

**Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Wednesday January 9, 2008
1:00 – 3:00 PM
Electrical Engineering 236**

Attendance: Lance Haynes, Kurt Kosbar, Frank Blum, Klaus Woelk, Bruce McMillin, Partho Neogi, Laura Stoll, Doug Carroll, Richard Brow, Jeff Smith, Eun Soo Park and Donald Wunsch

1. Approval of RP&A Agenda. The Agenda was approved.
2. Approval of Minutes from Dec 4, 2007 RP&A Meeting. The minutes were approved.
3. Notifying instructors when students withdraw from school, or have not completed prerequisite courses – discussion with Registrar.

Laura Stoll attended the meeting to provide the Registrar's point of view in providing the information to instructors. There are two issues (i) Notifying instructors when students withdraw from school, and (ii) Notifying instructors when students have not completed the prerequisites required for the course.

(i) When a student withdraws from school, the advisor is notified because he/she must sign the withdrawal form. The instructors of the courses for which the student is enrolled are not automatically notified. The result is that instructors will fill out early warning alerts saying that the student is not progressing properly in the class, and the advisor must clear the alerts. If instructors were notified when a student withdraws, then no alerts would be generated or cleared; it would reduce workload on the faculty.

One problem that was discussed is that there should be an indicator in Blackboard to tell the instructor when a student withdraws from class. This would help many of the faculty, but not all faculty use Blackboard, so it is not a solution to the problem. There is an indicator in JoeSS that students have withdrawn, but most faculty only use JoeSS for entering grades, so that is not a solution either. A good solution to the problem would be to have the system automatically send an email to all of the

instructors when a student withdraws from school. Laura Stoll said that she would submit a proposed modification to the UM system people that would have emails automatically sent to the instructors when a student withdraws from school. She said that it may be a while before the modification takes effect (if ever).

(ii) We then discussed having the registrar notify instructors when students have enrolled in the class without meeting the required prerequisites. Laura said that the Registrar currently sends a list of students who do not meet prerequisites to the departments two weeks before the semester starts, and then again one week after the semester starts. This process seemed adequate to determine which students do not meet the prerequisites at the beginning of the semester.

The issue was that some students will be untruthful (lie) and say that they have taken the prerequisite course at a different institution and have not yet transferred it in to MST, and the faculty member will grant a waiver to give the student time to get the course transferred. There is no subsequent check to be sure that the student followed through and got the course transferred. Laura proposed that the Registrar could send another list of students who do not meet prerequisites after the fourth week of class. This would give faculty the opportunity to drop students who have not met the prerequisites for the course by the end of the fourth week. We decided that having the Registrar send this list of students who do not meet prerequisites after the fourth week of class would meet the needs of the faculty without creating a lot of extra workload on the Registrar. Laura said that the Registrar would implement this policy.

4. Agenda for Jan 17, 2008 Faculty Senate (FS) meeting. The Agenda was approved as listed below:

Faculty Senate Meeting Agenda

Thursday, January 17, 2008
204 McNutt Hall; 1:30 PM

- I. Call to Order and Roll Call

II. Moment of Silence for Dr. Gary Thomas

III. Approval of November 15, 2007 meeting minutes

<http://academiccouncil.mst.edu/documents/AC.Minutes.11.15.07.pdf>

IV. Campus Reports and Responses

A. President's Report (5 min.)

F. Blum

B. Administrative Report (5 min.)

J. F. Carney III/W. K. Wray

C. Staff Council Report (3 min.)

C. Dew

D. Student Council (3 min.)

B. Groenke

E. Council of Grad. Students (3 min.)

R. K. Singh

V. Reports of Standing and Special Committees

A. Curricula (5 min.)

K. Nisbett

B. RP&A (5 min.)

E. Park

C. Budgetary Affairs (5 min.)

R. Brow

D. SB 389 Task Force (5 min.)

L. Haynes

VI. Old Business

a. Report on Current Referrals and Actionable Items

VII. Adjourn

5. Establishing Operating Policies for the FS

- a. Putting motions in writing. This was tabled until the next RP&A meeting.

