

**Rules, Procedures and Agenda (RP&A) Committee**  
**Meeting Minutes**  
**Wednesday, May 6, 2008**  
**1:00 – 3:00 PM**  
**Electrical Engineering Room 136**

Attendance: Partho Neogi, Keith Nisbett, Frank Blum, Kurt Kosbar, Klaus Woelk, Michael Schulz, Dick Brow, Doug Carroll, Jeff Smith, Eun Soo Park.

1. Approval of May 6, 2008 RP&A Agenda. The agenda was approved.
2. Approval of Minutes from April 22, 2008 RP&A Meeting. Minutes were not available. Approval of the minutes will be considered at the next RP&A meeting.
3. Faculty Senate Officer nominations for 2008-09 (E.S. Park and D. Carroll). Michael Davis from Economics was nominated as the Parliamentarian/Secretary for next year. Since Eun Soo Park is planning to go on sabbatical next year, RP&A will need a second nomination. The second nomination is still being discussed.
4. Faculty Standing Committee Elections for 2008-09. There was discussion as to who should contact the department chairs and ask that they fill the nominations for the fall semester. It was decided that RP&A would ask the Provost office to contact the chairs and see that the nominations are filled.
5. F.S. and RP&A schedule for 2008-09 (D. Carroll and F. Blum)
  - a. Faculty Senate 2008-09 Meetings, 1:30 PM, 204 McNutt  
9/18, 10/16, 11/20, 1/22, 2/19, 4/16, 6/18
  - b. RP&A 2008-09 Meetings, 1:00 PM, 141 Schrenk Hall  
9/2, 9/23, 10/7, 10/21, 11/11, 12/2, 1/13, 1/27, 2/10, 2/24, 3/17, 4/7, 4/21,  
5/12, 6/9
  - c. The rooms have been reserved for all of these meeting times.
6. Confidentiality of Form used by Chairs to evaluate faculty (F. Blum). The form was adopted in April 1991 at an Academic Council meeting. When the form is filled out, copies are to be provided to the faculty member being evaluated and the chair, but not to the Deans or other administrators. In the past some of the chairs have failed to fill the form out, thus allowing documentation of the annual review to lapse.

A motion was made to establish a second form to document that the form was completed, and to have the second form sent to the Provost. The motion did not

pass. A referral was made to the Personnel committee to develop a process for documenting the use of the Confidentiality Report.

7. Supplementary Raises. The Provost is proposing to allow faculty to use research funds (soft money) to augment their raises each year. There was a discussion of the pros and cons of such an arrangement. A referral was made to Budgetary Affairs to discuss the soft money raises and make a recommendation as to whether the Faculty Senate should support the Provost's proposal.
8. Library Switch from Web of Science to Scopus (F. Blum). The primary concern was that the change was made without input from faculty. The systems are critical to the research productivity of faculty, and faculty should have been consulted before the change was made. The IFC representatives will bring the issue to IFC this week.
9. Other Old Business with Faculty Standing Committees
  - a. Budgetary Planning (Budgetary Affairs). There will be a meeting May 16<sup>th</sup> with the chancellor – Steve Malott will have a report. The budgetary planning meeting will be May 14<sup>th</sup>, and Budgetary affairs will be represented to provide input.
  - b. Start-up Packages (Budgetary Affairs). Budgetary Affairs will meet next Wednesday to discuss funding for faculty start-up packages.
  - c. NTT Campus Implementation (Personnel). Personnel met with the VPAA to discuss the issues. There is no conscience effort to increase the numbers of NTT faculty. The Personnel Committee is concerned about the national search and interview process required to fill the positions. NTT can have job descriptions assigning them to (1) teaching and service, or (2) research and service. It is not appropriate for NTT to be assigned to do teaching research and service.
  - d. Best Practices for forming dept. tenure committees (Tenure). Not Discussed.
  - e. Campus Policy on Handling Student Concerns about Instructors (AF&S, Student Affairs). Not Discussed.
  - f. Monitor progress of new P&T procedures (Tenure). Not Discussed.
  - g. Residential College (Curricula, Student Affairs, RP&A). The residential college proposal was found to be in violation of the faculty bylaws. The composition of the committee is not tenure/tenure track faculty as required by the bylaws. Student Affairs will have a recommendation concerning the Residential College courses by the June Faculty Senate meeting. The learning communities in the Residential College are a recruiting tool. All students on the same floor take the same Residential College course. Concerns are that students must be in the residential college to take the courses, there is no curriculum oversight for the courses, some courses have the same content every semester, courses do not count toward graduation, and class sizes are too large.

- h. Emergency Preparedness (Facilities). No Report.
  - i. Graduate Student Support (Grad. Faculty). No Report.
  - j. Conflict of Interest Ad-Hoc Committee. No Report.
  - k. VPAA SB 389 Committee (D. Carroll and L. Haynes). No Report.
  - l. Academic Dishonesty (Academic Freedom & Standards). No Report.
  - m. Absence Policy (Academic Freedom & Standards). No Report.
10. Postponed Items
- a. Post Tenure Review Procedures (Personnel), waiting for this year's post-tenure review
11. Use of Missouri S&T to refer to the University of Missouri – Rolla. RP&A recommends that when appropriate the university should use historically accurate names.
12. Nepotism / Conflict of Interest. A referral was made to the Personnel and Conflict of Interest Committees to review the policy for spousal hiring and how it relates to tenure.
13. Adjourn. Meeting was adjourned.