**Rules, Procedures and Agenda (RP&A) Committee**
**Meeting Minutes**
**Tuesday January 29, 2008**
**1:00 – 2:30 PM**
**Electrical Engineering 236**

Attendance: Debra Robinson, Barbie Prewett, Frank Blum, Richard DuBroff, Kurt Kosbar, Lance Haynes, Jeff Smith, Beth Groenke, Doug Carroll, Michael Schulz, Don Wunsch, Klaus Woelk, Partho Neogi, Bruce McMillin, and Andrew Ronchetto.

1.  Approval of Jan 29, 2008 RP&A Agenda
    The Agenda was approved.

2.  Approval of Minutes from Jan. 9, 2008 RP&A Meeting
    The Minutes were approved.

3.  Visit with Vice Chancellor for Student Affairs

    a.  The first discussion was about the MoCat system, which was developed at UMC to allow faculty to do mid-semester student evaluations for their classes.  The S&T Student Council arranged for representatives from UMC to come to the S&T campus and demonstrate the system on January 25<sup>th</sup>.  Jeff Smith and Doug Carroll attended the demonstration on behalf of the Faculty Senate.  MoCat is an automated on-line survey system.  The faculty member decides whether or not the system will be used, and the majority of faculty at UMC do not use MoCat to do mid-semester evaluations for their classes.  Results of the survey go only to the faculty member.  We may implement the MoCat system on the S&T campus.

    b.  The second part of the discussion was about Ethics, Plagiarism, and Student Conduct.  Many faculty seem to be taking course time discussing these issues, and feel that students are not exhibiting good ethical behavior.  Several faculty have reported problems with Plagiarism.  In the discussion, it was said that students today may not understand what Plagiarism is, or what constitutes proper ethical behavior.  Faculty need to define what behavior is acceptable and

unacceptable and put it in the course syllabus. Students need to understand. Consequences need to be consistent and enforced.

4. Establishing Operating Policies for the FS

   a. Putting motions in writing  [This was tabled until next meeting.]

5. Phase II of Bylaws Revision
   We decided to postpone doing the revision until September.

6. Faculty Representation on Stu. Co. Executive Committee
   Student Council has agreed to have a voting representative from the faculty on the Student Council. We will add this as another elected position that the Faculty Senate to be filled each fall. We need to get an immediate appointment that will serve until August. This will be taken under advisement until the next meeting.

7. Old Business with Faculty Standing Committees

   a. Attendance Policy (AF&S, Student Affairs)
   The topic was discussed at length. We will take this up again at the next RP&A meeting.

   b. Computing Privacy Policy (ITCC)
   (1) There will be an official university web site for each faculty member that links to the faculty member's web page. Storage will be provided for both pages. Legality of what is posted is the responsibility of the administration, i.e. the administration can require faculty to remove items from their web site if they are illegal. Content of the web pages is the responsibility of the faculty, i.e. the faculty will decide what content goes on the web pages. The administration cannot require that individual faculty remove items from their web site because they are deemed inappropriate. The faculty (as a whole and through the Faculty Senate) can censure an individual faculty member's web page if they (collectively) feel the information posted is inappropriate.
   (2) Privacy Policy – UM Legal had reviewed the privacy policy proposed by the ITCC, and the initial response is that the proposed policy is not consistent with the Collected Rules and

Regulations.  The ITCC will continue to work with UM Legal to resolve the issues.  ITCC would like for the Faculty Senate to endorse the Computing Privacy Policy.

c.    Campus Implementation of Faculty Leave Policy (Personnel)
Personnel Committee will provide the policy for discussion at the next RP&A meeting.

d.    Panel of Peers / New Funds (Budgetary Affairs) [Skipped]

e.    SRI Reallocation (Budgetary Affairs) [Skipped]

f.    Endowment Income Tax (Budgetary Affairs) [Skipped]

g.    Compensation of faculty/administrators (Budgetary Affairs)
It has been difficult for the Budgetary Affairs committee to get information on the raises given to administrators on campus.  Budgetary Affairs will continue to try to get the information.  In order to clarify and simplify our request, RP&A made the following addition to the referral to Budgetary Affairs:  Ask the administration to report the salary raises for administrators who have Dean, Provost and Chancellor in their title to the Budgetary Affairs committee.

h.    Post Tenure Review Procedures (Personnel) [Skipped]

i.    NTT Campus Implementation (Personnel)
The committee plans to meet with VP Schwartz.

j.    Best Practices for forming dept. tenure committees (Tenure)
The committee has not yet discussed this issue.

k.    Emergency Preparedness (Facilities)  [Skipped]

l.    Campus Policy on Handling Student Concerns about Instructors (AF&S)
AF&S will meet with Dr. Collier to discuss this issue.

m.    Improving Advising on Campus (Student Affairs) [Skipped]

n.    Overly Aggressive Email Spam Filtering (ITCC)

There seems to be overly aggressive SPAM filtering on campus, and some faculty are losing important messages.  The worst SPAM is filtered at UMC, and then there is secondary filtering at S&T.  This is an evolving issue.  If someone gets egregious filtering please forward the problem to Don Wunsch.

o.    Monitor progress of new P&T procedures (Tenure)
In revising the new tenure procedures to be in compliance with CRRs, we  removed the appeals process for promotion.  The appeal process for tenure is clear and complies with CRR 320.035 and 310.020.  Currently the VPAA is using the same process for both tenure and promotion appeals.  The Tenure committee will be asked to consider if drafting an appeals process is necessary – appeals for promotion are not covered in the University CRRs.

8.    New Business  [None.]

9.    Adjourn
The meeting was adjourned.