note, Dyer said, there is no timing or metrics at this point. None have been added. That task will involve referencing the task force reports in those areas. You will note in this document it is less detailed than the task force reports. The task force reports were marvelously detailed, and those have not been thrown away to produce this document. Those are still referenced for this document, it’s just not going to be printed with it because of the size. The reports are still very viable and very valuable, and they will be referenced when the timing and metrics and dashboards and all those things are produced over the summer. In August of 2008, at the General Faculty meeting, at the Staff meeting, at the first SGA meeting there will be a sharing of the new Strategic Plan, and an introduction on how to change planning, reporting and budgeting within the university. Dyer said that in the fall, we plan to start implementing it. Dyer gave a huge thanks to everyone who has worked on this document and especially to Darla, saying this could not have been done without her.

Evans asked Dyer to convene the Faculty Senate Strategic Planning Committee before May 16 for their review of the Strategic Plan.

COMMITTEE REPORTS:

Charmine Tomczyk, Chair, Ad Hoc Task Force to Review and Revise the Faculty Manual said her request was for the Senate to review and approve the committee’s request.

A motion was made by the Committee, seconded by Sandi Shackelford to accept items A as recommended. The motion passed.

I. INTRODUCTION

A. Purpose of the Faculty Manual (replaces Preamble about CCU history)

The faculty and administration of Coastal Carolina University are dedicated to the cooperative achievement of the mission of Coastal Carolina University, to the betterment of the institution, our students, and community. To this end, the university has established the Coastal Carolina University Faculty Manual which
• Is the campus-wide source of definitions, policies and procedures relevant to faculty roles, rights, responsibilities, and expectations in achieving the academic mission of the university

• Serves as a set of guidelines providing direction and broadly defining processes of faculty and university administrators for the effective conduct of academic roles and responsibilities within the University. It is not an employment contract.

• Defines the academic, legislative, and consultative roles and processes of faculty within the university in the change or modification of academic practices and policies.

• Is a source of information to direct faculty and administrators to more specific policies and procedures on campus regarding specific subjects, issues or questions.

• Does not supplant current or future policies that may be enacted by Federal or State law, legal interpretations of courts, or actions by the Board of Trustees of Coastal Carolina University; the contents of the Faculty Manual being superseded by changes from these legal bodies.

A motion was made by the Committee, seconded by Susan Slavik to accept item B as recommended. The motion passed.

B. Mission Statement (2008 revision approved by CHE)

Coastal Carolina University is a public comprehensive liberal arts institution that seeks to develop students who are both knowledgeable in their chosen fields and prepared to be productive, responsible, healthy citizens with a global perspective. To deliver on this commitment, Coastal Carolina recruits highly qualified and motivated students, faculty, and staff from the region, state, nation, and world to create a diverse and dynamic student-centered learning environment.

Because Coastal Carolina embraces the teacher-scholar model, it places primary emphasis on high quality teaching and engaged learning, and it supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world. This focus enables faculty and staff to mentor students in collaborative research, creative opportunities, and internships. To nurture this active learning community, Coastal Carolina maintains a broad range of contemporary technologies, programming, support services, and innovative course offerings and delivery methods. The result is alumni who are well prepared for professional careers or graduate programs in their chosen fields and who continue to be connected to Coastal Carolina.

Inspired by its founding in 1954 to serve the educational needs of the immediate area, Coastal Carolina has grown with the region to become a mid-sized regional comprehensive university with a tradition of a strong liberal arts core. As such, Coastal Carolina commits its resources to maintaining a population of 8,000 – 12,000 students by building baccalaureate and selective master’s programs of national and/or regional significance in the arts and sciences, business, humanities, education, and health and human services.

A motion was made by the Committee, seconded by Lee Bollinger to accept item II. C. as recommended. The motion passed.
II. BOARD AND COMMISSIONS (changes to section C only)

A. Board of Trustees

Coastal Carolina University was created as a separate and distinct institution of higher learning in the State of South Carolina by the South Carolina General Assembly in 1993. The University is a body corporate and politic, in deed and in law under the name of Coastal Carolina University.

The governing body of Coastal Carolina University is the Board of Trustees, which by statute is responsible for overseeing the effective governance of the University.

B. Horry County Commission on Higher Education

The Horry County Higher Education Commission was created by Legislative Act on April 9, 1959, as the political entity to administer the funds provided by a special tax levy imposed on the citizens of Horry County for the purpose of supporting higher education.

C. Coastal Educational Foundation

The Coastal Educational Foundation is a charitable organization that is incorporated under the South Carolina Nonprofit Corporation Act and chartered by the Secretary of State of South Carolina. While the primary purpose of the Foundation is to promote and provide financial support to Coastal Carolina University, the Foundation has no designated powers that would allow it to intervene in University policies and procedures. Conversely, the University has no authority, statutory or otherwise, to become involved in the business of the Foundation.

A motion was made by Committee, seconded by Mike Ruse to accept items 1 & 2 as recommended. The motion passed.

IV. FACULTY ORGANIZATION

A. Membership

1. Faculty

Members of the Faculty, including administrators with faculty rank, have the right to present motions and vote in general faculty meetings. A person will be considered a member of the Faculty who has a full-time appointment at the academic ranks of:

Professor
Librarian
Associate Professor
Associate Librarian
Assistant Professor
Assistant Librarian
Senior Instructor
Instructor*
Senior Teaching Lecturer**

Joint Appointments: A faculty member may hold only one probationary or permanent tenure appointment at a professorial rank at a time. This appointment may be held in a single department or by joint appointment in an additional department where a fixed tenure rank may apply. The initial appointment will designate the unit/department of base appointment where responsibility for processing personnel actions that affect the appointment will be made.

[* Note: the university will no longer be hiring at the rank of Instructor.]

[**Note: To be eligible for the title of Senior Lecturer, the individual must hold a full-time appointment and the title of Lecturer at the University for a minimum of six years. Initial appointment may not be made at this title; appointment must be by promotion from the title of Lecturer on recommendation of the Dean to the Provost. This title is not considered for future appointment at an Instructor or higher rank. This position is an annually renewable teaching appointment; not eligible for tenure. Individuals holding this rank will have faculty governance responsibility.]

