

**ROBERT HOLLAND FACULTY SENATE
UNCORRECTED MINUTES OF MEETING ON January 9, 2009**

The Robert Holland Faculty Senate of Mississippi State University held its regular meeting in Coskrey Auditorium of Memorial Hall at 2:00 p.m. on Friday, January 9, 2009.

Excused: David Bridges, Dave Dampier, Ted Dobson, Pat Donohoe, Jerry Mathews, Meghan Millea, Greg Munshaw, Julie Sexton, Juan Silva, Ray Vaughn, and Shu-hui Wu

Unexcused: none

The meeting was broadcast real-time over the World Wide Web. The file will be left active for a few weeks and can be reviewed by clicking on the Senate homepage at <http://www.facultysenate.msstate.edu>.

President David Nagel called the meeting to order.

Approval of Minutes: Motion was made by Senator Byrd and seconded by to approve the minutes with editing. Motion passed

Introduction of Guests:

Dr. Mark Keenum, President

Dr. Keenum expressed that he was very excited about being asked to address the faculty senate and made a commitment to meet with the Senate when ever asked and his schedule allowed. He discussed his history with MSU and experiences as a MSU faculty member. He stated that Dr. Wise and Dr. Zacharias encouraged him to go to work for Senator Cochran, feeling it would be good for him and the university. He outlined his experiences in Washington, D.C. and how they could help MSU. He noted that he had taught a seminar on campus each year on legislative process. As part of his duties in Senator Cochran's office, he also worked with MSU and all MS institutions in gaining funding for MS through the legislative process.

Dr. Peter Rabideau, Provost

Dr. Rabideau discussed Honorary Degrees indicating that nominations are needed and they need to be completed soon and to go to IHL in Feb.

Dr. Rabideau indicated he was asked last meeting about the breakdown of university funds by function. He handed out information MSU related to a comparison group MSU spend 84% of peer institutions in Academic Support,

74% of peers on Instruction, 154% of peers on Research, 170 of peers on Public Service, 215% on Institutional Support, and 91% of peers on Student Services.

He reported that IHL would meet next week and one discussion issue is related to allowing electronic submission of transcripts from high schools for admission.

Report of the President

President's Report

The budget working group has been tasked with developing plans to meet a 2% reduction in state funding in 2009 and a 4% reduction in 2010. There may be an additional reduction if tax receipts do not improve. Faculty sensitive priorities of the University are to maintain the integrity of the teaching, research, and service missions and protect MSU's personnel, physical and financial assets. There will be a second committee meeting in January to develop specific plans.

The academic affairs and student affairs service-learning committee is developing plans to expand the role of service-learning in academic courses. There will be a workshop planned this spring for instructors interested in incorporating the concept into their courses.

Senator Adebisi asked if it would be possible to have the new coaches come to speak to the senate. President Nagel indicated he would find out.

Senator Carskadon asked for an explanation about why season ticket prices for faculty have gone up so much. Athletic Director Byrne has sent out an email with a discussion of prices.

3. Report of the Vice President:

Vice President's Report

As a function of my Faculty Senate Vice-Presidential duties, I attended the three Academic Dean's Council meetings in November and December. Below are the discussions that I feel are pertinent to the interest of fellow Senators.

Highlights of the Dean's council included discussion on:

- MSU Research Focus Areas as outlined by the Vice President of Research and Economic Development
- The preparation for a budgetary shortfall in 2009
- Enrollment – The effects of an enrollment goal of 22,000 students
- Student advising – Different models are used in different departments
- AOP 12.08 Requirements for Degrees, Academic Minors and Certificate Programs

- Visual Identity Standards – the new M State logo was presented
- The fall semester graduation ceremonies

In early December a conference call was convened by Dr. Mark Keenum with Dr. David Nagel (Faculty Senate President) and Dr. Robert Wolverton (immediate past Faculty Senate President). Dr. Keenum stressed he had read the MSU Governance document and his willingness to follow it as he worked with the Faculty and Faculty Senate in addressing the issues at MSU.

