

## Rules, Procedures and Agenda (RP&A) Committee

### Meeting Minutes

Monday, February 11, 2019

2:00 pm

214 Butler-Carlton Hall

1. Call to order

The meeting was called to order at 2:03 pm.

Danish Ali, Mike Bruening, Steve Corns, Richard Dawes, Jun Fan, Mark Fitch, Kaeden Kessinger, Doug Ludlow, Maciej Zawodniok, Steve Raper, and Sahra Sedigh Sarvestani were present.

2. Approval of minutes of January 15, 2019 meeting

The minutes were approved without revision.

3. Reports from special/ad hoc committees

a. Ad Hoc Special Committee for Department Creation/Realignment

Dr. Raper, chair, distributed a draft policy proposal. He reported that no feedback has been received from the Provost's office. The committee has approved the draft. RP&A members discussed Section 1b, which specifies the requirement for "majority vote of the regular faculty and the tenured faculty." It was suggested that the statement be amended to clarify that a single vote would take place, where votes are solicited from regular (T/TT) and non-tenure-track faculty. Dr. Raper asked that RP&A members further review the draft and provide feedback within one week. He will be contacting the Provost's Office again to request their feedback. A report to Faculty Senate is tentatively planned for the March meeting.

b. Bylaws Revision Committee

No report.

c. Graduate Student Tuition Waivers/Policy II-26 Committee

Dr. Dawes, chair, reported that the committee has submitted a report to the Chancellor, Vice Chancellor for Research and Dean of Graduate Studies, and Vice Chancellor of Finance and Operations. The five-page report includes a set of recommendations and a request to meet with all three recipients. The name of the

committee has been changed to the "Committee for Periodic Evaluation of Missouri S&T's Tuition Remission Program."

4. Reports on pending referrals to standing committees

a. Student Affairs: Disability support policies and practices

Dr. Acar, chair, was not present. Dr. Raper reported that the Accommodations Committee created by the Vice Chancellor for Finance and Operations is discussing related topics. Someone from the Office of General Counsel will be speaking with the Accommodations Committee.

b. Academic Freedom and Standards:

i. Plus/minus grading

ii. Removing transfer credit from the calculation of cumulative GPA

Dr. Kosbar, chair, sent a report by email (appended).

c. Public Occasions:

i. Addition of a fall break

ii. Approval of academic calendars proposed for AY 2018-2019 (revised), 2019-2020 (revised), 2020-2021 (new)

Dr. Sedigh Sarvestani, chair, reported that most academic departments have sent input on addition of a fall break. She plans to summarize this information and send it to the committee.

Three academic calendars have been sent by the Registrar to the committee for review. Pending committee approval, Faculty Senate will be asked to review and vote on these calendars at the February meeting.

d. Committee for Effective Teaching: Review of IFC document on teaching evaluation

No report.

e. Administrative Review: Progress of this year's surveys

No report.

f. Budgetary Affairs: Costs - to-date, and projected - of graduate tuition remittance.

No report.

This referral was delegated to the II-26 committee at the last RP&A meeting. Dr. Dawes reported that the II-26 committee has expressed concerns about the method of calculating these costs. They would like to ensure that any costs attributed to the program have actually been incurred due to tuition remittance.

g. Information Technology and Computing:

- i. Investigate policy and practices associated with IT access of information on and potentially “bricking” employee-owned mobile devices.
- ii. Examine the campus monitoring policy.
- iii. Investigate remote control of conference room workstations by the Video Communications Center, and discuss related privacy concerns

No report.

5. Preparation of agenda for February 21 Faculty Senate meeting

The agenda for the meeting was prepared and approved.

6. Unfinished business

No unfinished business.

7. New business:

a. Referrals requested of RP&A

- i. Review of faculty workload policy - Personnel
- ii. Collection of data on revenue from distance learning – Budgetary Affairs

b. Informational:

- i. Dr. Bruening reported that the Office of Institutional Equity, Diversity and Inclusion has requested a few more faculty for equity resolution panels. One nomination will be solicited from each department in time for the April Faculty Senate elections.
- ii. Dr. Ludlow, chair of the Honorary Degrees Committee, reported that candidate names have been submitted.

The meeting adjourned at 3:00 pm.

## POLICY PROPOSAL

The process to be followed for academic reorganization. Unit(s) in this document shall refer to college, department, program, or special programs as defined in the Missouri S&T Faculty By-Laws. Affected unit(s) shall refer to the unit(s) considered in a reorganization, which could vary in number and that would be reorganized as a result of this process.

