I. CALL TO ORDER – Steve Madden, Chair

II. ROLL CALL – Deborah Breede, Secretary

III. APPROVAL OF MINUTES – December 3, 2014

IV. CONSENT AGENDA – attached

V. PRESIDENT, PROVOST, AND OTHER ADMINISTRATIVE REPORTS

VI. EXECUTIVE COMMITTEE REPORT

Steve Madden, Chair, to present the Executive Committee Report.

A. Administrative Actions 10 - 14 were generated and approved without stipulations from the December 3, 2014 meeting. Refer to the December 3, 2014 Order of Business for complete details.

AA 10: Approval of remaining items on the December 3, 2014 Consent Agenda (JOUR 311: Principles of Advertising and DCD 312: Social Media were removed from the consent agenda and placed under new business for discussion).

AA 11: Approval to amend the Academic Affairs Committee’s membership description in the Faculty Manual.

AA 12: Approval of DCD 312: Social Media (a new undergraduate course) and a Bachelor of Arts in Digital Culture and Design (a new undergraduate program).

AA 13: Approval of a Bachelor of Science in Engineering Science (a new undergraduate program).

AA 14: Approval of JOUR 311: Principles of Advertising (a new undergraduate course).

VII. COMMITTEE REPORTS

VIII. OLD BUSINESS
XI. NEW BUSINESS

A. Graduate Council Committee

1. **Motion to approve a Master of Science in Information Systems Technology with a concentration in Security and Analytics (moved and seconded out of committee):**

   College of Science, Department of Computing Sciences
   Proposal for a new graduate program.

   **Title of proposed program and degree:** Master of Science in Information Systems Technology with concentration in Security and Analytics.
   **Semester and year of first graduates:** Fall 2015.
   **Number of students projected in first two semesters:** 30.

   **Use of Technology:** The courses in the proposed MS in Information Systems Technology with concentration in Security and Analytics program will be offered online and students and the instructor will interact either in synchronous or asynchronous mode. Moodle will be used as a course management system to allow the students interaction with other students and instructor. Other tools that would be used for student and instructor interaction are Google Hangout, Skype and Adobe Connect.

   We will leverage the existing resources from CCU’s Coastal Office of Online Learning (COOL) center with respect to the synchronous and asynchronous delivery of the online courses in the proposed M.S program. We will work with COOL center to develop high quality, high value online courses, online course components and online curriculum. We will leverage the collaboration of COOL with Information Technology Services and Media Services to advance the online learning resources and infrastructure. We will utilize the COOL’s support of online learners and instructors through Student Computing Services and the Center for Effective Teaching to Advance Learning. The mission and the activities of the COOL center will help immensely towards the successful implementation of the course. We have also applied for the COOL grant towards the development of the courses in the proposed program.

   We will seek out for the faculty centered peer-review process to get certified on the quality of the online courses developed for this program, based on national standards managed by Quality Matters (QM), a non-profit organization that provides tools and training to ensure quality in online education.

   **Proposed Catalog Description:**

   **Purpose of the Program**
   Master of Science in Information Systems Technology with concentration in Security and Analytics (MISTSA) is a program to prepare future leaders in the areas of information security and data analytics through critical examination of both academic and practical applications of various segments of the information security and data analytics industry. The faculty seeks to challenge, engage, and cultivate students in becoming skilled and knowledgeable information security and data analytics professionals.
**Student Learning Outcomes**

After graduating from the program, the student shall be able to:

1) Engage with the IST (Information Systems Technology) professional or academic communities through superior communication and leadership skills to contribute to the knowledge bases of the fields such as Information Security/Data Analytics.

2) Apply analytical, critical thinking and technical skills to a domain of work in the IST field such as Information Security and Data Analytics.

3) Explore and extend creative use of emerging Information System Technologies in a secure manner.

4) Analyze, evaluate, design and implement information services to enhance the value of information in a variety of professional and academic settings.

5) Derive and effectively communicate actionable insights from a vast quantity and a variety of data.