2. Associated Faculty

This Faculty Manual pertains to this group as it relates to academic freedom and grievance procedures only, as authorized in Section V.B.1 and Section V.C. respectively.

A person will be considered a member of the Associated Faculty who has the title of:

Teaching Lecturer*
Teaching Associate
Adjunct Assistant Professor
Adjunct Associate Professor
Adjunct Professor
Visiting Assistant Professor
Visiting Associate Professor
Visiting Professor
Research Assistant Professor
Research Associate Professor
Research Professor
Post-Doctoral Fellow
Research Associate
Graduate Assistant

[* Note: To be eligible for the title of Teaching Lecturer, the individual must hold at least a master's degree with 18 hours in the specific teaching discipline. Lecturer is an annual
teaching appointment that may be renewed based on enrollment needs. This title is not considered for future appointment at an Instructor or higher rank and is not eligible for tenure. This title may be expanded as appropriate to include artist-in-residence, writer-in-residence, or executive-in-residence. Individuals holding this title do not have faculty governance responsibility until it is determined that promotion to Senior Teaching Lecturer will be pursued.

A motion was made by Committee, seconded by Sandra Nelson to accept item 3 as recommended. The motion passed.

3. Faculty Titles Conferred at Retirement or On Leave

   a. Distinguished Professor/Librarian: A title that will be awarded in the final year of service at the University to tenured members of the faculty who have earned the rank of tenured full Professor/Librarian. Upon retirement this title will change to Distinguished Professor Emeritus or Distinguished Librarian Emeritus.

   b. Distinguished Professor/Librarian Emeritus: A title conferred on tenured faculty who at the time of their retirement hold the rank of Professor/Librarian. Recognition of the recipient is presented at the Spring Commencement.

   c. Emeritus Professor/Librarian: A title that is normally conferred on any tenured member of the Faculty who at the time of retirement holds the title of Assistant or Associate Professor/Librarian. Recognition of the recipient is presented at the Spring Commencement.

A motion was made by the Committee, seconded by Sandy Nelson to accept item 4 as recommended. The motion passed.

4. University/Center Affiliates

   This title is normally conferred on individuals who volunteer their time and expertise toward the good of the University and the students it serves.

A motion was made by the Committee, seconded by Mike Ruse to accept items B & C as recommended. The motion passed.

B. Functions of the Faculty

   The faculty, subject to limitations stated below, has legislative authority on

   1. standards of admission;
   2. registration and student orientation;
   3. requirements for and the granting of degrees;
   4. curriculum and instruction;
   5. extra-curricular activities;
   6. discipline of students;
7. educational policies;
8. educational standards;
9. research;
10. graduation exercises;
11. promotion and tenure;
12. faculty recruitment;
13. academic calendar; and
14. all other matters pertaining to faculty.

Proposals resulting from the exercise of this authority are subject to the review and approval of the President and the Board of Trustees.

The faculty will be consulted on any election or appointment to the offices of President, Provost, and other senior administrative positions reporting directly to the President or the Provost. Through an appropriate committee, the Faculty will then communicate its views to the President and the Board of Trustees.

In the event that faculty participation in a full search committee is not possible, the President will inform the Chair of Faculty Senate, who in consultation with the President and the Executive Committee will arrange an appropriate time for the Senate or the Faculty to meet with the President.

C. Meetings

The Provost will call two general faculty meetings annually, one each regular semester. At these meetings the Faculty may recommend specific actions to the Faculty Senate, take action referred by the Faculty Senate, or reverse decisions made by the Faculty Senate under the guidelines set herein and according to parliamentary procedures.

Meetings require a quorum to conduct business. A quorum will be a simple majority (one-half plus one) of the Faculty membership. Without a quorum, other non-business agenda items can be presented, but no action or votes taken. Motions before the Faculty will require a simple majority vote for passage.

The President or the Provost may call extraordinary meetings of the faculty as are necessary. The Provost, after consultation with the President, determines and convenes the order of business for these meetings. A special meeting of the Faculty may also be called by a majority vote of the Faculty Senate, by the Executive Committee of the Senate, or by a written petition signed by ten percent (10%) of the Faculty and submitted to the Provost.

A motion was made by Committee, seconded by Sandy Nelson to accept item D as recommended. The motion passed.

D. Faculty Senate Bylaws
The powers of decision and recommendation are vested in the Faculty of Coastal Carolina University by the Board of Trustees and manifested through the actions of the Faculty at its meetings. These powers are vested in the Faculty Senate for their routine execution of these powers. The Faculty Senate will have legislative authority on all matters set forth in Section IV. B. (Faculty Organization Functions), except for changes in promotion and tenure regulations which must be made by a vote of the Faculty in a general session and by subsequent approval of the Board of Trustees.

Amendments to these Faculty Senate Bylaws will be operative upon approval by three-fourths (3/4ths) vote of the membership of the Faculty Senate.

1. Membership, Representation and Terms

Each College and the Library will elect from their Faculty a number of Faculty senators equal to fifteen percent (15%) of their Faculty. The College/Library will count administrators with faculty rank in the determination of Senate representation. Regardless of its size, each College and the Library is entitled to at least two senators. The non-academic administration will be represented by one senator who need not hold faculty rank and will be appointed by the President.

The number of Faculty in each College/Library will be assessed by the Executive Committee of the Faculty Senate at the start of each semester to verify the number of senators representing each College/Library. Should a new College be formed, it should elect its senators to serve in staggered terms. If a College/Library is entitled to fewer than three senators, then its senators will be elected for the longest term. If a College loses a senator because of a decrease in its number of faculty members, the senator in that College/Library with the shortest term remaining to be served will stand down.

In assessing College/Library representation, the Executive Committee of the Senate and the Dean of the College/Executive Director of the Library should disregard fractions less than 0.5 and carry fractions 0.5 or higher to the next whole number (round up).

Senators are elected for three year terms. Every spring semester each College/Library will elect a sufficient number of new senators to fill anticipated vacancies for the upcoming fall semester. Regularly elected senate terms start at the beginning of the first senate meeting of the new academic year in the fall and end at the same time three years later.

