

Rules, Procedures and Agenda (RP&A) Committee  
Meeting Minutes  
Tuesday, 21 Apr 2009  
1:00 – 2:00 p.m.  
141 Schrenk Hall

Members whose names appear in bold were present.

**Frank Blum, Douglas Carroll, Michael Schulz, K. M. Isaac, Neil Book,** Lance Haynes, Mariesa Crow, **Barbara Hale,** Don Wunsch, Keith Nisbett, **Klaus Woelk,** Dan Tauritz, Lia Sotiriou-Leventis, **David Westenberg,** Jeff Smith, Joseph Newkirk, **Gerry Cohen,** Shriram Gadekar, **Dianna Meyers**

1. Approval of 21 Apr 2009 RP&A Agenda. Approved.
2. Approval of Minutes from 7 Apr 2009 RP&A Meeting. The minutes haven't been disseminated yet. They will be considered for approval in the next RP&A meeting.
3. Special FS Meeting (Carroll – Possible date, Tues, April 28)  
RP&A decided to call a special meeting on April 28<sup>th</sup>. Doug Carroll will take care of getting it scheduled. The purpose of the meeting is to complete the agenda from the April 16<sup>th</sup> meeting. Discussion of the P&T Committee proposal was tabled at the last meeting. It should be taken off the table and replaced with the new one. Dedie will attach the new one dated April 9, 2009, to the agenda.
4. Acceptance of Bylaws revision proposal and submission to General Faculty for inclusion on their agenda (Blum) - more info below  
Kurt Kosbar has sent revised bylaws document with 20 signatures. The registrar (Laura Stoll) should include it in the agenda for the General Faculty Meeting. It should be sent to the general faculty as an attachment and the web page where it is published should be referenced.  
The Ad hoc committee appointed by the Faculty Senate will replace the CET committee. If the bylaws pass, the faculty committee will be the one deciding teaching awards. The new committee has a member from each department which might be too many in terms of effective functioning of the committee as well as confidentiality of the teaching evaluations.  
Kosbar has enquired if electronic signatures are adequate for requesting the General Faculty meeting. RP&A decided that electronic signatures were acceptable.  
List of graduating students: The registrar has asked if it is all right to sent out the web address where the list is published instead of the printed list. Confidentiality issues are not likely to arise by sending the web address containing the names.
5. Report on IFC Meeting (Carroll, Blum, Schulz)  
The Board of Curators will have a special meeting to discuss the benefits package. The implications of any changes on employee recruitment and retention were discussed.

6. Facilities Planning Concern (Claus Woelk)  
The Campus Master Plan is out and there hasn't been any faculty input. Athletics have their own master plan. Ted Ruth has invited Facilities Planning committee to examine the Master Plan. Instead of an \$80M building housing all the three programs, Chemistry, Chemical and Biological Engineering, and Biology will have separate buildings. This change is apparently to make fund raising easier. The Facilities Planning Committee will meet to discuss ways to improve communication between the Committee, Physical Facilities and Athletics.
7. Archiving FS data (Blum and Isaac and Ahmad)  
The next step is to start scanning 1969 and 1970 records. K. M. Isaac will follow up with Dedie Wilson and the library personnel.
8. Review Referrals, Monitoring, and Other Items (as appropriate, see next page)
9. Next Meeting – 12 May 2009
10. Adjourn

#### **Referrals Ongoing**

1. FS0708ref-5 Graduate Student Stipend/Fees (Grad. Council)
2. FS0708ref-8 Spousal Actions (Personnel)

#### **Ongoing Monitoring (Review as necessary)**

1. Revising Tenure Regulations (G. Cohen)
2. Supplementary/Soft Money Raises (B. Hale)
3. Emergency Preparedness (K. Woelk)
4. VPAA SB 389 Committee (D. Carroll and L. Haynes)
5. Provost's web site. (G. Cohen)

#### **Other Committee Items (Review as necessary)**

1. Budgetary Planning, Start-up Packages (Budgetary Affairs)
2. Best Practices for forming dept. tenure committees (Ten. Comm. Declined)
3. Academic Dishonesty (Academic Freedom & Standards) (Waiting for IFC progress)

#### **Special Programs (Potential and Kinetic)**

1. Residential College
2. Aerospace Studies
3. Military Science
4. Physical Education
5. Freshman Engineering

#### **Recently Closed Referrals and Other Actions(information only)**

1. FS0708ref-7 Soft Money Raises (Budgetary Affairs)
2. Grievance Procedures – Closed with FS action

3. Monitor progress of new P&T procedures (Tenure)

From Faculty Bylaws

**Amending the Bylaws** -- Amendments may be proposed by twenty (20) members of the General Faculty by submitting them to the Rules, Procedures, and Agenda Committee. This committee must transmit the proposal to the General Faculty within fifteen (15) school days and then include the proposal in the agenda of the next General Faculty meeting. Voting on the proposed amendment shall be by a mail ballot and shall take place within fifteen (15) school days after completion of its consideration at a meeting of the General Faculty. A two-thirds (2/3) majority of those voting shall be required for the adoption of the proposed amendment. If adopted, the amendment will become effective immediately upon approval by the Board of Curators.

Co-Sponsors of the Bylaws Petition (in alphabetical order)

Levent Acar, Diana Ahmad, Frank Blum, Doug Carroll, Norman Cox, Michael Davis, Bob DuBois, Barbara Hale, Lance Haynes, Mark Fitch, Kurt Kosbar, Ray Luechtefeld, Don Madison, Ann Miller, Don Myers, Robert Roe, Michael Schulz, Gerald Wilemski, Klaus Woelk, Donald Wunsch.