6) Critically evaluate and manage information security policies, principles, processes, services and technologies to manage risks and security threats when applied to different IST settings.

7) Critically evaluate current state IST infrastructure and architect, design and implement solutions to ensure a secure IST infrastructure.

**Admission to Study/Graduate Applications**

Applications for graduate study should be directed to the Office of Graduate Studies at Coastal Carolina University.

**Admission Requirements**

Applicants for regular admission to the MS in Information Systems Technology with concentration in Security and Analytics must meet the following criteria:

1. Completion of an application form and payment of the application fee.

2. Submission of an official undergraduate transcript from each post-secondary school or college previously attended, including any graduate study previously undertaken.

3. Evidence of having received a baccalaureate degree from a regionally accredited institution in this country or its equivalent at a foreign institution based on a four-year degree with competitive GPA.

4. Competitive Official GRE scores. GRE requirement may be waived if the student has completed a graduate degree or completed graduate course work or earned a related professional certification, or have taken the GMAT.

5. International students whose native language is not English must submit scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) with a score of at least 575 (paper-based test) or 89 (internet-based test) on the TOEFL or 6.5 on the IELTS with no subscore lower than 5.0 on the IELTS, or, students may complete the ELS Centers level 112 English language training program.

6. Submission of at least two letters of recommendation from individuals familiar with the academic ability, level of responsibility, and work ethic of the applicant.

7. Submission of a resume.
8. Submission of a written statement of educational and career goals, how this degree will fulfill those goals and the subject area of research or career interest while completing this degree.

9. Prerequisites required for the admission are:
   Undergraduate course credits in:
   a) Computer networks or Information Security (3 credit hours)
   b) Programming or Web Development (3 credit hours)
   c) Database Design or SQL Development (3 credit hours)
   d) Statistics (3 credit hours)

Undergraduate course credits requirement may be waived depending on the relevant industry experience or completion of the professional certification by the applicant.

Admission decisions are made when all evidence of the applicant’s ability to succeed in graduate studies has been submitted.

**Provisional Admission**
Applicants may receive provisional admission to the MISTSA program if they do not meet the stated admission requirements and are entering the University for the first time or are returning to the University after an extended absence. Students who are provisionally admitted are limited to 12 credit hours of course work.

**Removal of Provisional Status**
To remove provisional status the student must, within the first two academic semesters (either Fall, Spring, or Spring, Fall):
   a. Earn a B or better in two core courses;
   b. Maintain a 3.0 GPA in all graduate courses taken;
   c. Earn a B or better in all undergraduate prerequisites required as specified in the provisional acceptance letter.

**Degree Requirements**

The Master of Science in Information Systems Technology with concentration in Security and Analytics requires:
   1. Successful completion of an approved program of study with a minimum of 33 graduate hours;
   2. A minimum grade point average of 3.0 (B) on all course work;
   3. A maximum of 2 classes may be completed below the grade of B before dismissal from the program;
   4. Completion, presentation, and successful defense of a thesis; or, completion of a project(s) followed by an oral presentation and written report summarizing the project experience; and
   5. All work applied toward the degree must be earned in the six years immediately preceding the completion of the graduate program.
The proposed Master of Science in Information Systems Technology with concentration in Security and Analytics at CCU will require 33 graduate credit hours. As this degree seeks to provide a broad range of skills and experiences that are required for the students to be experts in in the increasingly complex domains: Information security and data analytics, the curriculum is divided into core coursework, elective coursework and a capstone experience. These core, elective, and capstone courses would ensure that the students apply state of art concepts, policies, methods, tools and techniques for the problems, projects and case studies that closely resemble the real world and industry issues.

Students must maintain a 3.0 GPA and may not have more than two grades of “C” in the program.

