I. CALL TO ORDER – Holley Tankersley, Vice Chair

II. ROLL CALL – Susan Slavik, Secretary

III. APPROVAL OF MINUTES – November 5, 2010

IV. CONSENT AGENDA – attached for approval

V. PRESIDENT, PROVOST AND OTHER ADMINISTRATIVE REPORTS

Graduate Council, Deborah Vrooman, Interim Director of Graduate Studies for senate information:

**Graduate Council Bylaws**

**Article I – Name and Purpose**

**Section 1 – Name:** The name of the organization that oversees graduate education at Coastal Carolina University will be the Graduate Council.

**Section 2 – Purpose:** Graduate Council considers any academic matters related to graduate education at the University. Specific areas of consideration for the Council include new degree program proposals and new graduate courses; changes in degree programs or courses; new and existing policies, procedures, and assessment related to graduate study. Actions taken by the Council related to these matters are forwarded to the Faculty Senate for consideration.

**Article II – Membership**

**Section 1 – Eligibility for membership:** Only tenure-track, full-time faculty are eligible for membership on the Graduate Council.

**Section 2 – Membership:**

- **Voting Membership:** Eight faculty members (two elected from each College), Director of Graduate Studies (Ex Officio) and the Registrar (Ex Officio). The Director of Graduate Studies serves as Chair of Graduate Council and votes only in case of a tie.
- **Non-Voting Membership:** Graduate Coordinators/Directors, a Faculty Senate Representative, and a Library Representative.

**Section 3 – Term of service:** Three years for elected members.

**Section 4 – Chair of Graduate Council:** The Chair will be the Director of Graduate Studies; he or she will vote only in the case of a tie.
Section 5 – Election of Members: Two faculty members each will be elected from the Spadoni College of Education, the Edwards College of Humanities and Fine Arts, the Wall College of Business, and the College of Science in the spring for a term of three years. Newly elected members shall begin service at the beginning of the subsequent fall semester. Representatives must be tenure-track, full-time faculty and may be from any department, regardless of whether that department awards an advanced degree or not. Administrators are ineligible to serve as elected members.

Terms of membership within each college will be staggered. No more than one member may serve from any individual department. If a member is unable to complete a term, the Dean of that college shall appoint a faculty member from that college to serve for the remainder of the academic year, with any remainder of the unexpired term to be filled the following year by election.

Article III – Meetings

Section 1 – Regular meetings: Meetings of Graduate Council will be held the first Wednesday of each month, normally at 11:30 a.m., during the academic year (September-May). Special meetings may be called by the Director of Graduate Studies by circulating a written notice and agenda to members at least seven days prior to the meeting day. The Director of Graduate Studies also must call a meeting within 30 days if requested in writing by at least four members of Graduate Council.

Section 2 – Graduate Council action between academic years: Graduate Council will function only during the academic year (September-May). At other times, the Director of Graduate Studies will render ad hoc decisions on policy matters until such time as the Council resumes its meetings. Such decisions will not necessarily serve as precedents for subsequent actions by the Council.

Section 3 – Quorum and voting: A quorum of the Council will consist of a majority of the voting membership of the Council (i.e., five of nine members), and the affirmative vote of a majority of the quorum shall be necessary to evoke action (i.e., a minimum of three of five voters present). The Director of Graduate Studies will vote only in the case of ties.

Section 4 – Parliamentary Authority: Business of Graduate Council will follow modified Robert’s Rules of Order as interpreted by the Chair of Graduate Council.

Article IV - Amendments

Section 1 – Amendments: Amendments to these bylaws may be proposed by voting members of Graduate Council or by the Director of Graduate Studies. Proposed amendments will be presented to the Council and approved with a majority of all voting members. Amendments must be approved by the Provost and President.

Article V – Adoption and Implementation

These bylaws were approved at a meeting of the Graduate Council by a majority vote on November 3, 2010.
VI. EXECUTIVE COMMITTEE REPORT

_Holley Tankersley, Vice Chair_ to present Executive Committee Report.

Jack Riley has been appointed Parliamentarian.

Senate meetings will be held on the first Wednesday of the month at 4:30pm from February through May. Next year the standing meeting times will continue to be first Wednesdays so please check your teaching schedules for both this spring and next fall.

Elections for Faculty Senate and the Regular (standing) Faculty Committees will be held in April.