For special elections to replace a senator who is leaving the Senate before the end of his/her term, the new senator’s term will begin the first meeting after the election is held and the former senator resigns his/her term. Such terms will end when the former senator’s term ends.

For special elections of additional senators, the new senate term will begin the meeting after the election is held and the reapportionment becomes official. Such terms will last
the remainder of the academic year in which they are elected plus two years. These terms will begin at the first meeting of the senate in the subsequent academic year.

2. Executive Committee of the Senate: Membership, Elections, and Duties

The Chair, the Vice Chair, and the Secretary of the Faculty Senate are the officers who make up the Executive Committee. Officers are nominated from among the tenured Senate membership for two-year terms and are elected by the entire Senate membership. Administrators, except for department chairs, may not be elected to or serve on the Executive Committee. No officer may serve more than two consecutive terms in the same office. Nominees will make a brief presentation before the Senate regarding their qualifications and interest. The Parliamentarian and the Recorder of the Faculty Senate provide services to and work with the Executive Committee but are not part of the Executive Committee membership.

The Executive Committee prepares the agenda for each meeting, determines the time and place of each meeting, verifies the Colleges’/Library’s representation on the Senate, makes specific committee appointments to ad hoc committees and in the membership of regular (standing) faculty committees, and oversees the annual administrator evaluation process. Senate Executive Committee members will not serve as Chairs of regular (standing) Senate Committees. The Executive Committee is responsible for implementing any changes to the membership of the Senate and its committees that result from changes to Faculty Senate Bylaws.

a. Duties of the Chair
   1. Presides over the meetings of the Faculty Senate,
   2. Monitors and coordinates Senator Committee progress and reporting (See #7 Committee Reports in this Section),
   3. Forwards Senate recommendations and resolutions to the appropriate administrative office and notifies Senators of all administrative actions taken on Senate recommendations and resolutions,
   4. Represents the Faculty, and as such may not serve on any standing faculty senate committees or college promotion and tenure committees,
   5. Serves as an honorary, non-voting member of the Board of Trustees.

b. Duties of the Vice Chair
   1. Manages the updating and contents of Faculty Senate WebPages,
   2. Presides over meeting of the Senate in the absence of the Chair,
   3. Succeeds the Chair and completes the term if the Chair for any reason is unable to complete the term of office. In such a case a new Vice Chair will be elected.

c. Duties of the Secretary
   1. Takes roll call at each Senate meeting and verifies a quorum,
   2. Beginning with the third absence, reports multiple absences of senators to the Executive Committee,
   3. Approves the transcribed minutes of Senate meetings for distribution to all senators, Deans, and the Provost within fourteen (14) calendar days after the meeting,
4. Distributes notice of special meetings (as specified below under 3.b. Special Meetings).

The Parliamentarian is appointed by the Chair of the Faculty Senate and has the following duties:
1. Familiarity with Robert’s Rules of Order and the Faculty Manual,
2. Assists the Chair in insuring that parliamentary procedure is followed at Senate meetings,
3. Meets with the Executive Committee.

The Recorder is appointed by the Provost and has the following duties:
1. Tapes and transcribes the minutes of the Senate meetings and the general faculty meetings for the Secretary’s approvals,
2. Distributes the approved Senate minutes and other Senate-related materials at the direction of the Chair,
3. Upon the approval of the Provost, distributes the minutes of the general Faculty meetings and appropriate attachments to all faculty.

3. Meetings

a. Regular meetings
The Faculty Senate meets on the first Wednesday of each month during the academic year from September to December and February to May, and once in the summer. The time and place of each meeting will be determined by the Executive Committee of the Senate. Each meeting will not exceed one and one-half hours unless extended by vote of the Senate. The attendance of half of the Senate membership plus one (simple majority) will constitute a quorum. Every faculty member has the right to attend these meetings and address the Senate; however, issues before the Senate will be decided by vote restricted to members of the Senate. Except where noted, all motions before the Senate require a simple majority vote for passage.

b. Special meetings
Special meetings of the Senate may be called by the Chair of the Senate in consultation with the Executive Committee of the Senate, or by the Chair of the Senate upon written request of ten percent (10%) of the members of the Senate, or by the Chair of the Senate upon written request of ten percent (10%) of the Faculty.

The Chair will direct the Secretary to give notice of a special meeting via electronic means and/or mail to all senators two full business days prior to the meeting date. The notice will contain all necessary information available on the subject to be discussed. Only the business mentioned in the call of a special meeting can be transacted at the meeting.

If it becomes urgent to take action on a subject for which no notice was given, that action can only become effective if it is ratified by the Senate at a regular meeting.
If the matter is of such urgency that immediate ratification is deemed necessary, then a motion to adjourn and reconvene another special meeting immediately after adjournment can be passed by a two-thirds majority of the senators present at the meeting.

4. Attendance

Senators who cannot attend are responsible for arranging for a substitute from the College/Library which they represent, who will have the rights and privileges of the Senator they are representing. Senators who fail to attend in person for fifty percent (50%) or more Senate meetings in an academic year without good cause will forfeit their seats on Senate. Good cause is determined by the Executive Committee of the Senate to whom appeals are made.

5. Agenda

The Faculty will be solicited each month for agenda items. Members of the Associated Faculty may submit items through a Senator or a member of the Faculty. Agenda items must be submitted no later than two weeks prior to a Senate meeting. The Senate agenda will be distributed to all Senators, Faculty, and Associated Faculty at least seven (7) calendar days prior to the next Senate meeting.

6. Executive and Other Committee Reports

After approval of the minutes, the Chair will present an Executive Committee report that will include an announcement of any Administrative Actions passed or returned to the Senate with stipulations. The synopsis of the Senate Action that led to the Administrative Action will be outlined in that report.

Other Committee reports that require no Senate action will be in written form and submitted as part of the agenda. Committee reports that require oral presentation in addition to the written submission will be limited to five (5) minutes excluding questions and feedback from the floor. If a presentation will require more than five minutes, then the representative of the committee must seek special permission when the request to add the agenda item is submitted to the Executive Committee.

