

## **ROBERT HOLLAND FACULTY SENATE UNCORRECTED MINUTES OF SEPTEMBER 13, 2013**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Grisham Room of Mitchell Memorial Library at 2:00 p.m. on Friday, September 13, 2013.

Members absent and excused were: M. Boggan, S. Bullington, J. Burt, V. Miller, and C. Wade. Members absent were M. Brashier, L. Kelly and J. Silva.

The meeting was called to order by the Senate President, Jerry Emison.

The Faculty Senate observed a moment of silence in memory of former senator, Dr. Rebecca Toghiani.

The minutes of the April 2013 meeting were approved after an administrative edit was made.

### **GUESTS**

#### **DR. JEROME A. GILBERT, PROVOST AND EXECUTIVE VICE PRESIDENT**

- While enrollment is flat, the ACT scores of incoming freshman are up this year.
- The certification report has been submitted to SACS.
- The pilot program of our QEP, Maroon and Write, has begun this semester.
- The three-year review process of administrators has started this fall. The Provost's office is serving to centralize the monitoring and managing of the process.
- There will be another salary compression adjustment for full professors in January.
- University Press of Mississippi will be on campus talking with interested faculty who may want to publish through them.

Senator Wise asked how are faculty counted if they do not vote in 3 year reviews. Provost Gilbert said that they would be counted as positive votes supporting the administrator. The process is anonymous, and there is also the whistleblower process if there is a need to register a complaint or concern.

Senator Carskadon asked is there anything written down in terms of expectations of administrators. Provost Gilbert said that there is an assumption for conducting themselves in a professional manner, having regular communication with their faculty, and demonstrating fairness, but there are no specific codes of behavior written down.

Senator Dobson asked about the whistleblower process. Provost Gilbert said that there is a link at the bottom of the main webpage to register a concern. It is anonymous, but enough information must be provided to address the issue raised.

Senator Wilmoth noted that some of the questions do not apply to each administrator on the evaluation form. Provost Gilbert said any time you use the same format for a wide number of people for simplicity that issue will occur.

Senator McCann asked if someone leaves a question blank, is that counted as positive feedback. Provost Gilbert said that an answer left blank is not considered an answer at all with the exception

of the last question about favoring the continued appointment of the administrator. There is also an open form to list specific comments.

Senator Lemus asked if someone could trace IP addresses on the whistleblower link. Provost Gilbert said that he has been told that it is totally anonymous. The Ethics Line is posted through IHL.

Senator Williams asked how the vice presidents evaluated. Provost Gilbert said that the AOP is for academic administrators only and he is the only academic vice president.

### **DR. DEBORAH LEE, PROFESSOR AND ASSOCIATE DIRECTOR OF THE CENTER FOR TEACHING AND LEARNING**

Dr. Lee noted that the QEP, Maroon and Write, is in its pilot year. The requirement for the QEP is that the 5 year program impact student learning. The top three issues from the listening sessions held in December 2011 and January 2012 and comments were written and oral communication and information literacy. Writing across the curriculum was chosen as the focus. The first writing institute was held this summer for faculty. A call will be issued for participation in the 2014 institute. There will also faculty development programming to support writing. The goal is to enhance a writing culture across campus.

Upcoming Events: The kickoff faculty development event will be a brown bag session with the Center for Teaching and Learning, seminar on journaling as a classroom strategy, and an open session with Kathleen Yancey, a writing across the curriculum expert.

Senator Wilmoth expressed concern with time in adding composition to courses. Dr. Lee said that part of the QEP is available resources – this includes a writing coordinator who could assist in grading, graduate assistants, promotion of the writing center. Classes as small as 15 and as large as 300 are participating in pilot.

She added that the application for the 2014 institute is forthcoming. Faculty will self-select to apply, because there will be workload issues.

### **REPORT OF THE PRESIDENT**

The bulk of activities have been centered in effecting the hand-off from Meghan Millea to myself and establishing the working relationships, structures, assignments and organization necessary for the Faculty Senate to function in the 2013-2014 period. Here are some of the specific activities you may find interesting.

#### Faculty Senate Committees and Organization

Kylie Crosland and I solicited senators' views on participation on Faculty Senate committees. We were able to accommodate all those who expressed an interest in a particular Faculty Senate committee. The composition of the committees was emailed earlier to all senators, and a hard copy is in the care package for each senator at the September meeting.

#### Faculty Senate Executive Committee

As you know, the Executive Committee is authorized to act on behalf of the Faculty Senate during the summer. In order to meet SACS submission deadlines, the committee was asked to review AOP 10.15 Substantive Changes, which provided more specification about the flow of responsibilities in decisions. Since the changes did not alter underlying responsibilities, the Executive Committee approved the AOP.

OP 56.06 Research, Extension and Clinical Faculty Positions was sent to the Faculty Senate by Dr. Shaw on behalf of him and Dr. Bohach. He asked for an expedited review by the Faculty Senate. The Executive Committee approved sending the document to Faculty Affairs Committee with a request to deal with the OP as soon as practicable.

#### University Executive Council

The University Executive Council took final action to rescind, with Faculty Senate concurrence, AOP 21.02 Research and Special Skill Requirements for Ph.D. This action provided departments flexibility in such requirements.

