I. CALL TO ORDER – Steve Madden, Chair

II. ROLL CALL – Deborah Breede, Secretary

III. APPROVAL OF MINUTES – February 4, 2015

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 15-18 and 20-22 were generated and approved without stipulations from the February 4, 2015 meeting. Administrative Action 19 was approved with the stipulation as noted below. Refer to the February 4, 2015 Order of Business for complete details on these proposals.

AA 15: Approval of remaining items on the February 4, 2015 Consent Agenda (the proposal for changes to the Graphic Arts Design major was removed from the consent agenda and placed under new business for discussion).

AA 16: Approval to amend wording of the Incomplete Grading Policy presently used in the University Catalog.

AA 17: Approval of a Geospatial Technologies Certificate (Distance Learning).

AA 18: Approval to add the Shared Governance Statement to the 2015-2016 Faculty Manual.

AA 19: Approval to include all University Academic Policies (ACAD-) to Appendix A of the 2015-2016 Faculty Manual. Approved with the following stipulation: “ACAD 135 and ACAD 302 require legal and are beyond this scope”.

AA 20: Approval to accept minor revisions (A-J) to the 2015-2016 Faculty Manual.

AA 21: Approval to add standing committees meeting days/times to the 2015-2016 Faculty Manual.

AA 22: Approval for changes to the Graphic Design major (original proposal removed from the consent agenda and placed under new business for discussion).

For reference, the table listing the ACAD- policies to be added to Appendix A of the Faculty Manual is below with the policies that involve the stipulation highlighted in yellow.
VII. COMMITTEE REPORTS

VIII. OLD BUSINESS

XI. NEW BUSINESS

A. Academic Affairs Committee

1. **Motion to approve a certificate in Sustainability (moved and seconded out of committee):**

**University College**
Proposal for a new certificate.

**Title of proposed program and degree:** Certificate in Sustainability.
**Semester and year of first graduates:** Fall 2015.
**Number of students projected in first two semesters:** 15.

**Proposed Catalog Description:**
**MISSION STATEMENT**
The Certificate in Sustainability will enable students to gain and use knowledge and skills in the multi-disciplinary facets of sustainability to develop analytical and reflective tools for personal and professional development. Sustainability examines the economic, environmental, ethical, political, and social dimensions of developing a decent standard of living for everyone today without compromising the needs of future generations.

**STUDENT LEARNING OUTCOMES**
Upon receipt of the Sustainability Certificate, students will be able to:
1. Analyze sustainability through the lens of various disciplines.
2. Apply sustainability to their local and global surroundings.
3. Communicate the significance of sustainability within their major disciplines.
4. Apply sustainability perspectives and approaches to their major fields of study.
5. Critically examine sustainability issues through various perspectives and using multiple methods.
PROGRAM DESCRIPTION
The combination of awareness, skill sets, and applied experiences with sustainability cultivated through the certificate program, with the foundational skills from their majors, will provide students with greater opportunities for career and post-graduate development, as well as civic engagement in our communities. The Certificate in Sustainability program is designed to offer students an integrated interdisciplinary structure to develop diverse competencies and tools for fields in both public and private sectors, including energy, education, corporations, nongovernmental organizations, government, and international organizations. The Certificate in Sustainability program encourages students to critically analyze their chose fields with an eye toward 21st Century problem solving skills for a better tomorrow.

CERTIFICATE IN SUSTAINABILITY (15-17 Credits)
Required courses:
UNIV 122 Introduction to Sustainability ................................................................. 3
UNIV 421 Sustainability Development (=POLI 421) ................................................. 3

Recommended:
UNIV 315 Service in Sustainability .............................................................................. 3

Electives: (9-11 Credits) ................................................................................................. 9-11
Elective credit hours selected from a list provided by the program adviser.

*No more than three certificate courses may be taken from a single department or program.

ADMISSION
Degree-seeking undergraduate and graduate students and non-degree seeking students at Coastal Carolina University are eligible for the certificate. Students must declare their intention to pursue the certificate with their Academic Adviser.

