Minutes

I. **Call to Order**
Chair Rawling called the meeting to order at 9:00 a.m.

II. **Approval of Minutes of October 1, 2013**
Barnet moved to approve the minutes as “corrected”, seconded by Huebschman. Minutes approved.

III. **Announcements**
1. RST documents were presented to Faculty Senate and they endorsed with their approval.

IV. **Unfinished Business**
1. **Approval of New RST Plan Forms**
   - **07 Draft of Form 4 List of Activities**
     Course load was moved to top of the page, the word constituency will be changed to college.
     - **MOTION:** Riedle moved that we separate out section A, seconded by Steck. Motion approved.
     - **MOTION:** Riedle moved to approve Form 4, seconded by Hansen. Motion approved.
   
   - **10 Draft of Form 6 Promotion**
     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

VI. **Next Meeting Date TBD**

VII. **Adjournment**
   Chair Rawling adjourned the meeting at 9:58 a.m.

Respectfully Submitted

J. Elmo Rawling, Chair                      Lisa A Merkes-Kress, Recording Secretary