Progress reports from each regular (standing) faculty committee may be brought to the Senate by the committee Chair or designee as requested by the Senate Chair. Annual reports from each regular faculty committee must be submitted to the Senate Chair by the May Senate meeting and must include the committee’s past accomplishments, unfinished business, and recommendations for future business. All Senate agendas, minutes with attachments, including committee annual and progress reports, and Senate audio recordings will be housed in Kimbel Library.

Regarding ad hoc committee reports, before an ad hoc committee disbands, a written report of its actions and recommendations must be presented to the Senate.
7. Protocol

Senate meetings will be conducted according to parliamentary procedure as set forth in Robert’s Rules of Order. While the Parliamentarian advises the Chair on proper procedures, it is the Chair who has final judgment on application of all rulings.

A motion was made by Committee, seconded by Susan Webb to accept item VI. as recommended. The motion passed.

VI. APPOINTMENTS, PROMOTION, AND TENURE

F. Post-Tenure Review

Pursuant to SC Code of Laws Title 59-103-30 Coastal Carolina University maintains a system of Post-Tenure Review. The purpose of Post-Tenure Review is to ensure continued satisfactory performance of tenured Faculty, and to reward exceptional performance among Professor and Librarian rank Faculty. It is not meant to impinge upon academic freedom either within the classroom or in research, publication, creative performance, or creative production in the arts.

1. Assistant and Associate Professors/Librarians

All Tenured Faculty (except for the Executive Director of the Library) holding the rank of Assistant or Associate Professor/Librarian will undergo Post-Tenure Review during the sixth year subsequent to the awarding of Tenure, Promotion, or Post-Tenure Review, subject to the following conditions:

   a. The Faculty member is not applying for promotion at the time they are eligible for Post-Tenure Review.
   b. The Faculty member (excluding librarians) has taught 36 credit hours during the period since the previous successful application for Tenure, Promotion, or Post-Tenure Review.

The evaluation of the candidate will be based on the six years of past performance beginning with the academic year of the most recent successful application for Tenure, Promotion, or Post-Tenure Review, and ending at the close of the academic year prior to the year of application for Post-Tenure Review.

   a. Ratings:

      i. Favorable: The evaluation will be based on satisfactory performance in all areas reflected in the criteria for the position and rank of the faculty member as stated in the Faculty Manual. For Assistant/Associate Professors, a favorable rating will be based on some evidence of scholarly/creative production, quality teaching, and average service activity; it should also indicate reasonable expectations of continued development and contributions.
For Assistant/Associate Librarians, a favorable rating will be based on some evidence of quality service as a librarian and some evidence of scholarly activity.

ii. Conditional: For Assistant/Associate Professors, a conditional rating indicates below average performance through the lack of evidence of scholarly/creative activity and/or evidence of substandard teaching. For Assistant/Associate Librarians, a conditional rating indicates below average performance through the lack of evidence of quality service as a librarian and/or a lack of scholarly activity.

iii. Unfavorable: This rating indicates failure to make reasonable progress in achieving stated professional goals after a conditional rating.

b. The Evaluation Process

The deadline for submission of Post-Tenure Review files will be determined by the Provost in consultation with the Chair of the University Promotion and Tenure Committee no later than the last Friday of April of the academic year prior to submission of the files. All eligible Faculty will be notified that they must apply for Post-Tenure Review no later than the first Friday of that May. The College Deans and the Executive Director of Library and Instructional Services (hereafter Executive Director) will determine the internal College/Library deadlines such that the completed files can be submitted to the Provost no later than the second Friday in February. The appropriate College/Library Promotion and Tenure Committee will be informed of the internal deadlines no later than the first Friday of September.

The process of Post-Tenure Review begins with the submission of a cover letter, the College/Library and departmental performance criteria, a current vita, and the six annual reports filed since the most recent successful application for Tenure, Promotion, or Post-Tenure Review.

Additional materials included in the file will be according to College/Library policies so as to ensure adequate evidence of satisfactory performance in each of the performance areas cited in section a. above.

i. Based on the materials in the file, the departmental chair/supervisor will prepare a letter of evaluation and include it in the file for submission as per College/Library policies and procedures.

ii. The Dean/Executive Director will convene the College/Library Promotion and Tenure Committee and submit the file to the committee.

iii. The committee evaluates the file and prepares a letter that reflects the criteria applied by the committee and the rating assigned to the candidate. The vote will be by simple majority.

iv. The letter is placed in the file and is submitted to the Dean/Executive Director by the internal deadline. The vote tally will be submitted to the Dean/Executive Director under separate cover.
v. The Dean/Executive Director reviews the file and prepares a letter of evaluation which includes her/his rating of the candidate and includes the letter in the file.

vi. The Dean/Executive Director then meets with the candidate to review the file and discuss the evaluation. A copy of each of the evaluation letters will be supplied to the candidate.

vii. After this meeting, the complete file is submitted to the Provost who will evaluate the file. If the Provost agrees with the recommendations of the College Promotion and Tenure Committee and the Dean/Executive Director, she/he will compose a letter assigning that rating to the candidate and add it to the candidate’s personnel file. If the Dean/Executive Director and the college committee have conflicting recommendations, the Provost will meet with the Dean/Executive Director and the Chair of the college committee to discuss these differences. Subsequent to this meeting, the Provost will make the final decision, compose the letter assigning that rating to the candidate and add it to the personnel file. If the Provost does not agree with the recommendation of the Dean/Executive Director and the college committee, she/he composes a letter recommending an alternative rating, includes it in the file and forwards the complete file to the President. The President will meet with the Provost, Dean/Executive Director, and the Chair of the college committee to discuss these differences. Subsequent to that meeting the President will make the final decision. The President assigns the rating and a letter reflecting the rating is added to the personnel file by the Provost.

viii. At the conclusion of the process, the candidate will be notified by the Provost of the results of the review and asked to retrieve the file from the Provost’s Office.