PROGRAM REQUIREMENTS AND POLICIES
- A minimum grade of C in all courses applied to the certificate.
- No more than 3 courses may be taken from a single department.
- A maximum of 6 hours of transfer coursework may be counted toward the certificate.
- Certificate courses may not be taken pass/non-pass.
- A course may not be used to satisfy more than one certificate requirement.

Course Substitution Guidelines:
All course substitution proposals must include the following:
- Name of student, ID number, major(s), and hours completed
- Name of credit granting institution (if course is a transfer course)
- Name of professor teaching the course (if course is a transfer course)
- Number of credit hours requested (if course is a transfer course)
A narrative that explains why the proposed course should be included in the plan of study. If the student is requesting the course as a substitute for an existing Sustainability Certificate course, he/she must specify how the two courses are equal. If the student is requesting that a course be added as a new choice, he/she must identify how the change will improve the student’s academic goals.

- A syllabus of the proposed course.
- Any other material valuable to the Sustainability Certificate Advisory Committee in making their decision.

Any proposal that does not include the above requirements will not be reviewed.

Note:

- Certain programs and majors restrict registration in some of their courses to students who have been admitted to those programs or majors. Therefore, a student proposing a course substitution must first make sure they can in fact register for that course.
- While not required, a letter of support from a faculty member would be helpful to the Advisory Committee in their deliberations. This letter should reflect that it is the faculty member’s opinion that the proposed course be viewed as an appropriate substitution for another course and/or matches a student’s academic goals.

2. Motion to approve changes to the Senior Privilege (Undergraduate Enrollment in Graduate Courses) section of the Undergraduate Catalog (moved and seconded out of committee):

Explanation: Senior Privilege is a little-used, relatively obscure process allowing undergraduates to enroll in graduate classes. It currently requires five approval signatures. The goal of this change is to make Senior Privilege enrollment (to be called Transitional Study after this proposal passes) more common and less cumbersome. This change is occurring in tandem with graduate program development where Transitional Study becomes integral to the advising process thus creating a quick and more efficient transition of our students from undergraduate to graduate studies.

2014-2015 UG catalog, page 46

Senior Privilege (Undergraduate Enrollment in Graduate Courses)

Transitional Study

Qualified undergraduate students may enroll for graduate course credit in Fall or Spring semesters only in courses numbered 500 through 699. Transitional Study involves undergraduates enrolling in graduate courses. Students who have earned a minimum of 90 credits and are within 30 credit hours of completing the requirements for the bachelor’s degree or who have an earned bachelor’s degree may be permitted to enroll in course or
courses for graduate credit. Students are typically expected to have a minimum grade point average of 3.0 on a 4.0 scale and be adequately prepared for graduate work in the field concerned as determined by the Graduate Program Director/Coordinator. Some programs may require supporting documents demonstrating the student is prepared for graduate study. Graduate courses available for Transitional Study are numbered 500-699. Transitional Study allows qualified undergraduates to pursue advanced studies enhancing their undergraduate degree, or, to begin work towards completing a graduate degree, certificate, or endorsement. Credits earned through Transitional Study can only be used to satisfy one degree, undergraduate or graduate. The application of credit, once chosen, cannot be changed.

Undergraduate students may earn graduate credit provided:

Students wishing to pursue Traditional Study must:

