

Rules, Procedures and Agenda (RP&A) Committee
Meeting Agenda
Tuesday February 12, 2008
1:00 – 2:30 PM
Electrical Engineering 236

Attendance: Kurt Kosbar, Frank Blum, Neil Book, Dick Brow, Jeff Smith, Klaus Woelk, Doug Carroll, Michael Schulz, Sumin Zhu, Lance Haynes, Bruce McMillin

1. Approval of Feb 12, 2008 RP&A Agenda. Agenda was Approved.
2. Approval of Minutes from Jan. 29, 2008 RP&A Meeting. Minutes were Approved.
3. Agenda for Feb 21, 2008 Faculty Senate Meeting. The agenda for the meeting is attached.
4. Establishing Operating Policies for the FS.

(a) We passed a resolution (below) establishing that the Faculty Senate will honor resolutions passed by the Academic Council.

Whereas, the UMR Academic Council approved binding resolutions in it's 35 year history

Whereas, the UMR Academic Council no longer exists

Whereas, the MS&T Faculty Senate plays a similar, but not precisely identical, role to the Academic Council

Whereas, there may be confusion over the Faculty Senate's obligation to honor Academic Council resolutions

Be it Resolved, that the MS&T Faculty Senate agrees to honor all resolutions passed by the UMR Academic Council, unless such resolutions were specifically altered or rescinded by either the Academic Council or the Faculty Senate

(b) We passed a resolution requiring that the secretary of the Faculty Senate search the minutes of the Academic Council meetings and compile a list of the procedural resolutions. The Parliamentarian will be responsible for enforcing the resolutions as "Faculty Senate Operating Procedures".

Whereas, the UMR Academic Council has, and the MS&T Faculty Senate may wish to, adopt Procedural Resolutions

Whereas, existing resolutions are only documented in the minutes of the Academic Council and Faculty Senate meetings

Whereas, it can require a considerable amount of time to locate resolutions by searching the Academic Council / Faculty Senate archives

Be it resolved, that the Faculty Senate charges the Faculty Senate Secretary to compile a list of all procedural resolutions currently in effect, and to make a list of all such resolutions available to the General Faculty under the title "Faculty Senate Operating Procedures"

Be it further resolved, that all future Faculty Senate Secretaries will be charged with maintaining and distributing the list of Faculty Senate Operating Procedures, and the Faculty Senate Parliamentarian is charged with enforcing these procedures in a manner consistent with the University of Missouri System Collected Rules and Regulations (as of this writing, section 300.030.D.4.c.(3))

Be it further resolved, that Faculty Senate Operating Procedures can be created, modified, deleted or suspended by the Faculty Senate only by a 2/3 majority vote.

(c) We worked for a while on a resolution that would require most motions made at the Faculty Senate meetings to be submitted in advance and in writing. We tabled this issue until the next RP&A meeting.

5. SB 389 Committee (D. Carroll, N. Book and L. Haynes). The faculty, through the Faculty Senate need to develop the faculty evaluation questions that will be used by students to evaluate faculty teaching in accordance with Senate Bill 389. Students will answer the questions each semester, and the results will be summarized and made available for the students who might wish to register for the courses in subsequent semesters.

Doug Carroll will give a brief update of the SB 389 task force progress at the Faculty Senate meeting on February 21, 2008. We plan to propose that the Faculty Senate President appoint an ad-hoc committee to develop the questions for implementing SB 389.

6. Attendance Policy (AF&S and Student Affairs). After review and discussion, we decided to remove the word "unexcused" from the student academic regulations governing absences, as shown below:

V. Absences

A. Because the pedagogical design, intent, and progress of every course is the responsibility of the instructor, the administration of attendance policy lies with the individual instructor for each course. Students are expected to attend class sufficiently to conform to the instructor's intent as specified in the syllabus. As such, the individual instructor determines the number and nature of **unexcused** absences allowable in each course. Sanctions may be imposed for excessive

absences up to and including dismissal from the course. If the instructor intends to attach a formal sanction (grade reduction or dismissal from the course) to inadequate attendance, he/she must include in the course syllabus the specific expectations and steps to be taken in such cases. Such steps will include an academic alert initiated in time to provide due warning before the absence which will give rise to the drop.

This does not impact a lot of students, and it seems each case has special circumstances. Student Affairs recommends that it be worked out on a case-by-case basis. Academic Freedom and Standards and Student Affairs will make a joint report at the next Faculty Senate meeting.