The University Executive Council took final action on OP 01.05 Wireless Communication Devices and Plans. This action brought the university in conformance with the State of Mississippi's statutes concerning wireless devices and plans.

#### Promotion and Tenure AOP & Faculty Handbook

On June 17, 2013 the President approved the Faculty Senate's adopted Promotion and Tenure Guidelines, AOP and associated revisions to the Faculty Handbook.

#### University Diversity Council

The University Diversity Council met to examine most recent data concerning diversity program activities. Diversity programs' budget was also discussed, and plans for the Men of Color Symposium were reviewed.

I represented the Faculty Senate at the Men of Color Symposium, Breaking the Code for Achievement in Academia and Beyond. The symposium stressed the practical actions for improving success as well as the particular challenges faced by men of color in doing so.

#### Information Technology Committee

The Information Technology Committee was briefed on the migration from GroupWise to Outlook Exchange. This is expected to begin in early fall 2013 and be completed during 2014. Full functionality will require the Windows 8 operating system. Mike Rackley informed the committee that ITS will be encouraging conversion to Windows 8 as soon as possible. Since this may require additional storage space on computers, ITS is encouraging customers to undertake such assessments now. In addition, ITS informed the committee that Microsoft will no longer provide service to Windows XP, which means it will slowly become obsolete and vulnerable to security breaches. This further reemphasizes the need to convert to Windows 8 and to do so may require adequate storage space on computers.

ITS has initiated a discussion concerning the number of ways users should be allowed to have email addressed at the university. Currently the [netid@msstate.edu](mailto:netid@msstate.edu) is the standard, with many using an alias of [name@organization.msstate.edu](mailto:name@organization.msstate.edu). Under discussion is the advisability of allowing automatic forwarding as a pass through from such addresses to non-MSU addresses. Concerns expressed related to keeping such arrangements up-to-date. Further discussion on this is expected.

#### University Athletic Committee

The University Athletic Committee met to be briefed on the most recent MSU Infractions Case. The case concerned improper contact between a booster and a potential recruit. The NCAA accepted MSU's suggested imposed sanctions. Scott Stricklin stressed the importance of members of the university community informing the Department of Athletics when a possible improper behavior is observed or suspected.

### Game Day Committee

The Game Day Committee has been preparing for the opening of home football and ensuring operations are safe, welcoming and fair. A major point of discussion concerned the management and charges for commercial tailgate set-up companies. The committee agreed that such large (>10 tents) commercial operations should pay the university for rent of its spaces and be directed to appropriate locations. Balancing these firms' interests with those of noncommercial fans has been a major concern. Large commercial tailgate set-up firms this year will be assigned locations, however imposition of fees has been deferred for a year to allow the firms to incorporate the rental cost in their pricing structure.

Senator Carskadon asked if there has been any news about the non-anonymity with electronic votes. President Emison said that if you are using university resources transacting university business, you cannot treat that as private communication. Legal counsel has said that everything you write is discoverable. Senator Sullivan asked if this was true of the administrator evaluations. President Emison said that this is dealing with email communications not if the voting is set up like in the case of our confidence survey.

Senator Nagel asked about the task force looking at parking fees and if that group has been set up. He requested President Emison to ask Ms. Tuck about it.

## **VICE PRESIDENT REPORT**

Academic Deans Council - August 5 and 19, 2013

Particular emphasis has been placed on the upcoming round of 3rd year reviews of administrators (as previously described in Faculty Senate meetings). The revised process was recently started with a review of Provost Gilbert, and will proceed through the list of administrators on the standard 3-year rotation.

This academic year will be the second year of the process of salary adjustments for Professors. No details are yet available on this year's plans.

There have been two meetings thus far involving the deans (outside of the regular Deans Council meetings) with regard to the possibility of opportunities for other salary enhancements for faculty. The procedures for implementation of this are not fully developed at this time, but I expect further details to be coming out fairly soon.

A new standing committee was formed at the university level regarding Undergraduate Research and Creative Discovery, and will begin meeting soon.

Also, an Ad Hoc Committee to Investigate the Summer School Budget Model has been formed. We have met once so far, and are gathering data before beginning to work on what possibilities exist for this.

Senator McCann asked about the purpose and composition of the new Undergraduate Research and Creative Discovery standing committee. Vice President Follett said that its purpose is to improve

opportunities for undergraduate students to participate in research and creative discovery and is composed of the associate deans of each college.

Senator Wise questioned why non-participation in the administrative survey counts as a positive vote. Vice President Follett said that frequently when people are satisfied, they chose not to participate. President Emison expressed that this a positive step toward accountability. Vice President Follett said that anytime there are significant comments, it will be looked into. This first year is a test year, it will be improved upon.

Senator Coyne asked about faculty salary enhancement meetings. Vice President Follett said that the main idea brought forth so far is a provision to make more than your salary if you bring in more research dollars while also pursuing the fairness issue to those who are unable to pull in research dollars.