1. Complete and submit the Application for Prior to registering, a Non-Degree Graduate Admission to the Office of Graduate Studies. Application is completed with the Office of Admissions;
2. Complete and submit the Application for Traditional Study to the Office of Graduate Studies. For credit to be applied to an undergraduate degree this form must be signed by the student’s advisor, the Graduate Program Director/Coordinator, by the course(s) Dean and by the Director of Graduate Studies. For graduate credit only this form must be signed by the Graduate Program Director/Coordinator, the course(s) Dean and by the Director of Graduate Studies. A Senior Privilege form is obtained from the Dean of the College where the desired course is housed;
3. Limit the total credits earned under Traditional Study to 12. A Registration form for the graduate course, a copy of the student’s transcript, and a copy of the student’s undergraduate registration for the semester in which the graduate course will be taken are attached to the senior privilege form;
4. Limit the total credits (undergraduate and graduate) taken in Fall or Spring to 16; limit the total credits (undergraduate and graduate) taken in Summer I or Summer II to 9. Signatures and action taken by the student’s adviser, the Department Chair of the student’s major, the Dean, and Graduate Program Coordinator are on the senior privilege form;
5. Indicate clearly how the credits will be applied (e.g., as undergraduate, or as graduate credits). The academic course load does not exceed 16 credit hours including the proposed graduate course in the semester the graduate course is taken; and
6. The total number of graduate credits acquired through senior privilege does not exceed 12 credit hours;
7. The student must specify whether the credit earned through senior privilege will be applied towards his/her undergraduate or graduate degree. Credit can only be used to satisfy the requirements of one degree level and cannot be changed.
3. **Motion to approve changes to the 2015-2016 Undergraduate Catalog covering admissions requirements for international students (moved and seconded out of committee):**

This request is to change the admission requirements for international students in two ways:

1. Remove the requirement of the Confidential Financial Statement to complete an application for admission (and move it to requirement for visa support document issuance only); and

2. Amend the English language entry requirements for international students to broaden the ways that non-native speakers of English can demonstrate their ability to complete academic coursework in English.

Justification and the exact catalog language changes are provided in the attachment to the Order of Business titled “Motion 3_International Admissions Requirements”.

4. **Motion to add language to the Undergraduate Catalog establishing a policy for the use of completed course work across programs, including the Core Curriculum; majors, foundations for majors; minors; specializations or concentrations; and certificates (moved and seconded out of committee):**

**Current:**
There is no language in the Undergraduate Catalog concerning this.

**Proposed:**
**Credit Sharing**
University course credit will count in multiple programs, including the Core Curriculum; majors; foundations for majors; minors; specializations or concentrations; and certificates unless otherwise stipulated by the program. Students can earn multiple specializations/concentrations in a major unless otherwise stipulated. No student can earn both a major and a minor under the same C.I.P. code.

Course credit-hours only count once toward the total University graduation credit-hour requirements.

B. Faculty Manual ad hoc Committee

1. **Motion to create a Regular (Standing) Committee: Faculty Manual Review Committee (requires simply majority vote of the membership of the Faculty Senate). (Moved by Renee Smith and seconded by Brian Bunton):**
Justification: The faculty manual must be reviewed regularly and reflect changes to University policies and procedures as they arise and as appropriate; and recommendations for improvements to the manual need to be addressed on a regular basis by a committee of the faculty and forwarded to the faculty senate.

Membership: Eleven members: Six tenured faculty: One elected from each college and one elected from the Library; One representative elected from the associated faculty. Ex officio (non-voting): Provost or Provost’s designee; the Senate Parliamentarian; the Faculty Ombuds; and the Faculty Senate Recorder. [Terms of College/Library representatives should be staggered when the committee is initially created.]

Purpose: The charge of the Faculty Manual Review Committee shall be to (a) review the Faculty Manual at least annually, (b) solicit and review suggestions for items of consideration, (c) recommend additions, deletions, revisions, modifications, and/or amendments to the Manual to be brought before the faculty senate, (d) communicate all changes to the Manual to the general faculty at its meetings, and (e) be an information resource concerning the Manual.

2. Motion to accept minor changes to the 2015-2016 Faculty Manual (moved by Renee Smith and seconded by Brian Bunton):

A. Table of Contents

F. Regular (Standing) Faculty Committees
   1. Academic Affairs
   2. Buildings and Grounds
   3. Calendar
   4. Core Curriculum
   5. Distance Learning
   6. Faculty Grievance
   7. Faculty Manual Review (Pending Motion 1)
   8. Faculty Welfare and Development
   9. Graduate Council
  10. Intercollegiate Athletics
  11. International Programs
  12. Nominations and Elections
  13. Student Conduct Board
  14. Student Life
  15. University Promotion and Tenure

