

Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Tuesday, November 11, 2008
1:00 – 3:00 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 November 11, 2008 RP&A Agenda
Approved
2. Approval of Minutes from October 28, 2008 RP&A Meeting
Approved
3. Approve Agenda for 20 November 2008 Faculty Senate Meeting
Revised and approved
4. Discuss agenda for General Faculty Meeting (Blum)
Revised
5. Tenure – Meeting with department chairs on tenure rule changes (Cohen)
No report
6. Revised Residential College Proposal (review by Student Affairs)
Harvest Collier, VPUS, is revising the Residential College proposal. It will be presented for Faculty Senate for approval.
7. Revision of Form used by Chairs to evaluate faculty (Sotiriou-Leventis)
Personnel Committee will send the revised form to RP&A.
8. Personnel Committee Member on Campus T&P Committee (Sotiriou-Leventis)
Personnel Committee will contact Tenure and Promotion Committee to consider having a Personnel Committee representative on the Campus Promotion & Tenure Review Committee.

8. Annual P&T Area Membership Report & other stuff (Tenure)

No discussion

9. Budgetary Affairs - Raise amounts, Sources, and Soft Money (B. Hale)

Barbara Hale gave further information on raises including soft money contributions to raises. The table showing the breakdown of the raises will be included in her report and also posted on the web. Budgetary Affairs Committee will evaluate the long term effect of using soft money for raises and report to RP&A. They will also assess the impact of the financial crisis on our operations including retirement. Budgetary Affairs will make a motion at the Faculty Senate meeting asking that the administration provide a summary raise report to the faculty every year with at least the same detail as in this year's report. This report should be part of the regular administrative reporting without special request made by the faculty every year.

Frank Blum will contact Dick Dubroff, chair of the S&T Retirement committee, for communicating with the U-wide Retirement Committee chaired Mike Hayden. He will be invited to speak to S&T employees concerning retirement issues.

10. Curriculum (Nisbett)

Proposed new process for experimental courses: The EC form will authorize a course to be taught twice anytime during the next 3 years from the effective term. Once approved, departments may include the course on the Schedule of Classes for any semester within the 3 year period by notification to the Registrar. Any changes to the course title, description, or prerequisites will require a new EC form. After the course has been taught twice, a CC form is used to make the course a permanent course. Any form with effective term Spring 2009 or later will fall under this new process.

11. CET resolution (Haynes)

Lance Haynes introduced the following motion:

The Faculty Senate affirms the paramount importance of the campus teaching evaluation system, both for the continual improvement of teaching and for accuracy in administrative procedures and consumer information. Recognizing that rapidly changing technologies and public interests continually alter the teaching environment, the Senate further charges the President to appoint an ad hoc faculty committee to review

and recommend such improvements in the current system as the committee may find appropriate.

The motion passed.

12. Review Referrals, Monitoring, and Other Items (as appropriate, see next page)
13. Next Meeting – 2 Dec. 2008
14. 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)
6. Provost's web site. (G. Cohen)

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