2. Professors and Librarians

All of the dates, procedures, and ratings stated in section 1 above pertain to Professors and Librarians with the exception of one additional rating and the attendant procedures cited below.

a. Ratings:

   i. Favorable: The evaluation will be based on satisfactory performance in all areas reflected in the criteria for the position and rank of the faculty member as stated in the Faculty Manual.

   ii. Exceptional: for Professors/Librarians, a rating of exceptional indicates outstanding, sustained contributions to the discipline through research/scholarship/creative activity. Evidence of strong, effective, dedicated teaching is also required, as is proof of substantial service. For Librarians, a rating of exceptional indicates outstanding service as a librarian and strong, effective scholarly activity.
b. The Evaluation Process for Exceptional Ratings: Professors or Librarians who believe that they merit a rating of exceptional must ensure that adequate evidence of performance at that high level is contained in the file submitted to the College/Library Promotion and Tenure Committee as per College/Library policies.

Additionally, based on evidence provided by the candidate, either the College/Library Promotion and Tenure Committee or the Dean/Executive Director can recommend that any candidate pursue an exceptional rating through the process described below. Candidates cannot pursue an exceptional rating without recommendation from one or both of these parties. Candidates recommended to pursue an exceptional rating from the College/Library Promotion and Tenure Committee and/or the Dean/Executive Director have two options:

i. Candidates can choose at this time to not pursue an exceptional rating at the University level, in which case the process defined in section 1. b above for the favorable rating will be followed, or

ii. Candidates who choose to pursue the exceptional rating will have the opportunity to augment the materials contained in the file.

c. The Procedure for Application for an Exceptional Rating:

i. The candidate will submit a list of at least three, but not more than five, possible referees in the candidate’s discipline from outside the University along with contact information for each referee on the list to the Dean/Executive Director. The Dean/Executive Director will meet with the Chair/Supervisor from the candidate’s area to discuss appropriate referees for the file. At that meeting additional referees will be considered in addition to those supplied by the candidate as per College/Library policies and procedures. Three referees will be chosen, with at least two coming from the list supplied by the candidate. If an insufficient number of the outside referees from the candidate’s list are available, the candidate will be asked to submit additional names until two referees proposed by the candidate agree to review the file.

ii. The Dean/Executive Director will handle all communication with these external referees and will be responsible for the timely submission of their reports. The cover letter sent to the referees will indicate the performance criteria under which the candidate will be evaluated as well as the normative teaching and service responsibilities of our faculty. Within this context the referees will evaluate the research/scholarship/creative production/creative performance and professional contribution aspects of the file only. The reports will be general assessments, in the same manner that professional scholars referee grant applications and manuscripts.

iii. The file containing the three college evaluation letters and any new materials added by the candidate must be submitted to the Provost’s Office no later than the last Friday in February. The review letters of the referees will be added to the file no later than the third Friday in March. The Provost and the
University Promotion and Tenure Committee will consider the applicant’s file and the opinions of the referees to determine whether or not to validate the Exceptional Rating. Regardless of the outcome, whether positive, negative, or split, the President will be informed of the result of this process and will make the final determination.

iv. If the exceptional rating is not awarded, the individual receives a favorable rating. Once the process is completed the candidate will be notified by the Provost of the results of the review and asked to retrieve the file from the Provost’s Office. The names of the external referees will be removed from the file.

3. Consequences of Evaluation

Faculty members receiving ratings of favorable, conditional, or unfavorable will be notified by the Provost of the results of Post-Tenure Review no later than the last Friday in March. Those being considered for the rating of exceptional will be notified by the Provost of the results no later than the last Friday in April.

a. Exceptional: A faculty member given an exceptional rating will receive a salary increase of $5,000.00 added to the base pay which will be in addition to any other salary adjustments earned in that academic year. A subsequent review will take place according to the schedule in section 1. b. above.

b. Favorable: A faculty member given a favorable rating will receive a salary increase of $1,500.00 added to the base pay which will be in addition to any other salary adjustments earned in that academic year. A subsequent review will take place according to the schedule in section 1. b. above.

c. Conditional: A faculty member given a conditional rating must present a one-year professional plan to the Chair/supervisor and the Dean/Executive Director for approval no later than the second Friday in May of the academic year in which the conditional rating was received. The plan will outline specific measures that the faculty member will take to address the professional deficiencies outlined in the evaluation letters. The faculty member must undergo an additional Post-Tenure Review in the academic year following the completion of the one-year plan. The evaluation will be based on the criteria cited in section 1. a. above.

d. Unfavorable: A faculty member receiving a conditional rating who fails to achieve a favorable rating in the second Post-Tenure Review will receive the rating of unfavorable. A faculty member given an unfavorable rating will meet with the Chair/supervisor and Dean/Executive Director to initiate a one-year mentoring/monitoring plan that will state the goals to be achieved and the means by which success can be measured. It may include, but not be limited to, such elements as peer review of classroom performance, the opportunity to collaborate on research/creative projects, and attendance at off-campus faculty development seminars and professional meetings. The faculty member must undergo an additional Post-Tenure Review in the academic year following the completion of the one-year
mentoring/monitoring plan. The evaluation will be based on the criteria cited in section 1. a. above. If a rating below favorable has been earned based on the lack of reasonable progress toward the performance goals, the faculty member will be subject to revocation of tenure for habitual neglect of duty.

4. Appeals

Post-Tenure Review can be appealed through the faculty grievance procedure only in cases of discrimination as defined by federal and state protected categories, 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. (cross-referenced to Grievance section)

A motion was made by Michael Ruse and seconded by Sandra Nelson to extend the meeting until 6:15 PM. The motion passed.

**ANNUAL REPORTS:**

1. Philip Whalen, Chair, International Programs Committee Annual Report for AY 07-08. (received after May 7th Agenda mailed out and appears on page 26)
2. Sallie Clarkson, Chair, University Promotion & Tenure Committee Annual Report for AY 2007/08. Appeared in the May Agenda
3. Dennis Edwards, Chair of Building and Grounds Annual Report for AY 07/08. Appeared in the May Agenda

Motion to Amend the Membership of the Core Curriculum Committee appears below. The motion passed.