G. University-Wide Standing and ad hoc Committees

B. Remove repeated sentence (p. 8), add that these are honorific

   3. Faculty Titles Conferred at Retirement or on Leave
To recognize distinguished service to the University, the Board of Trustees may confer upon faculty during their final year of service, or upon retirement, the following distinguished and/or Emeritus ranks or titles. These ranks and titles are a privilege and not a right. Recognition of recipients for titles b., c., and d. below is presented at Commencement.

a. Distinguished Professor/Librarian: A title that may be awarded and used at the beginning of 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 that may be conferred on tenured faculty who at the time of their retirement hold the rank of Professor/Librarian. Recognition of the recipient is presented at commencement.

c. Emeritus Professor/Librarian: A title that may be conferred on any tenured member of the faculty who at the time of retirement holds the rank of Assistant or Associate Professor/Librarian. Recognition of the recipient is presented at commencement.

d. Distinguished Instructor/Lecturer: A title that may be conferred on any Senior Instructor/Senior Teaching Lecturer who holds that title at the time of retirement and has made significant contributions to the University. Recognition of the recipient is presented at commencement.

4. University/Center Affiliates

This title is conferred on individuals who volunteer their time and expertise toward the good of the University and the students it serves. These titles are a privilege and not a right and these appointments are honorific and carry no faculty status.

C. Clean up language (p. 9)

C. General Faculty Meetings

“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, except when two-thirds or three-fourths vote is required per parliamentary procedure.” (p. 9)

D. Editorial changes to the Faculty Senate Bylaws (p. 10), Executive Committee (pp. 11-12), Meetings (pp. 13-14)

i. [Under “Faculty Senate Bylaws”] “The Faculty Senate will have legislative authority on all matters set forth in section III IV, B,” (p. 10)
ii. [Under “Membership, Representation, and Terms”] “Each College and the Library will elect from their faculty a number of 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, excluding the senator representing the Associated Faculty.” (p. 10)

[Justification: The language entitling each college and the library predates the representation of associated faculty; therefore, to maintain the representation established previously, the manual should exclude the AF from the two-senators minimum.]

iii. [Under “Membership, Representation, and Terms”] “Senators from the associated faculty will have taught at least 12 credit hours in the calendar year prior to the beginning of their terms and must be teaching during the period of their terms, subject to the conditions previously set forth.” (p. 10)

iv. [Under “Executive Committee of the Faculty Senate”] “The Executive Committee prepares the agenda for each senate meeting, determines the time and place of senate meetings, verifies the Colleges/Library’s representation on the senate, makes committee appointments to ad hoc and regular (standing) faculty committees, and oversees the annual administrator evaluation process.” (p. 11)

v. [Under duties of the Vice Chair] “To collect and compile minutes and agenda of regular (standing) faculty committees for posting on the website.” (p. 12)

vi. [Under duties of the Secretary] “To distribute notice of special meetings (as specified under section III. V, D., 3.b., Special Meetings).” (p. 12)

vii. [Under “Meetings”] (pp. 13-14)

3. Senate Meetings
   a. Regular Senate Meetings
      “The attendance of half of the senate membership plus one (simple majority) a majority of the senate membership will constitute a quorum.”
   b. Special Senate Meetings

E. (Pending Motion 1 to create a Faculty Manual Review Committee)

i. Add 7. Faculty Manual Review Committee (Pending Motion 1)

   Membership: Eleven members: Six tenured faculty: One elected from each college and one elected from the Library; One representative elected from the associated faculty. Ex
officio (non-voting): Provost or Provost’s designee; the Senate Parliamentarian; the
Faculty Ombuds; and the Faculty Senate Recorder.

