

**Rules, Procedures and Agenda RP&A Minutes**  
**Tuesday December 4, 2007**  
**1:00 – 2:30 PM**  
**Electrical Engineering 236**

Attendance: Keith Nisbett, Alex Dempsey, Partho Neogi, Michael Schulz, Doug Carroll, Richard DuBroff, Jeff Smith, Dick Brow, Lance Haynes, Kurt Kosbar, Frank Blum, Bruce McMillin, Klaus Woelk

1. Approval of RP&A Agenda. The agenda was approved.
2. Approval of Minutes from Nov 6, 2007 RP&A Meeting. The minutes were approved.
3. Status of Collected Rules and Regulations / Bylaws. During the past year we have gone through a process of developing proposed changes to the University of Missouri-Rolla Faculty Bylaws and University of Missouri Collected Rules and Regulations. The changes were necessary because the university has eliminated schools and colleges from our management structure. Responsibilities that had been assigned to schools and colleges in the Bylaws and Collected Rules had to be reassigned. Our proposed changes were officially approved by the Board of Curators at the meeting last month (November 2007).
4. Requiring all Faculty Senate (FS) motions to be submitted in writing, in advance of meeting. Sometimes motions are made during the Academic Council meetings, and there is not adequate time to fully discuss the motion. If motions were submitted in advance, they would be on the agenda for the meeting, and members would have adequate time to discuss and consider the motion before the meeting. It was suggested that we should require that motions be submitted prior to the Faculty Senate meeting and put on the agenda.

However, it was pointed out that we need to make and pass motions during the meetings to solve problems that arise. Requiring that all motions be submitted in advance does not seem practical. We gave consideration to the idea that "Where possible, motions will be submitted in advance of the meeting." but did not officially adopt the idea. Michael Schulz will work on this and we will discuss it again at the next RP&A meeting.

5. Notifying instructors when students withdraw from school, or have not completed prerequisite courses. Laura Stoll (Registrar) has said that there are problems with doing this. In our discussion, we decided that we would like to be notified when students have not completed the required prerequisites for a class. The instructor could then decide whether or not to allow the student to stay in the class. We would also like for instructors to be notified when students withdraw from school. We decided to ask Laura Stoll to come to the next RP&A meeting to talk with us about these issues.

6. FS representation on MS&T Strategic Planning Committee. The Faculty Senate has three members on this committee. We felt that two of the representatives should come from the Academic Freedom and Standards and Budgetary Affairs committees. RP&A will nominate Lance Haynes (AF&S), Barbara Hale (BA) and Doug Carroll to be the representatives for this year at the next Faculty Senate meeting.

Nominations for this committee were overlooked this year. We will ask Dedie Wilson to add this to the list of committees to be populated at the beginning of the fall semester.

7. Re-distribution of FS department representatives. Kurt Kosbar developed the table below which illustrates the number of full time faculty in each department. The table shows the number of full time faculty in the department as counted by Kurt, and as reported by some of the department chairs. Under "Representatives" is the number of department representatives currently on the Academic Council, and the number that should be on the Faculty Senate. Most departments have the correct number of representatives, but there are a few departments that have too few or too many representatives.

The departments of Aerospace Studies/Air Force ROTC and Military Science/Army ROTC do not have any full time faculty members paid by the university, so according to HR they do not have any full time faculty members. However, they do have a full time faculty member paid by the military. We decided that they should keep their membership and representative on the Faculty Senate.

We debated whether to make the adjustments in membership now or to wait until the beginning of the next term. It was decided that departments that have more members than they are entitled will keep their membership through the end of this term. Departments that have fewer members than they are entitled will be allowed to petition and fill their membership for this year.

In the future, during the summer we will take a snapshot of the number of full time faculty in each department, determine the number of Faculty Senate members allocated, and notify the departments. We will ask Dedie Wilson to put this on the list of things to do when we populate the Faculty Senate and committees. Keith Nisbett was tasked with developing a proposed policy, which is below. We will need to discuss and vote on this policy at the next RP&A meeting.

### **Policy for Department Representation on the Faculty Senate (Keith Nisbett)**

In determining the number of Faculty Senate representatives allotted to each department, the number of faculty in each department shall be based on an annual count of faculty [as certified by RP&A] at the time the call for representatives is sent out.

