

Rules, Procedures and Agenda (RP&A) Committee
Meeting Minutes
Wednesday, April 22, 2008
1:00 – 3:00 PM
Electrical Engineering 236

Attendance: Kurt Kosbar, Eun Soo Park, Klaus Woelk, Andrew Ronchetto, Doug Carroll, Alex Dempsey, Partho Neogi, Keith Nisbett, Don Myers, Jeff Smith

1. Approval of April 22, 2008 RP&A Agenda. The agenda was approved.
2. Approval of Minutes from April 9, 2008 RP&A Meeting. The minutes were approved.
3. Faculty Senate Officer nominations for 2008-09 (E.S. Park and D. Carroll). Several possible nominations were discussed. RP&A will present a slate of nominations for officer positions at the first Faculty Senate meeting in the fall semester. The goal is to have the nominations in place before the June Faculty Senate meeting.
4. Scheduling first RP&A meeting of 2008-09 academic year (K. Kosbar). The first meeting for RP&A will be September 2nd, 2008.
5. Bylaws Change to form IP Committee (K. Kosbar). There was discussion of a second round of bylaws changes. Don Myers proposed that there should be a new standing committee added for intellectual property. It was discussed that perhaps we should include a second round of changes in the bylaws at the same time. RP&A will ask Dr. Myers if he is willing to put this off until the fall semester.
6. Form used by Chairs to evaluate faculty (F. Blum). The forms were approved by the Academic Council in 1991. The form is to be used each year in the faculty evaluation, and retained in the department, to document progress toward tenure and promotion. There was concern that some of the chairs may not be using the forms. One possibility to insure that the forms are used is to have copies sent to the VPAA, but there could be information on the forms that the chair would rather not forward. Ideally the forms would stay in the department.
7. Academic Dishonesty. There was a lively discussion about academic dishonesty. Many faculty feel that there has been a significant increase in academic dishonesty in the last few years. There seems to be no question that faculty can give a zero on an assignment if a student is caught cheating, plagiarizing, etc. Many faculty have a policy that academic dishonesty results in the student receiving an "F" in the course. The UM System Legal council questions that faculty have the right to fail the student in the course. The IFC representatives will bring this concern to the IFC meeting in May.

A case arose where a faculty member was asked to justify a grade from 5 years ago. Is there a statute of limitations? A referral was made to AF&S to recommend a policy for how long students have to appeal a grade.

8. Other Old Business with Faculty Standing Committees

- a. Panel of Peers / New Funds (Budgetary Affairs). The panel forwarded approximately \$1M in proposals as an unranked list. The Provost will have to decide how much money is available. This may be a recurring advisory panel. Recommend that the panel continue to have 3/8 of the members be faculty. This item is closed.
- b. SRI Reallocation (Budgetary Affairs). Budgetary Affairs will be involved in making these decisions in the future. The rationale for moving the funds to the Office of Sponsored Programs was so that the faculty start-up could be split 1/3 each between OSP, Provost and Department. But now OSP has said they will fund only 20%.
- c. Endowment Income Tax (Budgetary Affairs). Budgetary Affairs will be involved in making these decisions in the future.
- d. NTT Campus Implementation (Personnel). Implementation of the policy seems to be going well.
- e. Best Practices for forming dept. tenure committees (Tenure). Not Discussed.
- f. Campus Policy on Handling Student Concerns about Instructors (AF&S, Student Affairs). Policy and procedures are ambiguous or missing. Even the policy for sexual harassment is ambiguous. Student Council will include a button on their web site to assist students in knowing what to do if they wish to make a complaint.
- g. Improving Advising on Campus (Student Affairs). The new advising office will provide training.
- h. Monitor progress of new P&T procedures (Tenure). This will be considered in the meetings of the committee in May. The committee hopes to revise the tenure policies for next year in May.
- i. Residential College (Student Affairs). The students have mixed opinions on the residential college courses. Some like the courses, but many do not like the courses. Should students be required to take the courses in order to live in the residential college?
- j. Emergency Preparedness (Facilities). The Faculty Senate unanimously passed a resolution to revise the Emergency Preparedness Plan. The president will contact Chancellor Carney to initiate forming a revision committee.
- k. Graduate Student Support (Grad. Faculty).
- l. Conflict of Interest Ad-Hoc Committee.
- m. VPAA SB 389 Committee (D. Carroll and L. Haynes). The committee is in the process of implementing the recommendations of the Ad Hoc SB 389 committee. The Ad Hoc committee decided to use paper forms to collect the data, and developed four questions that would be asked.

The VPAA committee works with IT, Printing and other campus organizations to implement the recommendations.

9. Postponed Items
 - a. Academic Dishonesty (IFC Reps), waiting for more direction from Intercampus Faculty Council
 - b. Post Tenure Review Procedures (Personnel), waiting for annual Tenure Committee elections
10. Adjourn