Elections for Executive Committee of the Faculty Senate will be held at the May meeting (Chair, Vice Chair, and Secretary). All 3 positions are open. We must elect a new Secretary and Chair as Susan Slavik has served 2 consecutive terms and is ineligible, and Michael Ruse will not stand for re-election to the chair. All continuing and newly elected Senators who have tenure are eligible. The newly elected chair will receive a summer stipend of 7.5% of salary in order to undergo training with the outgoing chair during the summer.

AA 04 – Editorial change to catalog for core goal 1.
AA 05 – Mission statement for the Athletic Department.
AA 06 – Change to Senate bylaws concerning college/library representation in the Senate.
AA 07 – All items from Consent Agenda from the November meeting.
AA 08 – Change to catalog description concerning waiver of core requirements for transfer students with AA, AS, BA, and BS degrees.
AA 09 – Academic Calendar 2011/2012
AA 10 – Discount tickets for sporting and cultural events and golf at Quail Creek for faculty.

VII. COMMITTEE REPORTS

Sharon Thompson CCU Student-Athlete Academic Summary – 2009-2010

VIII. OLD BUSINESS

IX. NEW BUSINESS

1. **Motion to amend the charge of the University Promotion and Tenure Committee to include the prohibition of any member of the faculty serving on one level of the tenure and promotion process from serving on another level of that process.**

   Reasoning: The re-writing of the section on tenure and promotion in the Faculty Manual altered the paragraphs about the University and Promotion and Tenure Committee in such a way that the explicit statement of that prohibition was edited out.

12. Promotion and Tenure

   Membership: Nine faculty (two elected from each College and one elected from the Library). Alternates (5): one alternate will be elected annually from each college and the Library, the alternate will replace committee members who are recused or found ineligible in termination hearings (VI. D. n.). Additional
alternates selected to serve as replacements should have served on the University Promotion and Tenure Committee or on a College Promotion and Tenure Committee previously.

Membership Conditions: Membership is limited to tenured Associate Professors/Librarians or Professors/Librarians who are not being considered for promotion during the years of service on this committee. Membership terms are three years. No member may serve more than three years consecutively. Chairs/Supervisors and members of College/Library Promotion and Tenure Committees are not eligible to serve.

2. Motion to adopt the following policy on religious observance:

RELIGIOUS OBSERVANCE REASONABLE ACCOMMODATION POLICY

In accordance with the spirit of the South Carolina Religious Freedom Act, the University acknowledges that some students and employees may wish to observe religious holidays that are not included on the list of those official holidays recognized by the institution. With respect to employee leave time, class attendance and the scheduling of examinations and other academic work requirements, the University supports the concept of reasonable accommodation for religious observances. Interpretation of this policy shall be the responsibility of the office of University Counsel.

Students

Due to the observance of a religious holiday or day of religious significance that is not included on the official list of University holidays, any student who is unable to attend classes on a particular day or days or at a particular time of day shall be excused from taking any examination or performing other academic work assignments on such days or times. To allow instructors ample opportunity to make a reasonable accommodation, students shall make requests in a timely manner prior to the exam or work. The construction of “timeliness” shall take into account the date of the announcement of the exam or work. Requesting students shall be afforded an equivalent opportunity to make up the exam or academic work that was missed due to such absences. No penalties may be imposed against students who are accommodated. Faculty shall include a brief summary of this policy on course syllabi. The arbiter of any conflicts or controversies arising from this policy, whether initiated by students or faculty, shall be the Provost or his/her designee. Appeals may be taken directly to the President.

Employees

Any employee – faculty or staff – who desires to take time off from work to observe a religious holiday or day of religious significance that is not included on the official list of University holidays must provide written notice to appropriate supervisors a minimum of five (5) days prior to the intended absence. The absence may be: (1) charged to accrued leave, if available, (2) designated as an unpaid leave of absence, (3) charged against accrued compensatory time, or (4) made up with required work at an alternate time with the permission of the supervisor. The arbiter of any conflicts or controversies arising from this policy, whether initiated by the employee or supervisor, shall be the Director of Human Resources or his/her designee. Appeals may be taken directly to the President.

Religious Holidays

A list of primary sacred times for world religions can be found online at www.interfaithcalendar.org.
Academic Affairs Committee

3. Motion to Change the University Catalog concerning grade changes

Catalog Year: 2010-2011 Page(s) Affected: 48-49

Original Text:

Grade Changes

Grades may be changed only by the instructor of record or through an appeals process as specified in the Code of Student Conduct and Academic Responsibility, located on the University's official web site. No grade may be changed after one year from the completion of a course, except with the concurrence of the Committee on Petitions and Scholastic Standing of the student's major college (see next paragraph). In the case of a deceased faculty member, or in extreme cases and for cogent reasons, the Department Chair of the course may act in place of the faculty member of record in consultation with the major dean and the Registrar.

