MINUTES

I. Call to Order
Chair Anderson called the meeting to order at 4:04 p.m.

II. Approval of Minutes of January 15, 2013
Minutes approved as presented.

III. Approval of the Agenda for February 28, 2013
Agenda approved as presented.

IV. Announcements (L. Anderson)

1. New recording secretary (L. Anderson)
   Welcomed Lisa Merkes-Kress as the new recording secretary.

2. General Faculty Meeting March 14, 2013
   Please attend Bylaws voting and many items on the agenda to be discussed.

3. Faculty and Staff Trivia Night
   March 14, 2013 at Steve’s Pizza at 7:00 pm

V. New Business (L. Anderson)
1. **Process of evaluation Administrators**
   Classified staff will not be participating this year. Need to remind faculty and staff that the evaluations are anonymous.
   Discussion -Should one person only be reviewing one Dean or change to one person being able to review three Deans. General approval - only have one employee review one Dean; this will also be for next year. More discussion - How much of the evaluation should be public? Discussion –Chair Anderson will check into this. Evaluation form for the Provost should be updated. Chair Anderson will locate a copy of job description for Provost. Created a sub group to with one representative from each college to discuss and bring ideas to the next meeting. Group members are Thompson, Anderson, Riedle, and Karsten.

VI. Unfinished Business

1. **Question referred to URSTPC about policy statement on the use of email when tenured faculty are communicating to draft annual letter to probationary faculty.**
   Much discussion had. **Motion:** Thompson moved to approve the language, seconded by Karsten. Discussion about removing the word “of” and add the words “or to” **Motion:** to remove the word “of” by general consent motion approved – two opposed. This will be part of next year’s guidelines. Salary retention forms were mentioned; this will be a discussion for another meeting.

   **amended addition to Section 7. c. 7 of URSTPC 2013-14 Guidelines:**
   Email communication shall not be used to conduct discussions or propose changes to the content of this letter. However, non-substantive editorial changes to this letter may be communicated via email.

**Adjournment**
Chair Anderson adjourned meeting at 4:45 p.m.
Respectfully submitted,

Lisa Merkes-Kress, Recording Secretary
<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>ACTION</th>
<th>DUE</th>
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<tbody>
<tr>
<td>Sub group to discuss more about evaluations</td>
<td>Laura Anderson</td>
<td>Reserve a room and locate Provost job description</td>
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<tr>
<td>Salary retention forms</td>
<td>Laura Anderson</td>
<td>Put as discussion on agenda</td>
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<tr>
<td>Next meeting date</td>
<td>Laura Anderson</td>
<td>Schedule meeting for after Spring Break</td>
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