I. **Call to Order**
Rawling called the meeting to order at 8:59 a.m.

II. **Approval of Minutes of September 19, 2013**
Barnet moved to approve the minutes, seconded by Hansen. Minutes approved.

III. **Announcements**
1. October 21 there will be a survey distributed to all faculty members called COACHE (Collaborative on Academic Careers in Higher Education) survey asks faculty to rate their job satisfaction and assess their experiences regarding promotion and tenure, the nature of their work, institutional policies and practices, and the general climate, culture, and level of collegiality on their campuses. This a national standardize administration format so there will be constant reminders to take the survey until January 2014.

2. RST documents will be submitted to Faculty Senate today at 4:00 p.m. by Barb Barnett.

IV. **Unfinished Business**
1. **Approval of New RST Plan Forms**
   - **03 Cover Page for Renewal**
     Discussion of the word “may” used throughout this page.
     - **MOTION:** Hansen moved to approve cover page for renewal, seconded by Barnet. Motion approved.
   - **04 Draft of Form 1 RTRB Recommendations**
     Discussion about adding a time limit.
     - **MOTION:** Barnet moved to approve Form 1, seconded by Huebschman. Motion approved.
   - **05 Draft of Form 2 Peer Evaluation**
     - **MOTION:** Hansen moved to approve Form 2, seconded by Barnet. Motion approved.
   - **06 Draft of Form 3 Student Evaluation**
     - **MOTION:** Barnet moved to approve Form 3, seconded by Huebschman. Motion approved.
   - **07 Draft of Form 4 List of Activities**
     Discussion ensued about many topics including:
     a. Moving course load to top of page
     b. Chapter 6
     c. Section E (interpretation and rewording with more examples)
d. 3A splitting the categories into separate sections and what does constituency mean?
e. Possible student service category

This discussion tabled until next meeting and will approve at that time.

➢ **08 Draft of Form 5 Salary Review**
  This is yearly, received in January, and is only for probationary faculty.
  • **MOTION:** Hansen moved to approve Form 5, seconded by Huebschman.
    Motion approved.

➢ **09 Draft of Cover Page for Promotion**
  This will go to the department first, then to a committee of full professors, then to the Chancellor. Discussion ensued about faculty that have been tenured but not promote.
  a. Section III changing the word narrative to summary, the word should to the word may, and the title to say full professor.
  • **MOTION:** Barnet moved to approve the cover page, seconded by Hansen.
    Motion approved.

V. **New Business (Chair)**
  1. Plan for meeting with departments to develop new RST Plans
     Will discuss at future meeting.

VI. **Next Meeting Date October 15, 2013**

VII. **Adjournment**

Chair Rawling adjourned the meeting at 9:58 p.m.

Respectfully Submitted

J. Elmo Rawling, Chair

Lisa A Merkes-Kress, Recording Secretary