Student petitions which involve changing a grade must be approved by the faculty member who assigned the grade. Students who wish to petition to the Committee on Petitions and Scholastic Standing for a grade change must do so within three years of the term in which the course ended.

Proposed Text:

Grade Changes

A grade may be changed by the instructor of record of a course for a period of one year after the completion of the course. In the case of a deceased faculty member, or in extreme cases and for cogent reasons, the Department Chair, in consultation with the Dean of the College offering the course and the University Registrar, may act in place of the instructor of record.

Prior to graduating, students may utilize the General Petition process to appeal a grade, provided the petition is submitted within three years of the term the course ended. After graduating, only the final semester’s grades can be appealed (within six months of the graduation date).

Note: Grades that resulted from a violation of the academic integrity code are not subject to the General Petition process.

4. Motion to accept a new undergraduate minor in Medical Humanities

Medical Humanities Minor Department of Philosophy and Religious Studies
**Proposed catalog description:** The Medical Humanities Minor is intended for undergraduate students entering health care professions as well as traditional humanities students. It seeks to educate students on humanistic issues in the medical profession and healing arts from an ethical, literary, psychological, sociological, and historical perspective. Courses within the minor investigate the intellectual background of medicine and will teach students to recognize and understand the complexity of the interpersonal, cultural, bioethical, and political aspects of medicine, and to analyze and evaluate how contemporary health services are organized and delivered. The minor is open to future medical practitioners majoring in the sciences, humanities majors interested in cultural study of medicine, and any other students whose major or career would be enhanced by an interdisciplinary study of humanistic elements of the healing arts. Students pursuing the Minor must consult with their major advisor and with the Medical Humanities Advisor to select courses that meet the program requirements. In addition to Biomedical Ethics (PHIL 317), which is required, students will choose five different electives from two areas below. Other appropriate courses may count towards the minor at the discretion of the Minor Advisor. **Date change is to be effective:** Spring 2011

### Required course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 317 Bio-Medical Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>

### Three (3) courses from Area 1

(choose courses from at least two disciplines)

### Two (2) courses from Area 2:

(choose courses from different disciplines)

### Total Credit Hours: 18

#### Area 1 Courses: (Choose 3 from at least 2 disciplines)

- COMM 311 Health Communication
- ENGL 486: Literary Studies in Health, Illness, and Aging (Offered Fall 2011)
- HIST 447 History of Western Medicine from Antiquity to the Renaissance
- HIST 448 Early Modern Science and Medicine
- HIST 493K Modern Medicine, Science, and the Body
- PHIL 305 Contemporary Moral Issues
- PHIL 311 Ethical Theory
- PHIL 315 Technology and Human Values
- PHIL 340 Philosophy of Science
- POLI 371 Public Policy

#### Area 2 Courses: (Choose 2 from different disciplines)

- HPRO 310 Issues in Family Life and Sexuality
- HPRO 333 Environmental Health
- HPRO 347 Consumer Health Education
- HPRO 382 Diseases and Disorders
- HPRO 404 Nutrition
- HPRO 420 Health Policy
- HPRO 480 Women’s Health Issues
- PSYC 333 Health Psychology
- PSYC 410 Abnormal Psychology
- SOC 360 Sociology of Medicine and Health
- SOC 454 Sociology of Death and Dying
- SOC 455 Sociology of Aging
- SOC 457 Aging and Social Policy
- SOC 460 Sociology of Mental Health
- SOC 465 Sociology of AIDS
- STAT 318 Biostatistics

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5. **Motion to accept a new undergraduate minor in Art Studio**

Art Studio Minor Department of Visual Arts
Proposed catalog description: Photography is an art form that is comprised of analytical thinking, intellectual growth, and craft. Within the photography curriculum the students will learn the skills of observation, photographic craft, and creative expression; all of which are necessary to function in a visual culture. Students who enter the photography curriculum will be exposed to a variety of photographic methods. These include, but are not limited to, the traditional darkroom, the digital medium, experimental methods, and alternative processes. By exploring these many photographic methods the students will be prepared to face the diverse and evolving world of photography. Date change is to be effective: Fall 2011.

X. QUASI COMMITTEE OF THE WHOLE

XI. OTHER

XII. ANNOUNCEMENTS

XIII. GOOD OF THE ORDER

XIV. ADJOURNMENT