I attended the spring 2009 Semester New Student orientation to observe what was being presented to our new students. Overall the program was very well done with speakers including a welcome from Dr. Keenum and Dr. Nagel, and an in-depth discussion on registration by Mr. Butch Stokes, Registrar. Also, there was a video on the Honor Code.

During the recent MSU presidential search process, one thing that became evident in some of the media reports was the attitude of some of the public towards the MSU Faculty. In discussions with Dr. Jimmy Abraham, Associate Vice President and Executive Director of the Alumni Association, he determined that of the total 1,262 MSU faculty, 463 (36.6%) are alums and of the 3,375 total staff, 1,496 (44.35%) are alums. Hypothetically, that group of 1,959 MSU faculty and staff alumni would rank 10th among the 89 alumni chapters, if we were organized as such. I think these statistics should be used whenever the opportunities present themselves in discussions and public presentations as an indicator of the relationship and commitment the faculty and staff have to MSU.

Respectfully Submitted,

R. H. "Hart" Bailey
January 6, 2009

President Nagel added to his report and indicated that Meredith Gruder showed him the new MSU Word Mark prior to Christmas Break and asked his opinion indicating that it had already been approved. She indicated that it would be released to faculty after the first of the year. President Nagel suggested that it be released before the break to give everyone time to process the change before it went in to effect. They are the official identity marks but they are not set in stone.

Report from Faculty Designates on University Committees: None

Business sent to Committees: none

Business to be sent to Committees:

Letter from G. Bradshaw, re: Faculty Workload Policy President Nagel indicated that he had received a copy of the College of Arts and Sciences workload policy and there are differences. Senator Brashiers moved and Senator Bradshaw second the motion that the letter be considered as a committee of the whole. Motion failed. Senator Munshaw moved to send the letter to committee, seconded by Dr. Adebisi. The motion passed and was referred to the Faculty Affairs Committee.

Standing Committee Reports

Executive Committee

The President did not write the letter about Aramark to the university President as directed at the last meeting but did have a conversation with him about it. He also talked to Dr. Broyles and he had just received survey results. President Nagel indicated that the Aramark representative will be invited to the next meeting to discuss the results of the survey and other issues.

Academic Affairs committee reported on.2.1 AOP 10.02 – Senator Franz moved that the committee report be accepted. Seconded by Senator Byrd, Motion passed.

Report to the Robert Holland Faculty Senate

Academic Affairs Committee

25 November 2008

BACKGROUND

AOP 10.02-Academic Administrators and Directors was modified by the Deans Council. According to Dr. J. Gilbert, Associate Vice-President for Academic Affairs, the purpose of these changes was to bring the wording of the policy in alignment with the language of SACS Comprehension Standard 3.4.10: “The institution places primary responsibility for the content, quality and effectiveness of the curriculum with its faculty.” The AOP was then transmitted to the Robert Holland Faculty Senate for review and comment. In the October 10, 2008 meeting of the Senate, the President of the Senate referred the AOP to the Academic Affairs Committee for review.

DISCUSSION

The Chair of the Academic Affairs Committee distributed the AOP with the proposed revisions electronically to the members of the Committee, with one minor change. The University is attempting to standardize on a 4-year review period for AOPs. That change was overlooked by the Deans Council, and so it was included in the version circulated to the committee. Comment was

requested. There were no objections to the changes proposed by the Deans Council or to the change of “five” to “four” in the period of review.

RECOMMENDATION

That the Robert Holland Faculty Senate approve AOP 10.02-Academic Administrators and Directors as presented by the Deans Council and modified by the Academic Affairs Committee.

ACADEMIC AFFAIRS COMMITTEE

David Bridges (chair), James Dunne, Bruce Ebanks, Denny Eshee, Dana Franz, Gregg Munshaw, Rudy Rogers

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: August 3, 1987
Revised January 14, 2005

SUBJECT: AOP 10.02-Academic Administrators and Directors

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define and promote an understanding of the appointments, responsibilities and evaluations of academic deans, associate or assistant deans, and department heads.