Purpose: The charge of the Faculty Manual Review Committee shall be to (a) review the
Faculty Manual at least annually, (b) solicit and review suggestions for items of
consideration, (c) recommend additions, deletions, revisions, modifications, and/or
amendments to the Manual to be brought before the faculty senate, (d) communicate all
changes to the Manual to the general faculty at its meetings, and (e) be an information
resource concerning the Manual.

ii. Renumber existing committees

3. **Motion to accept changes to the Faculty Senate Bylaws (requires three-fourths
vote of the Faculty Senate).** (Moved by Renee Smith and needs a second):

[Under “Membership, Representation and Terms”]

**Item 1.** “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 academic year to verify the number
of senators representing each College/Library.” (p. 10)

*Justification: The make-up of the faculty rarely changes mid-year and it is burdensome to
hold mid-year elections.*

[Under duties of the Vice Chair]

**Item 2:** Add “To coordinate with the chair of nominations and elections to identify vacancies on
standing committees and the senate and to update rosters as needed.” (p. 12)

*Justification: It is important that there be communication between the Executive
Committee and Nominations and Elections and that the latter be responsible for
communication with the Colleges/Library regarding representation on Senate and
Standing committees, nominations, and elections.*

[Under “Attendance” in the Faculty Senate section, not the standing committee section])

**Item 3:** The Faculty Manual presently says,

5. **Attendance**

   Senators who cannot attend a meeting are responsible for arranging for a substitute from
   the College/Library which they represent and to inform the Executive Committee of the
   name of the substitute prior to the meeting. Substitutes will have all rights and privileges
   of the senator they are representing. Senators who fail to attend fifty percent (50%) or
   more senate meetings in an academic year in person (without sufficient cause) will forfeit
   their seats on the senate. Sufficient cause is determined by the Executive Committee of
   the Faculty Senate to whom appeals may be made by the senator who stands to lose the
seat for non-attendance. No member of the faculty may act as a substitute more than three times in an academic year unless they are appointed to be a substitute for a faculty member unable to attend a number of meetings due to modified duties or scholarly reassignment, or if they are elected as standing substitutes by a College, a Department, or the Library. Appointments will be made by the appropriate Dean or Department. The Executive Committee will be informed of any such appointment in advance of the meetings. [pp. 14-15]

Proposed changes:

5. Attendance, Substitutions, and Replacements

Senators who cannot attend a meeting are responsible for arranging for a substitute from the eligible faculty in the College/Library that they represent and to inform the Executive Committee of the name of the substitute prior to the meeting. Substitutes will have all rights and privileges of the senator they are representing. [2] No member of the faculty may act as a substitute for the same senator more than three times in an academic year. [This sentence, already in the manual, is moved up.]

Senators who fail to attend fifty percent (50%) or more senate meetings in an academic year (in person) (without sufficient cause) will forfeit their seats on the senate. Sufficient cause is determined by the Executive Committee of the Faculty Senate to whom appeals may be made by the senator who stands to lose the seat for non-attendance.

[3] Substitutes for senators on modified duties or scholarly reassignment and replacements for senators leaving their office before the expiration of their terms will be elected from the faculty of the college/library they represent. If a substitute or replacement is required prior to an election being held, the vacancy will be filled by an appointment made by the Executive Committee. [4] After the period of substitution, which shall be no less than one-semester, the elected senator will complete the remainder of the term if there is one. Replacements will complete the term of the senator they were elected to replace.

Justification:

[1] It has not been clear who is eligible to serve as a substitute. It should be that the substitute is eligible to be elected to serve in the position for which he or she is substituting. Thus, Associate Faculty may substitute for associated Faculty, and Faculty may substitute for Faculty.

[2] If a senator needs a substitute for multiple meetings, then a replacement should be elected from the faculty.

[3] Substitutes should be elected from eligible faculty. If that is not possible, appointments should be made by the Executive Committee, who are themselves elected representatives, as per the AAUP recommendations.
[4] There has been some confusion about the length of the remaining term when one returns after having had a semester-long substitute. The senator’s term is not extended in virtue of having had a substitute for any period of that term. Likewise, if a replacement is elected to fill a vacated seat, the replacement’s term will be limited to the term he or she was elected to fulfill.

X. QUASI COMMITTEE OF THE WHOLE

XI. OTHER

XII. ANNOUNCEMENTS

XIII. GOOD OF THE ORDER

XIV. ADJOURNMENT