URSTPC Meeting Minutes
7 December 2012
12:00 – 1:00
Warner 207

In attendance: Laura Anderson, Kory Wein, Joan Riedle, Marge Karsten, Mesut Muslu, Jeff Huebschman, Scott White, David Van Buren, Keith Thompson

1. Review and discussion of CRSTC plans
   a. EMS: The committee simply recommends that dates are updated within the document and minor typos corrected. No substantive changes.
   b. BILSA: No comments from the URSTPC.
   c. LAE: No comments from the URSTP.
      i. Karsten moved that we approved all through documents with minor revisions; Thompson seconded. Passed unanimously on voice vote.

2. Chancellor review procedures discussion:
   a. Background and current issues: No evaluations have been done in at least 10 years. In theory, January is the timeframe for these evaluations. We may have to extend the evaluation process into the spring semester. We have two current issues: 1) What do we want the survey to consist of? And 2) How do we want to implement the survey? (The evaluations will go to the president of UW System and then ideally forwarded to the board of regents.
   b. Potential mechanisms to implement review: Committee discussed separate survey mechanisms, or a sorting of responses based on academic position (e.g., faculty/teaching staff versus administrative staff). Discussed implementation tools (e.g. Survey Monkey). Committee discussed the survey content. Agreed that the survey will go to all positions other than classified staff.
   c. Thompson, Karsten, Riedle, and Anderson agreed to serve on a sub-committee to work on the survey. Suggested to review the Provost survey for suggestions on survey format.

Adjourned 12:50 pm.

Anderson will schedule the next URSTPC meeting through Zimbra.