Departments that gain enough faculty during the year to qualify for an additional representative may petition the Faculty senate for approval o an additional representative during the year. Any reduction in the number of representatives for a department will be made only at the time for the annual call for representatives.

Department	Full Time Faculty		Representatives	
	Kosbar	Chair	AC	FS
Aerospace Studies / Air Force ROTC	0		1	?
Arts, Languages & Philosophy	18	16	1	2
Athletics & Recreation	?		1	?
Biological Sciences	11	10	1	1
Business Administration	17	17.5	1	2
Chemical & Biological Engr	12		1	1
Chemistry	21		2	2
Civil, Architectural & Environmental Engr	23	23	3	2
Computer Science	13		2	1
Economics & Finance	8		1	1
Electrical & Computer Engr	37	37	3	4
Engineering Management & Systems Engr	18	15	2	2
English & Technical Communication	17	13-17	1	?
Geological Sciences & Engr	18	18	1	2
History & Political Science	12	11	1	1
Interdisciplinary Engr	10		1	1
Materials Science & Engr	19	19	2	2
Mathematics & Statistics	26	22	2	2
Mechanical & Aerospace Engr	30		3	3
Military Science / Army ROTC	0		1	?
Mining & Nuclear Engr	13		2	1
Physics	19	19	2	2
Psychology	8		1	1
Total	350	207.5	36	33

8. Emergency Preparedness. This item was tabled.
9. Composition of campus Tenure Committee. There was a lot of discussion about when it is appropriate for Associate Professors to serve on the Tenure and Promotion Committees. Bruce McMillin made a motion that the Provost follows the 320.035 guidelines and asks for justification from the departmental P&T committee as to “why they viewed they have insufficient number of full professors”. The motion was passed by RP&A.
10. Old Business with Faculty Standing Committees.
  - a. Attendance Policy (AF&S, Student Affairs). Jeff Smith reported that the Attendance Policy has been discussed at length by the Student Affairs committee. The idea is to develop an “excused absence” policy. There are four main parts of the proposed policy (1) Priority scheduling for the student athletes, (2) Alternative methods for completion of missed work for officially sanctioned activities, (3) Requiring all faculty to have a syllabus with important dates (like exams) posted at the beginning of the semester, and (4) An appeal process for students who feel that faculty are not following the policy.

Issues were raised about non-traditional students, health issues and other legitimate reasons for missing class. Shouldn't those absences be excused too? The probability of this excused absence policy passing the Faculty Senate is analogous to an old saying about a snowball in hell. There was also discussion about the roles and responsibilities of the coaches and faculty advisors in proctoring exams or quizzes when students are participating in officially sanctioned university events.
  - b. IT “User’s Bill of Rights” (ITCC). This item was tabled.
  - c. Monitor progress of new P&T procedures (Tenure). In developing the new procedures for our campus, we accidentally removed the appeals process for promotions. The appeal process for tenure is well defined, but not for promotions. The tenure committee will need to develop an appeal process for promotions and modify the campus procedures.
  - d. Faculty Leave Policy (Personnel). The Personnel committee recommends that the system level procedures be approved. They are still discussing how the policy will be implemented by the campus.
  - e. Panel of Peers / New Funds (Budgetary Affairs). This item was tabled.
  - f. SRI Reallocation (Budgetary Affairs). This item was tabled.

- g. Endowment Income Tax (Budgetary Affairs). This item tabled.
  - h. Compensation of faculty/administrators (Budgetary Affairs). Budgetary Affairs has asked for historical information for the last five years.
  - i. Post Tenure Review Procedures (Personnel). This item was tabled.
- 11. New Issues for Faculty Standing Committees. This item was tabled.
  - 12. Phase II of Bylaws Revision. This item was tabled.
  - 13. New Business. Eun Soo Park will be going on sabbatical in the spring. We will need to find and elect a Parliamentarian to begin service in the spring semester. In his absence, RP&A will nominate Doug Carroll as the President Elect, and Michael Schulz as the Secretary. RP&A will ask the Faculty Senate to approve these nominations at the meeting in January.

There was discussion about how tenure committees are formed in the departments. Currently department chairs organize the committees, which is in accordance with the rules and regulations. A referral was made to the tenure committee to survey the departments and establish a “best practices” in forming department promotion and tenure committees.

- 14. Adjourn. Meeting was adjourned.