### **DESIGNATES ON UNIVERSITY COMMITTEES**

Senator Stewart reported from the Dining Advisory Council –Burger King opened after Labor Day. President Emison noted that the bids on the new dining facility were higher than expected, so they are back to the drawing board.

### **BUSINESS TO BE SENT TO COMMITTEES**

Consent Agenda:

Vice President Follett made a motion, seconded by Senator Coyne, to send to the indicated committees.

**6.1 AOP 10.02 ACADEMIC ADMINISTRATORS AND DIRECTORS (ANCILLARY AFFAIRS)**

**6.2 AOP 10.13 THE ADOPTION AND SALE OF TEXTBOOKS AND RELATED EDUCATIONAL MATERIAL (ANCILLARY AFFAIRS)**

**6.3 AOP 10.14 TEXTBOOK ADOPTION POLICY (ANCILLARY AFFAIRS)**

**6.4 AOP 11.04 COMBINED UNDERGRADUATE-GRADUATE COURSES (ACADEMIC AFFAIRS)**

**6.5 AOP 11.05 REQUIREMENTS FOR SHORTENED-FORMAT COURSES (ACADEMIC AFFAIRS)**

**6.6 AOP 12.11 DEGREE REQUIREMENTS – UNDERGRADUATE (ACADEMIC AFFAIRS)**

**6.7 AOP 13.03 FACULTY RESPONSIBILITIES IN INSTRUCTION AND CURRICULUM (ACADEMIC AFFAIRS)**

**6.8 AOP 13.12 SUMMER SCHOOL TEACHING (FACULTY AFFAIRS)**

**6.9 AOP 13.14 GRADE APPEAL AND ACADEMIC REVIEW BOARD (ACADEMIC AFFAIRS)**

**6.10 AOP 13.16 ESTABLISHMENT OF ACADEMIC CENTERS AND INSTITUTES AT MISSISSIPPI STATE UNIVERSITY (UNIVERSITY RESOURCES)**

## STANDING COMMITTEE REPORTS

**ACADEMIC AFFAIRS**                      **NO REPORT**

**ANCILLARY AFFAIRS**                      **NO REPORT**

### **CHARTER AND BYLAWS**

#### **7.1.1 Proposed Faculty Handbook AOP**

Senator Robichaux presented the proposed AOP to the faculty senate on behalf of the Charter and Bylaws committee. The motion to accept the AOP as presented was approved by unanimous voice vote.

### **FACULTY AFFAIRS**

#### **7.2.1 OP 56.06 Research, Extension, and Clinical Faculty Positions**

Senator Coyne presented a letter to Dr. Shaw to the Faculty Senate on behalf of the Faculty Affairs committee. He summarized the contents of the letter and made a motion to accept the letter to be sent to Dr. Shaw.

Senator Grace commented on the timing of implementing this new policy. She noted that the due dates are well passed and committees formed. She made a motion to move the portion of the letter regarding implementation. She made a motion to move the section stating that concern to the top of the letter. Her motion was seconded by Senator Belant. Senator Nagel made a friendly amendment to add the line from the Faculty Handbook regarding consultation with affected constituencies. Senator Grace accepted the friendly amendment. The motion was approved by voice vote.

Senator Belant made a motion to amend the letter to identify a consistent series of dates for conduct and timing. After discussion about the scheduled outlined in the Faculty Handbook, Senator Belant withdrew his motion.

Senator Byrd pointed out that the Promotion and Tenure document does not apply to extension faculty, and made a motion to remove the reference to the P&T document from the letter (agenda page 31). The motion was seconded by Senator Robichaux. The motion passed with 1 abstention.

Senator Peacock made a motion to remove the consideration regarding implementing a teaching instructor professorial career path (located on the bottom of agenda page 39). The motion was seconded by Senator Nagel. The motion failed by vote of 17 ayes, 17 nays, and 3 abstentions.

Senator Wilmoth made a motion to add “CONSIDERATION: In that the promotion process for extension, research, and clinical faculty does not include the opportunity for inclusion of qualified faculty in the tenure process, we recommend that full consideration be given to making tenure available to extension, research, and clinical newly hired faculty who meet the criteria for tenure.” His motion was seconded by Senator Belant.

After some discussion Senator Wise called the question. The motion to call the question was seconded and passed by unanimous voice vote.

In a hand vote on the motion is to adopt Senator Wilmoth's addition to the letter, the motion failed with a vote of 18-17-3. *(Note: Subsequent to this meeting, Robert's Rules of Order was consulted regarding standard for passage, indicating the motion has passed and original determination was in error. The amendment was consequently incorporated in the letter to Dr. Sham.)*

Senator Nagel made a motion to add a provision to see OP 56.06 again before approval by Executive Council, seconded by Senator Cox. Senator Rude noted that there is a request to change this OP to an AOP so that it will come under Senate review. The motion passed by unanimous hand vote.

The motion to send the letter as amended on the floor passed with 2 naves.

**STUDENT AFFAIRS                      NO REPORT**

**UNIVERSITY RESOURCES              NO REPORT**

**SPECIAL COMMITTEE REPORTS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

None

A motion was made and seconded to adjourn. The meeting was adjourned at 3:55 p.m.

Submitted for correction and approval.

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Brian Rude, Secretary