1. Current Membership as described by the Faculty Manual 2007-08, p. 22.
   5. Core Curriculum Membership: Nine faculty (two elected from each College and one elected from the Library). Ex Officio: Provost.
2. Proposed changes

   Item 1: Add to the committee’s membership a representative from University Academic Center to serve as an ex officio but non-voting member.

   **Justification:** The University Academic Center is charged with advising all freshmen and would benefit from a direct relationship with the Core Curriculum committee by being apprised of changes to the core, core courses, student learning outcomes, etc.

   Item 2: Add to the committee’s membership the director of General Education to serve ex officio.
Justification: Passed at the last faculty senate, was a motion to change the charge of the CC committee and create a new position, director of General Education.

3. Status

At the last CC committee meeting, the members voted unanimously to add both a representative from the University Academic Center and the director of General Education to its membership. The Committee is seeking faculty senate approval for this change in the by-laws.

5. Brett K. Simpson, Chair, Library Advisory Committee. Appeared in the May Agenda. A motion was made by Julinna Oxley, seconded by Deb Walker to approve the recommended resolution in Support of PASCAL listed below. The motion passed.

Resolution in Support of PASCAL (Partnership Among South Carolina Academic Libraries)

Funding

Whereas, PASCAL funding provided by the State Legislature is used to pay the license fees for 33 online databases that provide access to scholarly resources such as peer-reviewed journal articles for the students, faculty, and staff of Coastal Carolina University and 57 other South Carolina institutions of higher education; and

Whereas, the cost of the license fees for these 33 databases through PASCAL’s group license was 1.43 million dollars this year but if PASCAL did not exist and all member institutions were forced to subscribe to these same databases independently the cost would have totaled over 33 million dollars; and

Whereas, PASCAL funding is also used to pay for the PASCAL Delivers program, which makes more than 9 million books owned by South Carolina’s academic libraries accessible to all of the students, faculty, and staff of Coastal Carolina University as well as all other participating South Carolina academic libraries through a courier system that is able to deliver books to the requestor within three days; and

Whereas, both PASCAL Delivers and PASCAL’s group database licensing save the State of South Carolina the equivalent of $7 for every $1 it spends on these programs each year by negotiating group license discounts and eliminating unnecessary duplication of resources among libraries; and

Whereas, PASCAL programs also ensure that all students, faculty, and staff at every institution of higher learning in South Carolina no matter how large or small have equal access to the high-quality library resources necessary for teaching, learning, research, and other scholarly pursuits and essential for accreditation purposes; now, therefore be it

Resolved, that the Faculty Senate of Coastal Carolina University respectfully recommend to the Honorable Hugh K. Leatherman Sr, chair of the S.C. Senate Finance Committee, that the Senate Finance Committee fully fund the 2 million dollars in recurring funds asked for by PASCAL.
PENDING BUSINESS: None

NEW BUSINESS:

A motion was made by the Committee, seconded by Susan Webb to accept the recommendation as follows. The motion passed.

**Proposal for a University Student Retention Committee**
This committee and the University Assessment Committee already in existence would replace the Senate Student Retention and Assessment Committee.

Membership:
One faculty member from each College and the Library. These people would serve staggered 3 year terms.

One representative from:
Faculty Senate (who could also represent his/her College or one of the following committees).
Academic Affairs Committee
Core Curriculum Committee

One representative from:
Office of Student Affairs
Institutional Research
First Year Advising
Associate Provost for Assessment
Vice President of Enrollment Services
Office of Alumni Relations

One Student Representative

Purpose:
This Committee will provide oversight for retention programs that are in operation on the campus and will advocate appropriate strategies and initiatives. The Committee will collect and disseminate retention data; will explore best practices that have been used in other institutions and may have applicability on our campus; and will forward data and best practices to the campus units that have responsibility for implementing programs.

A motion was made by Committee, seconded by Sherer Royce to accept items 1 & 2 as recommended. The motion passed.

1. **Request for changes in an undergraduate course:** HPRO 350, Professional and Program Development in Health Promotion and Education. Request change in Prerequisite(s) from Admission to the Health Promotion Program, Health Education 121 and 201 TO Admission to the Health Promotion Program, Health Education 121 and 201, and Junior
standing, change in course title from Professional and Program Development in Health Promotion and Education TO Community Health Promotion Strategies. **Justification:** During a recent site visit by SABPAC, the national Health Promotion baccalaureate program approval committee, the committee recommended changing the name of the course to better align with the course content. Prerequisites: This course serves as a prerequisite for the senior block of courses for the Health Promotion major. Therefore, students are anxious to enroll once prerequisites are met. This often results in more students wanting to take the course than there is capacity. Therefore, placing an addition prerequisite of Junior status will help to eliminate some of that enrollment burden allowing those that have critical need for enrolling an opportunity to do so without being locked out. This is a writing intensive course and space is limited.

2. **Request for changes in undergraduate course:** HRPO 491, Needs Assessment and Evaluation of Health Programs. Request change in title of course from Needs Assessment and Evaluation of Health Programs TO Needs Assessment, Planning and Evaluation Methods in Health Promotion. **Justification:** During a recent site visit by SABPAC, the National Health Promotion baccalaureate program approval committee, the committee recommended changing the name of the course to better align with the course content.

A motion was made by Committee, seconded by Deb Walker to accept item 3 as recommended. The motion passed.

3. **Proposal for a new undergraduate course:** PORT 110, Introductory Portuguese. (3) F, S. Fundamentals of the language through aural comprehension, speaking, reading, and writing. **Justification:** Portuguese is the world’s third most widely-spoken European language after English and Spanish. It is one of the official languages of the European Union. The fact that Portuguese-speaking countries are located in Europe, South America, and Africa opens up learning and travel opportunities for students from all majors. Brazil, for instance, is the United States’ second most important trade partner in Latin America, and a major market and destination for multinationals, NGOs, and the travel industry. Inclusion of Portuguese at CCU represents curricular growth that expands academic and professional opportunities for students at a time of marked increase in Brazilian immigration to CCU’s area of influence.

A motion was made by Committee, seconded by Sandy Nelson to accept items 4 -12 as recommended. The motion passed.

