Minutes

I. Call to Order
Wright called the meeting to order at 9:00 a.m.

II. Approval of Minutes of September 19, 2013
Barnett moved to approve the minutes, seconded by Iselin. Minutes approved.

III. Announcements
1. Possible Policy for Senate Regarding Salary Adjustments With Local Funds
   This may become another charge for this group; this is being discussed at the dean level currently.

2. Other
   Concerns about the addition of graduate courses and evaluation; Chair Rawling will look into this and report back to URSTPC.

IV. Unfinished Business
1. Approval of New RST Plan Template
   Discussion ensued about the second section and possibly change the wording or add a header. More discussion regarding calendar year but the form shows academic year; should be clearer possible reword to “for review of (year)”

   MOTION: Barnet moved to approve with the suggestions to the template, seconded by Hansen. Motion approved.

2. Approval of New RST Procedure Forms
   There was much discussion about many areas of the procedure form with changes/rewording needed in sections 1.1.3, 1.1.2.3, (pg. 27, 90, 96 of chap 6) 1.1.5, 6.3.43 and 3.1.1. Chair Rawling will correct and then present to Faculty Senate for approval. Some discussion on open meeting rules regarding personnel issues; there needs to be an open session for voting but the discussion can be a closed session. Some questions about where do we put our procedures for voting on tenure and having more of a cumulative record for tenure. Forms are not final, what we are asking Faculty Senate is to continue with the process. There has been thoughts about creating digital forms but because of privacy issues and cost this will be a challenge and will be discussed at the Provost level.

   MOTION: Riedle moved to approve the RST procedures template, seconded by Barnet. Motion approved.
3. **Approval of Changes to “Chapter 6” of New Faculty Handbook (Typos)**
   Additional typos found; Chair Wright will forward this onto Faculty Senate for approval.

   **MOTION:** Hansen moved to forward to the senate and request that typos be corrected, seconded by Huebschman. 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