6. Emergency Preparedness

It was pointed out that the university does not post information in most of the buildings of what to do in the event of an emergency. We made a referral to the Facilities Committee to study the issue and make a recommendation.

7. Old Business with Faculty Standing Committees

- a. Attendance Policy (AF&S, Student Affairs) The committees have made progress on the policy in satisfying the needs of most groups on campus, but not all groups. Discussions will continue.
- b. IT “User’s Bill of Rights” (ITCC) The committee has decided title it as the “Computing Privacy Policy”. Future references to the policy should reflect this name. ITCC has drafted a proposed policy, and is currently working with UM legal to make the policy official. The committee has made several contacts with UM legal and is awaiting their response.
- c. Monitor progress of new P&T procedures (Tenure) This item was tabled until the next RP&A meeting.
- d. Faculty Leave Policy (Personnel) The UM wide policy has been discussed and the committee recommends that the Faculty Senate support the policy. That part of the referral can be considered as closed. The committee has not yet discussed the campus procedures for implementing the policy.
- e. Panel of Peers / New Funds (Budgetary Affairs) The first meeting of the Panel of Peers committee will be this Friday. The Provost expects about 80 proposals to be reviewed and

prioritized, totaling about \$8M in new funds. It is not clear yet how much funding will be available, but it will likely be considerably less than \$8M. In prioritizing these funds, the committee will give top priority to those requests that are closely tied to the Strategic Plan.

- f. SRI Reallocation (Budgetary Affairs) The SRI Reallocation and the Endowment Income Tax were discussed jointly because they are closely related. The Provost and Chancellor said that these policies were enacted late in the budget cycle to balance the budget. The Provost and Chancellor do not feel that these were desirable policies, but among the options considered, these seemed the most reasonable way to make up the budget shortfall. The question is “How can we involve faculty in making these decisions when the decisions are made in May/June and many faculty are not around?” The committee will continue to discuss these items.
 - g. Endowment Income Tax (Budgetary Affairs) See Above.
 - h. Compensation of faculty/administrators (Budgetary Affairs) The committee received good data on faculty salaries and on the EE and GO funds to the departments. They did not receive any information on the administration or staff salaries. The committee hopes to receive the rest of the data soon and present the results at the Faculty Senate meeting next week.
 - i. Post Tenure Review Procedures (Personnel) The committee will continue to discuss these issues.
 - j. Look over NTT policies and how we propose to implement them on campus (Personnel). The committee will continue to discuss these issues.
 - k. Best Practices for forming dept. tenure committees (Tenure) This item was tabled until the next RP&A meeting.
8. New Issues for Faculty Standing Committees. Three new issues were discussed:

- a. We need a campus policy and procedure that describes how students can officially “raise concerns” (complain) about a specific class or a specific instructor. A web page has been set up to allow students to make complaints, but it is not clear what to do with complaints after they have been made. Should the complaint be passed to the appropriate department chair? Or a Vice Provost? What action should be taken with regard to the instructor or course? There are several issues that need to be addressed and we need a campus policy and procedure that tells us what to do. A referral was made to the Academic Freedom and Standards committee to discuss the issues.
 - b. The Vice Provost for Undergraduate Studies asked that we make a recommendation as to what can be done to improve advising on campus. How do we teach faculty to advise students? How do we measure their effectiveness as advisors? This was referred to the Student Affairs committee.
 - c. Several faculty are having problems with emails not being delivered. Some faculty feel that the current SPAM filter is deleting emails from almost every off-campus site, and faculty are not receiving emails from their colleagues in industry and at other universities. This has become a major concern for some faculty because it negatively impacts their profession and the reputation of the University. A referral was made to ITCC to study this problem and make a recommendation.
9. Phase II of Bylaws Revision. This item was tabled until the next RP&A meeting.
 10. New Business. None.
 11. Adjourn. The meeting was adjourned.