REVIEW

This AOP will be reviewed every ~~five~~ four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

1. Appointments for academic deans/directors/registrar, associate or assistant deans/directors, and department heads follow the same procedure as appointment of professors, with the exception of the appointment source. The Provost recommends to the President each dean or director for IHL

Board approval. The dean/director appoints the assistant or associate dean/director, and the department head. An administrative assignment or reassignment is the responsibility of the immediate administrative supervisor of the appointment. Tenure does not exist for administrative assignments.

2. The review process for all academic administrators and definitions of the positions of academic dean, associate or assistant dean, and department head follow:

- a. Academic Dean/Director/Registrar

The Academic Deans, the Dean of the Library, the Registrar, and the Directors of Academic Outreach and Continuing Education, Information Technology Services, Office of Institutional Research, and various other academic units are the principal administrative officers.

The academic dean's chief responsibility is the development, supervision, and operation of the academic programs of the college or school. The student's academic dean and his or her staff serve as consultants on all academic matters, such as course changes, choice of major, and degree requirements. Since all degrees given by Mississippi State University are granted through these colleges and schools, the respective dean and the faculty members of a specific college or school are responsible for maintaining and revising their own curriculum requirements after the initial approval of a curriculum by the IHL Board.

Administrative assignments or reassignments for deans/directors/registrar are the responsibility of the Provost. Tenure does not exist for administrative assignments. Each dean/director is to report on his or her performance at least annually through a conference with the Provost.

At the end of each three year period, a thorough review and evaluation of a dean/director will be conducted by the Provost. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. Following this review and evaluation, a decision will be made by the Provost regarding the continued administrative appointment of the dean/director.

- b. Associate and Assistant Dean

Associate and assistant deans aid in the administrative work of the colleges and schools. Administrative assignments or reassignments are the responsibility of the dean. Tenure does not exist for administrative assignments. Each associate or assistant dean is to report on his or her performance at least annually through a conference with the dean.

At the end of each three year period, a thorough review and evaluation of an associate/assistant dean will be conducted by the dean. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. Following this review and evaluation, a decision will be made by the dean regarding the continued administrative appointment of the associate/assistant dean.

c. Department Head

Academic departments are administered by department heads who are normally appointed by the dean, taking into consideration the advice and counsel of a screening committee. An administrative assignment or reassignment for the department head is the responsibility of the dean. Tenure does not exist for administrative assignments. Each department head is to report on his or her performance at least annually through a conference with the dean.

The department head, in regular consultation with the faculty and dean, is responsible for the: (1) the implementation of procedures for the selection of personnel and their subsequent annual performance reviews, including the College and University procedures associated with promotion and tenure; (2) ~~initial~~ working with the departmental faculty in the development, ~~of academic program and curricular recommendations,~~ coordination, and implementation, and periodic review of academic programs and course offerings; (3) fiscal management of the department budget; and, (4) the provision of quality services to the various clientele the department is designed to serve.

At the end of each three year period, a thorough review and evaluation of a department head will be conducted by the dean. This review and evaluation will be based upon data solicited from faculty, staff, students, and other appropriate individuals. Following this review and evaluation, a decision will be made by the dean regarding the continued administrative appointment of the department head.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2009

APPROVED: August 3, 1987

REVISED: December 1, 1989

Associate Provost for Academic Affairs

Date

Provost and Vice President for Academic Affairs

Date

President, Robert Holland Faculty Senate

Date

REVIEWED:

Office of Internal Audit

Date

General Counsel

Date

APPROVED:

President

Date

Ancillary Affairs – no report
Charter & Bylaws – no report
Faculty Affairs – no report
Student Affairs – no report
University Resources – no report

The University Resources committee report on Aramark from last meeting was not accepted. Senator Gootee moved and Senator Ervin seconded the motion to accept the report. Motion passed.

President Nagel explained briefly how to get something on the senate agenda. For an item to be placed on the agenda the president must received a signed

letter concerning an issue. Letters are not limited to senators, all faculty may bring issues to the agenda.

President Nagel indicated that there was a new committee on campus sustainability and he had been appointed to represent the senate.

Moved by Senator Adebisi and seconded by Senator Bailey to adjourn the meeting. Motion passed.

Meeting adjourned at 3:15 p.m.

Respectfully Submitted
Jacquelyn Deeds, Senate Secretary