1. Faculty/Unit (s) impetus:
  - a. Initiating faculty should come from an affected unit (s).
  - b. Request must be initially approved by affected units, which must provide a statement on the proposed reorganization to their Dean and, when applicable, to the Dean of any other affected units. This statement should identify both positive and negative impacts on affected units. Support or opposition of the proposed reorganization should be by majority vote of the regular faculty and the tenured faculty. *If the vote does not support the proposed reorganization then the process will end and shall not be reviewed for one academic year.*
  - c. If faculty approved from affected unit (s) and after receiving statements from affected units, Dean(s) shall issue individual statements (endorse/rebut) that shall be shared with initiating unit(s) and the Faculty Senate.
  - d. The Faculty Senate shall review statements and issue an advisory vote to endorse or rebut the proposed reorganization after receiving input including the Budgetary Affairs Committee and the Personnel Committee. The Faculty Senate will provide its vote, along with a report, to the Provost.
  - e. The Provost provides feedback, along with all accumulated statements from affected units and the Faculty Senate, to the Chancellor for final determination.
  - f. If approved by the Chancellor, the Provost shall appoint a committee of key stakeholders affected by the reorganization to determine issues which may impact budget, academics, scholarship and other relevant implementation issues. The committee will also provide the implementation and transition time-line.
    - i. The Registrar shall be responsible for informing all University of Missouri system and Missouri S&T units that have essential need for knowledge of the reorganized unit/department and its incorporation into their records.
    - ii. The Provost shall notify the Marketing and Communications Department when the reorganized unit is approved and shall coordinate the timing of the public announcement with the Chief Marketing and Communications Officer.
2. Administrator (Dean, Provost, Chancellor) impetus:
  - a. Administrator must notify any affected unit(s)\* of proposed reorganization and provide a rationale and “statement of impact” for any proposed reorganization. The affected units will then provide a statement which identifies both positive and negative impacts on affected units.

- b. Support or opposition of the proposed reorganization should be by majority vote of the regular faculty and the tenured faculty. A supportive of the proposed reorganization shall be forwarded to Provost along with their rationale for said vote. *If the vote does not support the proposed reorganization then the process will end and shall not be reviewed for one academic year.*
- c. If faculty approved from affected unit (s) then administrator must notify Faculty Senate, who shall issue an advisory vote to endorse or rebut the proposal after receiving input from the Budgetary Affairs Committee and Personnel Committee and any affected units. This vote will be forwarded to the Provost.
- d. The Provost provides feedback, along with any accumulated statements from the Faculty Senate and affected units to the Chancellor for final determination.
- e. If approved by the Chancellor, after reviewing all feedback, the Provost shall appoint a committee of key stakeholders affected by the reorganization to determine issues which may impact budget, academics, scholarship and other relevant implementation issues. The committee will also provide the implementation and transition time-line.
  - i. The Registrar shall be responsible for informing all University of Missouri system and Missouri S&T units that have essential need for knowledge of the reorganized unit/department and its incorporation into their records.
  - ii. The Provost shall notify the Marketing and Communications Department when the reorganized unit is approved and shall coordinate the timing of the public announcement with the Chief Marketing and Communications Officer.

**From:** [Kosbar, Kurt Louis](#)  
**To:** [Sedighsarvestani, Sahra](#); [Bruening, Michael](#); [Corns, Steven](#); [Raper, Stephen A.](#); [Dawes, Richard](#); [Kessinger, Kaeden M. \(S&T-Student\)](#); [Fitch, Mark W.](#); [Zawodniok, Maciej Jan](#); [Westenberg, David J.](#); [Cohen, Gerald Leonard](#); [Ferguson, Ian](#); [Huebner, Wayne](#); [Ludlow, Douglas K.](#); [Kimball, Jonathan W.](#); [Fan, Jun](#); [Acar, Levent](#); [Ali, Danish \(S&T-Student\)](#); [Singler, John](#)  
**Subject:** RP&A: Update on +/- Grading Issue  
**Date:** Thursday, February 7, 2019 9:11:29 AM

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RP&A,

Here's an update on the +/- grading issue.

I spoke at a Student Council meeting, and an open forum. I prepared some slides for the open forum, which you are welcome to review (see link below).

There have been many calls for us to research how +/- grades impact GPA. I've been reluctant to show our data, as it is not comprehensive, peer reviewed, or archival quality. But since the calls are persistent on this, I'm considering releasing a summary anyways. I welcome your comments on the wisdom of doing that, along with suggestions on other data to include in it. You can download my current summary below.

There is an on-going discussion with the AF&S committee, S&T Registrar, as others regarding the wording on the motion that makes C- grades satisfy the "C or better" requirement. I may ask the AF&S committee to revise that wording prior to the next Faculty Senate meeting. The intent is keep C- as satisfying the prerequisite. The question is only how it will appear in the catalog, and if we are prohibiting faculty from using thresholds other than C-.

I welcome your comments and suggestions. Here are the links to the open forum slides and GPA summary. The same information is contained in the .pptx and .pdf documents.

<http://web.mst.edu/~kosbar/AFS/OpenForum.pptx>

<http://web.mst.edu/~kosbar/AFS/OpenForum.pdf>

<http://web.mst.edu/~kosbar/AFS/gpa.pptx>

<http://web.mst.edu/~kosbar/AFS/gpa.pdf>

Kurt