4. **Request for change in undergraduate course:** CSCI 140, Introduction to Algorithmic Design I. Proposed Catalog description to read: CSCI 140, Introduction to Algorithmic Design I. (3) (Computer Usage) (Students are required to have a personal notebook computer for this course) (Prereq: Grade of C or above in Computer Science 130 and 130L) (Coreq: Computer Science 140L) An introduction to problem solving and algorithmic design methodology using a high-level programming language. Topics include problem solving techniques; subprograms and modularity; fundamental data types and structures; flow of control statements; and file input/output. Three lecture hours per
week. F, S, SU.  **Justification:** Our assessment of the course, along with the new requirements of CSCI 130, has resulted in the need for small changes in the course topics.

5. **Request for changes in undergraduate course:** CSCI 150, Introduction to Algorithmic Design II. Proposed Catalog description to read: CSCI 150, Introduction to Algorithmic Design II. (3) (Computer Usage) (Students are required to have a personal notebook computer for this course) (Prereq: Grade of C or above in Computer Science 140 and 140L) (Coreq: Computer Science 150L) A continuation of Computer Science 140. Continued development of discipline in program design, style and expression, debugging and testing. Topics include object oriented programming and algorithm design; elementary data structures; user-defined data types, inheritance, and encapsulation. Three lecture hours per week. F, S.  **Justification:** Our assessment of the course, along with the new requirements of CSCI 130 and changes to 140, has resulted in the need for small changes in the course topics.

6. **Request for changes in undergraduate course:** CSCI 203, Web Development Using PHP. Request change in the title from Web Development Using PHP TO Introduction to Web Application Development. Proposed Catalog description to read: CSCI 203, Introduction to Web Application Development. (3) (Prereq: Grade of C or above in Computer Science 150 and 150L) A thorough introduction to development and deployment of web-based applications. Topics include middleware programming concepts, client server architecture, and database access. Students will write a number of web applications. S.  **Justification:** After assessment of the course and of our IS track in preparation for future accreditation, this course will now be a required course. The new description and title are slightly more generic and allow the specific languages and architectures used in the course to change as the field evolves.

7. **Request for change in undergraduate course:** CSCI 330, Software Engineering I. Request change in prerequisites from C or above in CSCI 220 TO C or above in both CSIC 150 and 150L. Change in title from Software Engineering I TO Systems Analysis & Software Engineering. Proposed Catalog description to read: CSCI 330, Systems Analysis & Software Engineering. (3) (Prereq: Grade of C or better in Computer Science 150 and 150L) A thorough introduction to requirements management, and best practices in eliciting, documenting, and verifying requirements for programming systems. Topics include writing effective use cases, constructing UML-compliant models (including class, state, and activity diagrams), specification of user interface and data layers, testing, and integration. S.  **Justification:** This course is required in both our Information Systems and Theoretical Computer Science programs. After assessment of the course and of our IS track in preparation for future accreditation, we decided that the course title, description, and prerequisites require changes to meet accreditation requirements for both programs. The proposed course changes satisfy these needs.

8. **Request for change in undergraduate course:** CSCI 385, Introduction to Information Systems Security. Request change in prerequisite from Grade of C or above in CSCI 220 TO Grade of C or above in both CSCI 150 and 150L. Proposed Catalog description to read: CSCI 385, Introduction to Information Systems Security. (3) (Prereq: Grade of C
or better in Computer Science 150 and 150L) Comprehensive survey of security policies, models and mechanisms for confidentiality, integrity, management and legal and ethical issues.  

**Justification:** After assessment of the course and of our IS track in preparation for future accreditation, we have decided that the CSCI 220 course is no longer required and should no longer be a prerequisite for CSCI 385. The new prerequisite is sufficient and will accommodate students in both the Information Systems program (as a required course) and the Theoretical program (as an elective). Additionally, the course will now be taught in the Spring instead of the Fall.

9. **Request for change in undergraduate course:** CSCI 409, Middleware and E-Commerce.  
Request change in prerequisite from Grade of or above in CSCI 220 TO Grade of C or above in CSCI 203. Request change in title from Middleware and E-Commerce TO Advanced Web Application Development. Proposed Catalog description to read: CSCI 409, Advanced Web Application Development. (3) (Prereq: Grade of C or better in Computer Science 203) Advanced topics in the development and deployment of web-based applications. Topics include advanced middleware programming concepts and development of dynamic websites. Students will write a full-scale web application as their final project.  

**Justification:** After assessment of the course and of our IS track in preparation for future accreditation, we have decided that the CSCI 220 course is no longer required and should no longer be a prerequisite for CSCI 409. The new prerequisite is now a required course for Information Systems majors. The new description and title are slightly more generic and allow the specific language and architectures used in the course to change as the field evolves.

10. **Request for change in undergraduate course:** CSCI 415, UNIX Systems Administration and Systems Programming.  
Request change in prerequisites from Grade of C or above in CSCI 220 TO Grade of C or above in CSCI 203 or 220. Request change in title from UNIX Systems Administration and Systems Programming TO Systems Administration. Proposed Catalog description to read: CSCI 415, Systems Administration. (3) (Prereq: Grade of C or better in Computer Science 203 or 220) Topics in system administration include application server management, deployment of websites, domain name service, web services, security, backup and recovery, and email management.  

**Justification:** After assessment of the course and of our IS track in preparation for future accreditation, this course will now be a required course. The new description and title are slightly more generic and allow the specific operating systems and architectures used in the course to change as the field evolves. The course will be taught in the Fall instead of the Spring.

11. **Request for change in undergraduate course:** CSCI 425, Database Systems Design.  
Request change in prerequisites from Grade of C or above in CSCI 220 TO Grade of C or above in CSCI 203 or 220. Proposed Catalog description to read: CSCI 425, Database Systems Design. (3) (Prereq: Grade of C or above in Computer Science 203 or 220) An introduction to the theory and methodology for database design and implementation, the relational model, relational algebra, relational calculus, and E/R modeling are introduced, as well as concepts of normalization, data independence, and database languages. Design encompasses issues from the conceptual model to the physical model.  