I. CORE CURRICULUM (15 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 650</td>
<td>Information Systems Technology in Context</td>
<td>3</td>
</tr>
<tr>
<td>IST 660</td>
<td>Introduction to Cybersecurity and Information Assurance</td>
<td>3</td>
</tr>
<tr>
<td>IST 661</td>
<td>Security Policy and Risk Assessment</td>
<td>3</td>
</tr>
<tr>
<td>IST 670</td>
<td>Data Management and Analytics</td>
<td>3</td>
</tr>
<tr>
<td>IST 671</td>
<td>Data Mining and Knowledge Discovery</td>
<td>3</td>
</tr>
</tbody>
</table>

II. ELECTIVES (Aligned with Career Goal) (12 Credits)

Choose two from the following: (6 Credits) ......................................................... 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 665</td>
<td>Secure Networking</td>
<td>3</td>
</tr>
<tr>
<td>IST 666</td>
<td>Secure Software Development</td>
<td>3</td>
</tr>
<tr>
<td>IST 667</td>
<td>Intelligence and Security Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 534</td>
<td>Digital Forensics</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose two from the following: (6 Credits) ......................................................... 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 675</td>
<td>Semantic Web Technologies</td>
<td>3</td>
</tr>
<tr>
<td>IST 676</td>
<td>Data Fusion</td>
<td>3</td>
</tr>
<tr>
<td>IST 677</td>
<td>Data Visualization</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 575</td>
<td>Decision Support Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

III. CAPSTONE: Research Thesis, Special Topics Electives or Project Work (6 Credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 799</td>
<td>Research Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

(or)

Choose two of the following Electives or Project Work: (6 Credits) ................................ 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IST 659</td>
<td>Sp. Topics in Information Systems Technology-Security Patterns</td>
<td>3</td>
</tr>
<tr>
<td>IST 669</td>
<td>Sp. Topics in Information Security- Secure Cloud Computing</td>
<td>3</td>
</tr>
<tr>
<td>IST 679</td>
<td>Sp. Topics in Data Analytics-Big Data Analytics</td>
<td>3</td>
</tr>
</tbody>
</table>
B. Academic Affairs Committee

1. **Motion to amend the wording of the Incomplete Grading Policy presently used in the University Catalog (moved and seconded out of committee):**

The current wording for Incomplete (I) grading under the heading Grading Information from the CCU 2014-2015 Undergraduate Catalog (page 57) and the proposed revisions (notated in red) are below:

1. Incomplete, is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some limited portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, or family hardship, or some other impediment to progress that is beyond the student's control. The grade of I is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. In those instances when the faculty member agrees to assign the grade of I, the faculty member must prepare with the student a completed Assignment of Incomplete Grade form stating specific expectations that the student must meet before the I grade is changed to a letter grade. Additional forms may be required by the department. This Assignment of Incomplete Grade form must also include a deadline for completion of the work. Students who receive an I (Incomplete) grade normally have up to one major semester to complete the work required, and this may be extended at the discretion of the instructor to one more full semester, but no longer. Copies of the completed form are then distributed to the student, the Office of the Registrar, the department chair or college dean, and the instructor at the time grades are reported. Re-enrolling in the course will not make up an Incomplete. The grade I will not affect the student’s GPA during the one semester, or during the contractually agreed upon time limit. After one major semester (or the agreed upon limit), a grade of I for which work has not been completed is permanently changed to a grade of F. Work to be completed must be submitted in sufficient time for the grade to be assigned and processed prior to the conversion of the I to an F. The responsibility for completing the requirements and assuring removal of an I rests directly with the student. Suspension does not extend the time allowed to make up an Incomplete.

2. **Motion to approve a Geospatial Technologies Certificate (Distance Learning) (moved and seconded out of committee):**

College of Humanities and Fine Arts, Department of Politics and Geography
Proposal for a new undergraduate certificate.

Title of proposed certificate: Geospatial Technologies Certificate (Distance-Learning).
Semester and year of first graduates: Fall 2016.
Number of students projected in first two semesters: 20.
Proposed Catalog Description:

GEOSPATIAL TECHNOLOGIES CERTIFICATE (DISTANCE-LEARNING)

A distance-learning certificate in Geospatial Technologies is designed to give students a broad understanding of the geographic concepts that underpin Geographic Information Systems (GIS) and related geospatial technologies, as well as develop practical skills in utilizing these technologies to address applications in a wide range of disciplines and domain areas. As a skills-based certificate, this program will focus on both ‘software knowledge’ and fundamental concepts related to spatial thinking and geographic information, and provide training in the tools and techniques required to utilize GIS and geospatial technologies in professional settings.

