I. Introductions-
   a. Persons present: Erik Kirk, Charles Thornton, Wai Hsien Cheah, Wendy Fuchs, Shelly Goeb-Parker (chair), Chin-Chuan Wei (alternate for Cristina De Meo), Jon Pettibone (excused)

II. Orientation for new members

III. Council Charge for the Year
   a. Definition of Faculty
   b. Evaluations
   c. Complete Form 95 for Unit Name Change

IV. Distribute Responsibilities
   a. Minutes – Secretary (Wendy Fuchs)
   b. Form 95 (Erik Kirk and Wendy Fuchs)
   c. Definition of Faculty-Look at the history on this project, consult with others concerned, report back to committee -Wai Hsien Cheah agreed to spearhead taskforce for fact-finding related to clinical faculty representation
   d. Response Team-act as a sounding board, read necessary docs and weigh in in questions (Charles Thornton)
   e. Elections/Evaluations-committee will review results and help with analysis

V. Discussion-
   a. Brief review of past duties, history of issues currently being addressed. Is there a need to revisit the discussion about the Presidential term? Does that need to come to a vote? Shelly will bring that to the FSEC (Faculty Senate Executive Committee).

VI. Plan for next meeting
   a. Locate minutes and circulate to committee for approval, then send to Vicki

VII. Adjourn-3:08

Respectfully submitted by Wendy Fuchs
Rules and Procedure Council of Faculty Senate
Willow Room
Morris University Center
September 19, 2013 - 2:30 p.m.
Meeting Minutes
a. Motion- Wai Hsien Cheah, 2nd- Charles Thornton
b. Next meeting October 17, 2013.

Respectfully submitted by Wendy Fuchs