

Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Tuesday February 26, 2008
1:00 – 3:00 PM
Electrical Engineering 236

Attendance: Kurt Kosbar, Frank Blum, Jeff Smith, Klaus Woelk, Doug Carroll, Michael Schulz, Beth Groenke, Andrew Ronchetto, Partho Neogi, Lance Haynes, Bruce McMillin

1. Approval of Feb 26, 2008 RP&A Agenda. The agenda was approved.
2. Approval of Minutes from Feb. 12, 2008 RP&A Meeting. Minutes were approved.
3. Administrative Reviews (K. Kosbar). The plan is to review all Vice Provosts except Collier, and all Deans except Goff. The surveys will be sent out after spring break. Dedie Wilson will collect the surveys, and the Administrative Review committee will analyze the data.
4. Establishing Operating Policies for the FS. This was tabled until the secretary gets the current list of operating policies together.
5. VPAA SB 389 Committee (D. Carroll and L. Haynes). No new news.
6. FS SB 389 Committee (F. Blum). We asked that the FS president (Blum) appoint an ad-hoc committee to develop the questions that students will answer in evaluating the faculty, as required by SB 389. We also developed a list of suggested people to serve on the committee.
7. Nepotism Policy (F. Blum). We decided to table this issue pending discussion at IFC.
8. Academic Dishonesty (K. Kosbar). The policy for academic dishonesty is not the same on all of the UM campuses. Some propose that the faculty member can only assign a zero grade on the assignment in question, while others allow the faculty to assign a failing grade in the course for academic dishonesty. We have a policy for attendance. Should we develop one for academic dishonesty?
9. Residential College Special Program (F. Blum). Provost Wray has submitted a proposal for a Special Program for the residential college. A committee of faculty involved in the program will meet monthly to discuss courses offered, changes to the courses or programs, etc. We asked Lance Haynes to bring it up at the Student Council meeting to see what the students think and report back to RP&A. The Curriculum Committee should also be involved.

10. Dept. Elections of Reps. to Campus Tenure Committee (B. McMillin). Elections need to be done in the spring semester. Do we need to send a reminder? Kurt Kosbar will send a request to the Provost to ask departments to elect their tenure committee representative.

11. Other Old Business with Faculty Standing Committees.
 - a. Campus Implementation of Faculty Leave Policy (Personnel). The report was sent to Dedie Wilson. Item was closed.
 - b. Panel of Peers / New Funds (Budgetary Affairs). Skipped.
 - c. SRI Reallocation (Budgetary Affairs). Skipped.
 - d. Endowment Income Tax (Budgetary Affairs) Skipped.
 - e. Compensation of faculty/administrators (Budgetary Affairs). Skipped.
 - f. Post Tenure Review Procedures (Personnel). The minimum standards are inconsistent from department to department. The committee felt that the 5 year review is flawed, but it is up to the administration to fix it. This item is closed.
 - g. NTT Campus Implementation (Personnel). The committee has given its input to the VPAA. The item requires more discussion.
 - h. Best Practices for forming dept. tenure committees (Tenure). The tenure committee has requested tenure procedures from all departments. The plan is to go through the existing procedures and develop a list of best practices.
 - i. Campus Policy on Handling Student Concerns about Instructors (AF&S, Student Affairs). The university is supposed to develop a single place for students to go to complain. The Student Academic Regulations send the student to the chair, but recent UM guidelines say it is not supposed to be the chair.
 - j. Improving Advising on Campus (Student Affairs). Students are concerned about 4 issues. (a) Scheduling Pitfalls, (b) Understanding the CAPS Report, (c) Career Counseling, and (d) Where to get help with personal issues.
 - k. Monitor progress of new P&T procedures (Tenure). The committee is closely monitoring the tenure process this year. There are several rules, regulations and policy that must be followed. We hope to develop clarification of the process.

12. Adjourn. Meeting was Adjourned.