Objectives and Student Learning Outcomes:
The main objective of this certificate program is to enable students to develop a broad understanding of the concepts and applications of GIS and related geospatial technologies, and develop practical skill sets for the use of geospatial technologies in a wide range of fields. Following the completion of introductory courses, students will be able to explore selected advanced topics related to GIS and geospatial technologies in a number of disciplines. Students who undertake this certificate will:

1. Explore geographic concepts and spatial thinking skills that are a core of geography and geospatial technologies.
2. Explore the concepts and methods of maps and mapmaking, especially digital cartography.
3. Develop practical skills in designing and producing informative digital maps and other visualizations of geographic information.
4. Develop practical skills in the utilization of GIS and geospatial technologies in selected fields.

Students who complete the distance-learning certificate in Geographic Information Systems will be able to:

1. Understand and explain the basic geographic and spatial concepts that underpin GIS and other geospatial technologies.
2. Explain and critique digital mapping techniques and how they present geographic information.
3. Apply practical digital cartography skills and knowledge to create well-designed and informative maps and other visualizations of geographic information.
4. Understand and explain the theories and concepts that underpin GIS and geospatial technologies.
5. Apply practical GIS and geospatial technology skills to applications within selected fields.
**Curriculum**

**GIS Core Requirements**
- GEOG 200 Digital Earth .......................................................... 3
- GEOG 204 Introduction to Geographic Information Systems .................. 3

**GIS Methods Electives**
Choose two from the following: (6 Credits) ........................................... 6
- GEOG 310 Digital Cartography (3)
- GEOG 311 Earth Observation (3)
- GEOG 312 Spatial Analysis Using GIS (3)
- GEOG 399 Independent Study (3)
- GEOG 400 Geospatial Intelligence (3)

Total Credits Required ........................................................................ 12

C. Faculty Manual *ad hoc* Committee

1. **Motion to add the following Shared Governance Statement to the 2015-2016 Faculty Manual (moved by Brian Bunton and seconded by Renee Smith):**

The Coastal Carolina University community accepts the American Association of University Professors’ 1966 Statement on Government of Colleges and Universities. This statement calls for meaningful faculty participation in institutional decision-making and the “full opportunity for appropriate joint planning and effort” among the governing board, administration, faculty, students, and other members of the university community.

Participation in the governance of the University is a core professional duty of the faculty and one that is central to accomplishing the academic mission of the University.

The University places great value in the concept of shared governance, and in the interest of the success of the university, each constituent group should be trusted by the others to fulfill their respective missions.

2. **Motion to include all University Academic Policies (ACAD-) to Appendix A of the 2015-2016 Faculty Manual (moved by Renee Smith and seconded by Brian Bunton):**

Appendix A University Policies

University policies are posted on the University webpage ([http://www.coastal.edu/policies/](http://www.coastal.edu/policies/)) and maintained by the Office of Human Resources. As per PRES-100 Policy on Policies,

“All policies relating directly to the academic operations of the University are published in the University Catalog, Student Code of Conduct and/or the Faculty Manual. The Academic Policies of the University – such as grading policies, degree
completion requirements, curricular content, etc. – are to be developed and approved with substantive involvement of the University faculty.”

All policies directly relating to the academic operations of the University are hereby included in this appendix to the Faculty Manual.

