

Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Thursday, 4 February 2010
1:00 – 3:00 p.m.
Silver and Gold Room

Those whose names appear were present at the meeting.

Greg Gelles, Neil Book, Michael Davis, Lance Haynes, Paul Voss, Dave Westenberg, Klaus Woelk, Partho Neogi for Lia Sotiriou-Leventis, Michael Schulz, KM Isaac, Steve Raper, Barbara Hale, Ben Payne

1. Approval of 4 February 2010 RP&A agenda

Approved

2. Approval of minutes from 7 January 2010 RP&A meeting

Approved

3. Preparations for the Curators' Breakfast during the Curators meeting at S&T

Professor Schulz indicated that Vice Provost Schwartz had suggested that the student presentation at the Curators' Breakfast focus on leadership development programs. Professor Schulz will have further discussions to gather details.

4. Discussion of budget issues

Several aspects of the budget for 2010-2011 were discussed. A motion was made and seconded to support a 2% raise for faculty and staff. The motion was tabled. A second motion was made to refer to the Budgetary Affairs Committee the task of proposing budget scenarios that generate the funds necessary to provide a 2% raise. The motion passed.

5. Replacement on the Conflict of Interest Committee

Professors Laudon, Brow, and Huebner were recommended as potential nominees for the vacant seat on the Conflict of Interest Committee that was created when Professor Myers passed away. Professor Gelles will determine if one is willing to serve. The election of the replacement was added to the agenda for the 18 February Faculty Senate meeting.

6. Discussion of the Benefit Survey

The memo issued by President Forsee indicated that the benefit survey would be posted, however, it has not been.

7. Representatives on the UM Benefits Committee

Professor Isaac reported that there was a discussion at the IFC meeting concerning the appointment by the Chancellors of representatives to the UM Benefit Committee. Since employees are now contributing directly to the retirement fund, there is interest in having elected representatives. The issue will be discussed with the Chancellor and Provost before setting a course of action.

8. Report from the Student Affairs Committee

Professor Raper indicated that there was no formal report from the Student Affairs Committee. A motion was made and passed to refer to the Committee the task of evaluating and reporting on the approval process for a student organization to be recognized.

9. Referral to Academic Freedom and Standards Committee on the effect of large enrollment on teaching and learning

Professor Haynes indicated that the committee was continuing to gather data in order to develop a report on the effect of large enrollments on teaching and learning. Plans were to leverage data being gathered by the Capacity Task Force.

10. Report from the Personnel Committee

Professor Neogi reported that the Personnel Committee was continuing to study the spousal conflict of interest issue.

Professor Isaac indicated that there was discussion of the "Employee + 1" concept in which an employee would be able to designate one person to include in their benefits program. A motion was made and passed to refer the issue to the Personnel Committee.

11. Open seat on the Facilities Planning Committee

The appointment of someone to fill the vacant seat on the Facilities Planning Committee will be discussed with the Chancellor and Provost.

12. Report from the Public Occasions Committee

Professor Westenberg indicated that the academic calendar for 2011-2012 was ready for approval by the Faculty Senate. The report from the Public Occasions Committee was added to the agenda for the 18 February meeting of the Faculty Senate.

13. Discussion of intellectual property rights for students

Professor Isaac reported that intellectual property developed by students while engaged in sponsored research was not included in this initiative.

14. Discussion of issues arising from common exams

Professor Haynes indicated that common exams administered during the semester could create conflicts with regularly-scheduled, evening classes. The potential conflicts are not detected when students register for the evening classes so students have to schedule alternative test times or the instructors of the evening classes have to allow excused absences. A motion was made and passed to refer the issue to the Academic Freedom and Standards Committee.

15. Report from the Ad Hoc Committee for Teaching Evaluations

The Ad Hoc Committee for Teaching Evaluations is prepared to report on the pilot program for electronic teacher evaluations that was implemented during the Fall 2009 semester. The report was added to the agenda for the 18 February Faculty Senate meeting.

16. Discussion of the memorandum from the Coordinating Board for Higher Education (CBHE) concerning the budget for 2011-2012

Professor Book reported that the CBHE issued a memorandum on January 22 to all public institutions of higher learning concerning the budget for 2011-2012. The memorandum indicates that a major reduction in State funding for that budget year is probable. The CBHE is initiating discussions as to scenarios to accommodate the reductions. Professor Isaac indicated that President Forsee had distributed the memo to the representatives at the IFC meeting. President Forsee made no comments as to position or actions to be taken by the University. The issue will be discussed with the Chancellor and Provost before setting a course of action.

17. Electronic storage of Faculty Senate documents

Professor Isaac reported that Library personnel were completing the scanning of Faculty Senate documents. A list of keywords must be developed so that efficient searches can be performed.

18. Report concerning evaluation of campus administrators

Professor Gelles indicated that Professor Crow had announced that the evaluation surveys for campus administrators will be performed electronically this year.

19. Agenda for 18 February Faculty Senate meeting

The agenda for the 18 February Faculty Senate Meeting was prepared and approved.

20. Adjourn