**Justification:** After assessment of the course of our IS track in preparation for future accreditation, we
have decided that the CSCI 220 course is no longer required and should no longer be a prerequisite for CSCI 425. The new prerequisite is sufficient and will accommodate students in both the Information Systems program and the Theoretical program.

12. **Request for changes in undergraduate course:** MATH 161, Calculus II. Change in prerequisites from MATH 160 TO Grade of C or above in MATH 160. **Justification:** This course requires a higher mastery of the material in MATH 160 than a grade of D will ensure.

A motion was made by Committee, seconded by Deb Walker to accept items 13 & 14 as recommended. The motion passed.

13. **Request for change in undergraduate program:** Psychology, BA. Requested change in other: Require 3 credits of math for BA students (in addition to core requirement). Excludes Math 139, 201, 202, 203. (This requirement has been in effect for over 10 years but with the change in core requirements it was inadvertently dropped from the Catalog.)

14. **Request for change in undergraduate program:** Sociology, BA. Request change in other: Require 3 credits of math for BA students (in addition to core requirement). Excludes Math 139, 201, 202, 203 (This requirement has been in effect for over 10 years but with the change in core requirements it was inadvertently dropped from the Catalog).

A motion was made by Committee, seconded by Sandi Shackelford to accept item 15 as recommended. The motion passed.

15. In support of the Honors Program’s mission to provide a “challenging and well-structured Honors curriculum” the Honors Program recommends the following Academic Affairs and Senate actions to change the Honors Program policy articulated in the University Catalogue from: To maintain eligibility to continue in the Honors Program, students are expected to maintain a minimum 3.0 GPA TO To maintain eligibility to continue in the Honors Program, students are expected to maintain a minimum 3.25 GPA. **Justification:** The minimum GPA numbers for similarly situated institutions average around 3.3, hence the change will conform to Southern Regional and National Collegiate Honors Program practices.

Current CCU Honors Students (from figures derived by Institutional Research in the fall of 2007) maintain an average GPA of 3.76. Only three students fell below a 3.5 and none below a 3.25.

Any Honors Students with a GPA of below a 3.25 after a one (1) semester probationary period should cede the opportunity to a more deserving student.

Honors Program students and members of the Honors Program Council have expressed support for this change.
A motion was made by Committee, seconded by Lee Bollinger to accept item 16 as recommended by Academic Affairs. The motion passed.

16. The following changes to the current description for Academic Affairs has been made and will be sent to the Faculty Manual Ad-Hoc Committee to be placed in the faculty manual revision.

Membership: Nine Faculty (two elected from each College, one of whom must be a tenured faculty member, and one elected from the Library); two students (non-voting); Ex-Officio: Provost Designee, Vice-President of Enrollment Management, and Registrar.

The term of service will be three years. The chair will be elected from among the voting members who are in their third year of consecutive service.

Purpose: This committee considers and recommends to the Senate actions on requests for additions, deletions or changes in undergraduate courses or programs of the University. The committee also considers and notifies the Senate of minor changes in courses, such as course titles, descriptions, or credit hours. These minor changes do not need Senate approval, but are submitted to the Senate for notification only. When considering additions, deletions, or changes to courses, special attention will be given by the committee to avoid duplication or obsolescence. The committee will also evaluate educational policies, admission standards and new programs of instruction.

A motion was made by Deb Walker, seconded by John Goodwin to support the recommendation for the “Family Friendly” policies. After much discussion, Yoav Wachsman moved to table the motion until September 3, 2008 meeting.

GOOD OF THE ORDER: None

ADJOURNMENT: The meeting adjourned at 6:15 PM.

Respectfully submitted,

Approved by Susan Slavik
Faculty Senate Chair

Janet Straub
Faculty Senate Recorder
The members of the International Programs Committee for 2007-2008 were: Philip Whalen (Chair, Humanities), Yoav Wachsman, Sherer Royce, Jim Henderson, Geoff Parsons (ex officio), Darla Domke-Damonte, Billy Hills, Mike Ferguson (Sciences), Lisa Hartman (Library), Tracy Smith (Business), Lauren Bajer (Student Gov. President)

The Committee maintains an ongoing dialogue with the Faculty Senate, the Office of International Studies and the Office of the Provost. Following a late start given scheduling conflicts, the International Programs Committee (IPC) met five times during the 2007/08 academic calendar. The Committee’s activities revolved around efforts to develop across-the-board policies concerning: the academic rigor of programs that entail study abroad through Coastal Carolina University, equity and transparency in the study abroad program proposal application process, better articulation of the responsibilities of participating faculty and students on study abroad experiences, and a host of issues regarding safety and liability on study abroad experiences. To this end, the International Programs Committee:

1) now participates in the application process for new study abroad program proposals by reviewing and recommending proposals in consultation with the Director of the Office of International Studies before they are sent to the Office of the Provost;

2) continues to work with the International Studies Office to refine the Handbook for Study Abroad Program Leaders. The Committee in currently working on formalizing policies on such issues as Alcohol and Faculty Responsibility for all University off-campus travel programs;

3) has received the Faculty Senate’s support review all new course proposals with a study abroad component and one-time special topics courses with a study abroad component before issuing a recommendation to the Academic Affairs Committee or, in the case of courses touching Core Goal 5, Part B (globalization), to the Core Curriculum Committee. The committee will review these proposals with attention to the following three issues:

   i) does the proposed course assure participant safety and adherence to CCU ‘Best Practices’ for international study.
   ii) does the international experience dimension of the course either support the pedagogical objective or fulfill the core curriculum globalization goal (# 5).
   iii) when does the home Department anticipate first offering the proposed course.

4) continuously makes ad hoc recommendations concerning existing, future, and desired programs and practices.

Also, the Committee's work (last year) drafting, proposing and shepherding a global awareness goal into the new core curriculum has been commended in the "Fisher Report." Read: “Also worthy of commendation is the core curriculum’s global awareness requirement. Once again, the increasingly global character of the world in which CCU students will live and compete demands such a requirement, and we applaud the University for its action in this arena (a prescient move that many other institutions have not yet made).” (P. 11)