**Justification:** University policy PRES-101 Policy on Policies presently states that:

The language in PRES-100 has been interpreted to mean that faculty only will be consulted concerning academic policies that are published in the faculty Manual, the Student Code of Conduct, or the University Catalog. While there are policies with the “ACAD” prefix that lie beyond the scope of the faculty’s purview, a number of the policies presently listed in that section require faculty review even if they are not published in one of these three documents. For example, the following policies seem central to the academic mission of the university and to the professional lives of the faculty:

<table>
<thead>
<tr>
<th>Academics (ACAD)</th>
<th>Number</th>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACAD- 120</td>
<td>Core Curriculum Modification</td>
<td></td>
<td>Provost’s Office</td>
</tr>
<tr>
<td>ACAD- 123</td>
<td>New Graduate Course Development and Modification</td>
<td></td>
<td>Provost’s Office</td>
</tr>
<tr>
<td>ACAD- 131</td>
<td>Student Evaluation of Courses</td>
<td></td>
<td>Provost’s Office</td>
</tr>
<tr>
<td>ACAD- 133</td>
<td>Distance Learning</td>
<td></td>
<td>Provost’s Office</td>
</tr>
<tr>
<td>ACAD- 135</td>
<td>Coastal Carolina University Copyright Ownership</td>
<td></td>
<td>Provost’s Office</td>
</tr>
<tr>
<td>ACAD- 302</td>
<td>Intellectual Property</td>
<td></td>
<td>Grants and Sponsored Research</td>
</tr>
</tbody>
</table>

3. **Motion to accept minor revisions (A-J) to the 2015-2016 Faculty Manual (moved by Renee Smith and seconded by Brian Bunton):**

   A. **TITLE PAGE: ADD**

   “University Compliance  [http://www.coastal.edu/universitycompliance/](http://www.coastal.edu/universitycompliance/)”

   B. **PRIOR TO THE TOC, “PURPOSE OF THIS FACULTY MANUAL”**

   (This section, except for the last statement, is renamed *Preface* and moved under *I. Introduction* with some revisions. The section “special notes” is moved to the introduction)


C. TABLE OF CONTENTS

TABLE OF CONTENTS

I. INTRODUCTION .................................................................6

   A. University Mission Statement...........................................6
   B. Preface to the Faculty Manual
   C. Special Notes

II. BOARD, COMMISSION, AND FOUNDATIONS ..............................6

   A. Board of Trustees ......................................................6
   B. Horry County Commission on Higher Education ....................7
   C. Coastal Educational Foundation, Inc .................................7
   D. Other Foundations and Affiliations

III. Academic Administration Organization

   A. Provost
   B. Colleges

IV. FACULTY ORGANIZATION ....................................................7

   A. Membership ......................................................................7
      1. Faculty .......................................................................7
      2. Associated Faculty ....................................................7
      3. Faculty Titles Conf erred at Retirement or on Leave ..........8
      4. University/Center Affiliates .......................................9
   B. Shared Governance (Pending Motion 1 on Shared Governance)
      1. Statement of Shared Governance .....................................9
      2. Functions of the Faculty ................................................9
   C. Meetings .........................................................................9
   D. Faculty Senate Bylaws .....................................................10
      1. Membership, Representation and Terms ..........................10
      2. Executive Committee of the Faculty Senate: Membership,
         Elections, and Duties .................................................11
      3. Meetings .....................................................................13
      4. Amendments ................................................................14
      5. Attendance .................................................................14
      6. Agenda .........................................................................15
      7. Executive and Other Committee Reports .......................15
      8. Protocol ........................................................................15
   E. Organization and Procedures of Regular (Standing) Faculty Committees ... 15
      1. Membership ...............................................................16
      2. Vacancies ....................................................................16
      3. Terms of Service ..........................................................16
      4. Meetings .....................................................................17
      5. Voting Privileges ..........................................................17
F. Regular (Standing) Faculty Committees ......................................................... 18
   1. Academic Affairs ..................................................................................... 18
   2. Buildings and Grounds ........................................................................... 18
   3. Calendar .................................................................................................. 18
   4. Core Curriculum ...................................................................................... 19
   5. Distance Learning .................................................................................. 19
   6. Faculty Grievance ................................................................................... 19
   7. Faculty Welfare and Development .......................................................... 20
   8. Graduate Council .................................................................................... 20
   9. Intercollegiate Athletics .......................................................................... 21
  10. International Programs ............................................................................ 21
  11. Nominations and Elections ..................................................................... 21
  12. Student Conduct Board .......................................................................... 21
  13. Student Life ............................................................................................. 22
  14. University Promotion and Tenure ............................................................ 22
G. University-Wide Standing and ad hoc Committees .................................... 23

