

Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Tuesday, October 28, 2008
1:00 – 3:30 p.m.
141 Schrenk Hall

Attendance: The names in bold show members who 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, **Krunal Waghela,** Dianna Meyers

1. Approval of October 28, 2008 RP&A Agenda
Approved
2. Approval of Minutes from October 7, 2008 RP&A Meeting
Approved
3. Naming 3rd Representative for the Ad-Hoc Conflict of Interest Committee (Blum and Carroll)
A few potential candidates for the 3rd representative were identified. Carroll agreed to call potential representatives.
4. Branding (Chris Weisbrook)
Chris Weisbrook, special assistant to the provost, reported on name change and branding. There is 41% increase in admission enquiries. Ranking has dropped. Referral was made to Academic Freedom and Standards committee to consider Faculty Senate role in branding.
5. Tenure – Tenure Document(s): Adding Tenure Track Faculty to Tenure Document, changing UMR to S&T, and monitoring the Provost's web site. (G. Cohen)
Recommendation was made to the system to treat the changes to tenure documents as editorial per UM Legal's recommendation. This action will be reported to the FS at the next meeting. Action on the procedures for handling the changes was tabled because of Gerry Cohen's absence.
6. DSCCs process for handling curriculum/course changes (Nisbett)

DSCCs are in place. Keith Nisbett will report on the changed procedures. A motion to approve the procedures developed by the Curriculum Committee, and report the changes to the Faculty Senate passed.

7. Response to Provosts Wray's justification of title change (Blum and Carroll)
A written response was received and recorded. Doug Carroll will make a statement to the effect at the Faculty Senate meeting.
8. Discussion of salary/raise committee activity (Schulz)
Michael Schulz reported on the involvement of faculty committees on salary raise guidelines that exist at other institutions. As a regular reporting procedure, every year Budgetary Affairs should receive raise reports similar to the one obtained this year.
9. Charge (if any) to Bylaws Committee (all)
RP&A decided that there should be no formal charge to the ad-hoc bylaws committee.
10. Tenure – Meeting with department chairs on tenure rule changes (Cohen)
No report
11. Confidentiality of Form used by Chairs to evaluate faculty (L. Sotiriou-Leventis)
Lia Leventis reported on the revised form. A motion NOT to include the s/u designation was made and it passed. Committee was asked to reconsider their format for the review form.
12. Annual P&T Area Membership Report & other stuff (Tenure)
No report
13. Meeting with Committee on Teaching Effectiveness leadership and RP&A (D. Carroll)
Alan Pringle reported on problems related to teaching evaluations. He handed out statistics related to problem evaluations. Software glitches and human error were the main reasons for the large number of faulty evaluations. An urgent need to fix the problems was expressed, especially in light of SB389.
14. Budgetary Affairs - Raise amounts, Sources, and Soft Money (B. Hale)

No report

15. Review Referrals, Monitoring, and Other Items (as appropriate, see next page)
16. Adjourn

Referrals Ongoing

1. FS0708ref-5 Graduate Student Stipend/Fees (Grad. Council)
2. FS0708ref-6 Annual Faculty Review Format (Personnel)
3. FS0708ref-7 Soft Money Raises (Budgetary Affairs)
4. FS0708ref-8 Spousal Actions (Personnel)

Ongoing Monitoring (Review as necessary)

1. Dean of Enrollment Management and Dean of Extended Learning Positions
2. Revising/re-titling Tenure Regulations (G. Cohen)
3. Supplementary/Soft Money Raises (B. Hale)
4. Emergency Preparedness (Facilities)
5. VPAA SB 389 Committee (D. Carroll and L. Haynes)

Other Committee Items (Review as necessary)

- a. Budgetary Planning, Start-up Packages (Budgetary Affairs)
- b. Best Practices for forming dept. tenure committees (Tenure)
- c. Monitor progress of new P&T procedures (Tenure)
- d. Academic Dishonesty (Academic Freedom & Standards)

Special Programs

- a. Residential College
- b. Aerospace Studies
- c. Military Science
- d. Physical Education
- e. Freshman Engineering

Recently Closed Referrals (information only)

Closed Items (information only)