7. Faculty Representation on Stu. Co. Executive Committee.
8. Emergency Preparedness (Facilities).
 - a) Electrical Power Issues: There has been an improvement in the university power system (automatic tap changers) that ensures that the university will have adequate voltage, even if the incoming voltage is low. This will help prevent critical research equipment from failing or shutting down due to low voltage.
 - b) Emergency Preparedness: The Police department developed an Emergency Action Plan. The committee reviewed the plan and discovered a number of procedural issues with the plan. Departments are asked to assign primary emergency response officers for emergencies and spaces for shelter. Also, department chairs or primary emergency response officers are responsible to decide whether or not to evacuate the building in case of an emergency. There were concerns about the responsibility in buildings with no department chair or more than one department chair. Are the chairs trained to make the requested decisions? The committee will report to the Faculty Senate and move to have the plan reviewed with appropriate involvement of faculty.
9. Administrative Reviews (Kosbar & Admin Review Committee). The reviews from last summer have not yet been made available to the administrators. The plan is to ask Dedie Wilson to make the reviews available by request only. She will provide paper copies only, to avoid putting the reviews in electronic format, and protect the confidentiality.
10. Other Old Business with Faculty Standing Committees
 - a. Computing Privacy Policy (ITCC).
 - b. Campus Implementation of Faculty Leave Policy (Personnel).

- c. Panel of Peers / New Funds (Budgetary Affairs). Started with 63 proposals and have reduced it to 17 proposals. The strategic plan was used in prioritizing the proposals. There will be an open forum where departments present their proposals, and then the committee will make final recommendations. The process seems to be working well. This referral was tabled until April.
 - d. SRI Reallocation (Budgetary Affairs).
 - e. Endowment Income Tax (Budgetary Affairs)
 - f. Compensation of faculty/administrators (Budgetary Affairs). Have been waiting on information from Steve MalotT since October. The administration should be more transparent and forthcoming.
 - g. Post Tenure Review Procedures (Personnel)
 - h. NTT Campus Implementation (Personnel)
 - i. Best Practices for forming dept. tenure committees (Tenure)
 - j. Campus Policy on Handling Student Concerns about Instructors (AF&S)
 - k. Improving Advising on Campus (Student Affairs). The recommendation from VPUA is that we need more faculty training. Faculty need to understand the pitfalls of course scheduling, advising students to get prerequisite courses taken early so that they do not end up in a scheduling bind. Faculty need to show students how to read the CAPS report. Faculty should provide career counseling when appropriate. Faculty should direct students to appropriate university services.
 - l. Monitor progress of new P&T procedures (Tenure). Appeals for Promotion only cases are not covered well by our procedures.
11. Adjourn. Meeting was adjourned.

FS Meeting Agenda for February 21, 2008

I. Call to Order and Roll Call

II. Approval of January 17, 2008 meeting minutes

<http://facultysenate.mst.edu/documents/FS.Minutes.01.17.08.pdf>

III. Campus Reports and Responses

A. [President's Report](#) (5 min.)

F. Blum

<http://facultysenate.mst.edu/documents/President.Report.02.21.08.pdf>

B. [Administrative Report](#) (5 min.)

R. Schwartz

<http://facultysenate.mst.edu/documents/DrWray.FS.Report.02.21.08.ppt>

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

IV. Reports of Standing and Special Committees

A. [Curricula](#) (5 min.)

K. Nisbett

<http://facultysenate.mst.edu/documents/Curricula.02.21.08.pdf>

B. [ITCC](#) (10 min)

D. Wunsch

<http://facultysenate.mst.edu/documents/ITCC.02.21.08.pdf>

1. Creation of faculty & staff web pages
2. Content of web pages
3. Computing Privacy

C. [RP&A](#) (5 min.)

K. Kosbar

<http://facultysenate.mst.edu/documents/RPA.02.21.08.pdf>

1. Honoring Academic Council Resolutions
2. SB 389 Ad-Hoc Committee
3. Stu. Co. Executive Committee Representative

D. [Academic Freedom & Standards](#) and [Student Affairs Committee Joint Report](#) (10 min)

L. Haynes

J. Smith

<http://facultysenate.mst.edu/documents/AFS.SA.02.21.08.pdf>

1. Student Academic Regulations
Attendance Policy Modification

E. [Facilities Planning Committee](http://facultysenate.mst.edu/documents/FP.02.21.08.pdf) (5 min) K. Woelk
<http://facultysenate.mst.edu/documents/FP.02.21.08.pdf>

1. Emergency Action Plan

F. Personnel (5 min) P. Neogi

V. Old Business

A. Report on Current Referrals and Actionable Items

VI. New Business and Announcements

VII. Adjourn