V. FACULTY RESPONSIBILITIES AND RIGHTS ................................................. 24
   A. Faculty Responsibilities ........................................................................... 24
      1. Classroom Procedures .......................................................................... 24
      2. Examination and Grading Policy ......................................................... 25
      3. Work Responsibilities .......................................................................... 25
      4. Code of the Faculty Conduct and Academic Responsibility ............. 26
      5. Suspension Policy ............................................................................... 27
      6. Code of Student Conduct and Academic Responsibility ............... 27
   B. Faculty Rights and Privileges .................................................................. 30
      1. Academic Freedom .............................................................................. 30
      2. Political Activity .................................................................................. 30
      3. Study Opportunities .......................................................................... 30
      4. Outside Employment of a Professional Nature .................................. 31
      5. Scholarly Reassignment ..................................................................... 31
      6. Professional Growth and Research .................................................... 33
      7. Faculty Performance Review ............................................................... 33
      8. Administrator Evaluations .................................................................. 34
      9. Faculty Reduction-in-Force Policy ....................................................... 34
   C. Faculty Grievance Procedure .................................................................. 35

VI. APPOINTMENTS, PROMOTION, AND TENURE ............................................. 39
   A. Terms of Employment ............................................................................ 39
   B. Appointments .......................................................................................... 40
      1. Equal Employment Opportunity Statement ...................................... 40
      2. English Proficiency Requirement ....................................................... 40
      3. Nature of Policy Changes ................................................................... 41
      4. Procedures .......................................................................................... 41
      5. Nepotism Policy ................................................................................... 41
   C. Faculty/Associated Faculty Ranks and General Promotion Guidelines ...... 42
1. Faculty .............................................................................................................. 42
2. Associated Faculty ...................................................................................... 44
D. Tenure/Promotion and Re-appointment of Non-tenure Track Positions 45
   1. Tenure Regulations and Re-appointment .............................................. 45
   2. Tenure Criteria ...................................................................................... 47
E. Promotion and Tenure Procedures ............................................................. 48
F. Promotion to Senior Instructor and Senior Teaching Lecturer .............. 52
G. Post-Tenure Review .................................................................................. 55
   1. Assistant and Associate Professors/Librarians, Professors/Librarians .... 55
   2. Consequences of Evaluation ............................................................... 59
   3. Appeals .................................................................................................. 59
H. Forfeiture of Tenure .................................................................................. 60
   1. Adequate cause for termination ........................................................... 60
   2. Initial Notification ................................................................................ 60
   3. Initial Meeting with the Provost and Faculty Welfare and Development
      Committee Proceedings ...................................................................... 61
   4. Faculty Request for Hearing ................................................................. 61
   5. Hearing Procedures ............................................................................. 62
   6. Committee Decision and Recommendations ..................................... 64
   7. President’s Decision ............................................................................ 65
   8. Appeal ................................................................................................... 65
   9. Board of Trustees Academic and Student Affairs Committee Decision .. 65
I. Graduate Faculty ......................................................................................... 65

VII. BENEFITS AND PRIVILEGES .................................................................. 66

A. Leave .......................................................................................................... 66
   1. Annual Leave ...................................................................................... 66
   2. Sick Leave ........................................................................................... 66
   3. Court Leave ........................................................................................ 67
   4. Military Leave ..................................................................................... 67
   5. Death in Family ................................................................................... 68
   6. Leave without Pay .............................................................................. 68
B. Benefits ....................................................................................................... 69

Appendix A University Policies (Pending Motion 2) .........................................

D. ADD TO I. INTRODUCTION

A. UNIVERSITY MISSION STATEMENT

B. PREFACE TO THE MANUAL (CHANGE TO HEADING ONLY)

   • Faculty and academic administrators are expected to read the Faculty Manual
     and to be familiar with its contents. The Faculty Senate and the Provost’s
     Office assume joint responsibility for updating and maintaining the contents of
     this Manual. Proposals to revise the Manual will be considered by the standing
committee of the Faculty Senate, the Faculty Manual Review Committee (see Section IV. F. TBD).

C. Special Notes:

Timelines in this manual are expressed in calendar days. When a due date falls on a weekend or a holiday, the first business day after that date will serve as the due date.

Official documents delivered under the grievance, disciplinary action, and forfeiture of tenure procedures require proof of delivery via a time-stamp, a signed receipt, or by the use of U. S. Postal certified mail.

E. ADD TO II. BOARD, COMMISSION, AND FOUNDATION

B. Other Foundations and Affiliations

CCU Alumni Association  https://support.coastal.edu
Women and Philanthropy & Leadership (WIPL)  http://www.coastal.edu/women/
Chanticleer Athletic Foundation (CAF)  http://www.goccusports.com/sports/caf/
Student Housing Foundation  http://www.coastal.edu/shf/
Wall College Board of Visitors
Spadoni College of Education Board of Visitors
Edwards College of Humanities and Fine Arts Board of Visitors
College of Natural and Applied Sciences Board of Visitors

F. ADD III. ACADEMIC ORGANIZATION

III. ACADEMIC ADMINISTRATIVE ORGANIZATION

A. SENIOR VICE PRESIDENT/Office of the Provost

The Provost is the chief academic officer of the University and is designated as Senior Vice President. He or she is responsible for the administration of the Division of Academic Affairs and Student Affairs. The Provost is a member of the Executive Staff and chairs the Senior Leadership Council for Academic and Student Affairs as well as the Deans Council. He or she serves as University liaison with the Board of Trustees Academic and Student Affairs Committee and serves with other public university academic affairs officers in regular meetings with the South Carolina Commission on Higher Education. The organizational chart for the Office of the Provost can be found here: http://www.coastal.edu/hreo/orgpub/published_html/0804223.htm.

B. THE COLLEGES OF THE UNIVERSITY

The Academic Colleges and the Library are led by Academic Deans. The Academic Organizational chart of the Academic Deans can be found here: http://www.coastal.edu/hreo/orgpub/published_html/0000002.htm.
The University is organized into five Colleges and the Library.

1. Edwards College of Humanities and Fine Arts -
   http://www.coastal.edu/hreo/orgpub/published_html/0238481.htm
2. University College -
   http://www.coastal.edu/hreo/orgpub/published_html/0001665.htm
3. Spadoni College of Education -
   http://www.coastal.edu/hreo/orgpub/published_html/0821404.htm
4. Wall College of Business -
   http://www.coastal.edu/hreo/orgpub/published_html/0434303.htm
5. College of Science -
   http://www.coastal.edu/hreo/orgpub/published_html/0626820.htm
6. Kimbel Library -
   http://www.coastal.edu/hreo/orgpub/published_html/0626820.htm

G. ADD TO 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. Persons will be considered members of the faculty if they hold a full-time appointment at the academic rank/title of:

…

H. MAKE LANGUAGE MORE EXPLICIT IN “ASSOCIATED FACULTY”

Current language:

This Faculty Manual pertains to this group as it relates to faculty governance, professional obligations, academic freedom, and grievance procedures only, as authorized in sections III. D. through F., IV. A. and B., V. B. 1. and V. C. respectively. An appointee will be considered a member of the associated faculty who holds the title of:

Proposed revisions:

This Faculty Manual pertains to this group as it relates to their limited role in faculty governance (i.e., their participation in senate and on faculty committees as specified in sections IV. D. through F.), and professional responsibilities, rights, and grievance procedures (as stated in section V.). The terms of their employment, appointment, eligibility for promotion, and benefits are stated in sections VI. A., B., C., and F, and
VII. An appointee will be considered a member of the associated faculty who holds the title of:

I. ADD SHARED GIVERNANCE STATEMENT (PENDING MOTION 1)
   B. Shared Governance (motion 1)

   1. Statement of Shared Governance

   The Coastal Carolina University community accepts the American Association of University Professors’ 1966 Statement on Government of Colleges and Universities. This statement calls for meaningful faculty participation in institutional decision-making and the “full opportunity for appropriate joint planning and effort” among the governing board, administration, faculty, students, and other members of the university community.

   Participation in the governance of the University is a core professional duty of the faculty and one that is central to accomplishing the academic mission of the University.

   The University places great value in the concept of shared governance, and in the interest of the success of the university, each constituent group should be trusted by the others to fulfill their respective missions.

   J. ADD TO 2. FUNCTIONS OF THE FACULTY

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

   - Standards of admission
   - Student orientation policy
   - Requirements for the earning of degrees
   - Curriculum and instruction
   - Discipline of students
   - Educational policies
   - Educational standards
   - Research
   - Graduation policy
   - Promotion and tenure
   - Faculty recruitment
   - Academic calendar
   - 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 President and Board of Trustees should concur with faculty judgment in the areas delegated to their authority except in rare instances when compelling reasons are discussed in detail with the faculty.
4. **Motion to add standing committees meeting days/times to the 2015-2016 Faculty Manual** (moved by Renee Smith and needs a second):

**Justification:** Presently the standing day and time for committees is only published on the committee rosters. For ease of access/reference, it is recommended that these days/times be published in the Manual.

**Current language:**

F. Regular (Standing) Faculty Committees

All senate committees will have a standing day and time for regular meetings of the committee. The standing times and days will be posted on the Faculty Senate website ([www.coastal.edu/academics/facultysenate](http://www.coastal.edu/academics/facultysenate)). Any changes to the standing day and time must be proposed no less than two semesters prior to the change taking effect and must be approved by the Faculty Senate.

**Proposed Language:**

F. Regular (Standing) Faculty Committees

All senate committees will have a standing day and time for regular meetings of the committee. *It is the responsibility of the committee chairs to schedule meetings during the standing day and time of the committee.* The following standing times and days will also be posted on the Faculty Senate website ([www.coastal.edu/academics/facultysenate](http://www.coastal.edu/academics/facultysenate)). Any changes to the standing day and time must be proposed no less than two semesters prior to the change taking effect and must be approved by the Faculty Senate.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>Tuesday</td>
<td>10:00 AM -12:00 PM</td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>Friday</td>
<td>9:00 AM -11:00 AM</td>
</tr>
<tr>
<td>Calendar</td>
<td>Thursday</td>
<td>9:30 AM -11:30 AM</td>
</tr>
<tr>
<td>Core Curriculum</td>
<td>Friday</td>
<td>3:15 PM -4:45 PM</td>
</tr>
<tr>
<td>Distance Learning</td>
<td>Tuesday</td>
<td>3:00 PM -5:00 PM</td>
</tr>
<tr>
<td>Faculty Grievance</td>
<td>Wednesday</td>
<td>2:00 PM -4:00 PM</td>
</tr>
<tr>
<td>Faculty Welfare and Development</td>
<td>Friday</td>
<td>1:00 PM -3:00 PM</td>
</tr>
<tr>
<td>Graduate Council</td>
<td>Wednesday</td>
<td>11:30 AM -1:00 PM</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>Wednesday</td>
<td>11:00 AM -1:00 PM</td>
</tr>
<tr>
<td>International Programs</td>
<td>Monday</td>
<td>10:00 AM -12:00 PM</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>Tuesday</td>
<td>8:00 AM -9:00 PM</td>
</tr>
<tr>
<td>Student Life</td>
<td>Monday</td>
<td>1:00 PM -3:00 PM</td>
</tr>
<tr>
<td>University P&amp;T</td>
<td>Tuesday</td>
<td>12:15 PM AM -1:30 PM</td>
</tr>
</tbody>
</table>

X. QUASI COMMITTEE OF THE WHOLE

XI. OTHER

XII. ANNOUNCEMENTS
XIII. GOOD OF THE ORDER

XIV. ADJOURNMENT