



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of January 23, 2015

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, January 23, 2015.

Members absent and excused were: Brian Baldwin, Joanne Beriswill, Stan Bullington, Sylvia Byrd, Mike Cox, Rocky Lemus, and Kelly Marsh.

Members absent were: Jerrold Belant, Pasquale Cinnella, Hank Flick, Cyprianna Swiderski, Chip Wade, and Robert Wolverton.

The meeting was called to order by the Senate President Randy Follett.

GUESTS

Dr. Jerome Gilbert, Provost and Executive Vice President

Dr. Gilbert began by noting that student success continues to be the focus of attention for the University. He stressed that the reporting of absences could be done at any time and that more frequent reporting allows intervention in a timelier manner. There will be more attendance scanners implemented in classrooms on campus. Recently, *The Wall Street Journal* ran an article titled “Cracking Down on Skipping Class” which highlighted the use of attendance scanners at Villanova, The University of Arkansas, and other Universities.

Dr. Gilbert stated that Mississippi State is offering a dual enrollment program at Starkville High School this spring. The dual enrollment courses are available to other high schools as well, but will be focused at Starkville High. The University just got permission to offer a Graphic Design course at Jackson Prep next fall. There will also be five or six more dual enrollment courses offered at Starkville High in the fall.

Recently a Moroccan ambassador was on campus talking about collaborative efforts between MSU and Université Internationale de Rabat. This summer MSU hopes to have a study abroad group going to Rabat to study Asian history and culture. MSU is also talking with Université Internationale de Rabat about a dual degree program in Engineering. In this program students would spend three years in Morocco and one year at MSU.

The University is working to create a part time Ombudsperson. Hart Bailey has been asked to fill the position.

Secretary Elder inquired what courses were being offered through the dual enrollment program at Starkville High School. Dr. Gilbert replied that this spring Composition I and General Psychology were being offered. He added that next fall Math and courses from the College of Arts and Sciences as well as possibly Computer Science would be offered as well. The university is also considering offering an Engineering course at Jackson Prep in the fall. The courses will be taught by MSU instructors. The tuition will be \$250 per three hour course. The tuition rate was set based solely on the cost of instruction.

Senator Williams asked what the role of the Ombudsperson would entail at MSU since there are several different models of the responsibilities of an Ombudsperson that exist. Dr. Gilbert replied that the Ombudsperson at MSU would take on a role that is very similar to the model that other Universities employ. The Ombudsperson would offer advice regarding the situation at hand. The position would not be an advocate for the person. All conversations with the Ombudsperson would be confidential unless the Ombudsperson was called to a court of law. Dr. Gilbert added that the Ombudsperson would not report the specifics of an encounter unless there existed a threat of violence or an emergency situation. The only information that would be communicated to the Administration by the Ombudsperson would be a cursory report regarding the number of contacts and other non-specific information. This is being treated as a pilot study to determine if a second or third Ombudsperson should be involved.

REPORT OF THE PRESIDENT

Welcome to the January 2015 Faculty Senate meeting, and Happy New Year! Since my report in November, things have been rather quiet in terms of reportable activities. The following items are of note:

On December 13, I was privileged to participate in the Fall 2014 Commencement ceremonies. This is the first time that I have seen the process from on-stage, and it is certainly a switch in perspective. I'm looking forward to doing that again in May.

The Bagley College of Engineering is in the process of searching for a dean, and I have been asked to participate in that search committee as a representative of the Faculty Senate. The committee has begun reviewing applications, and will have a meeting to discuss those that have been received at this point in mid-February.

The Master Planning Development and Advisory Committee has been discussing the site of the MSU-Starkville Consolidated School District 6-7th Grade Partnership School. Although it hasn't been finalized yet, plans are progressing, and the sketches of the building and grounds layout look very promising.

The Spring General Faculty meeting will be held on February 9 at 2:00 p.m. At this time, the location is still being arranged. At this meeting, the Provost, the Vice President for Research and Economic Development, and the Vice President for Agriculture, Forestry and Veterinary Medicine will be providing their normal updates. After the updates, there will also be time for a question and answer period. If you are available for this meeting, I urge you to attend.

The annual SEC Faculty Achievement Awards process is underway, and we have received eight nominations for MSU's honoree. The final selection process will occur over the next month, and we'll receive notice of the overall winner in the SEC by April 15.

President Follett added that Hart Bailey is a really good choice for Ombudsperson and he expects that the Ombudsperson position will work very well.

REPORT OF THE VICE PRESIDENT

Faculty Salary Compression Adjustments

- Letters have been forwarded to Associate and Full Professors that will receive adjustments to offset salary compression.
- A total of approximately \$650,000 has been allocated to address Associate and Full Professor salary compression and will go into effect January 1, 2015.

Administrator Stipends

MSU will be employing a fixed stipend policy for all administrators beginning July 1, 2015. Such an approach will benefit administrators when they leave their administrative positions. An addendum to the original offer letter would need to be prepared. It is not necessary that all administrators be converted to fixed stipends effective July 1, 2015; however plans are for most if not all to be converted by this time.

Vice President for Student Affairs Search Committee

- Approximately 17 applications to date have been received from interested candidates
- Initial interviews will be initiated in the near future

SEC Faculty Recognition Competition

- The Robert Holland Faculty Senate Office receipt date for all MSU applications was Friday January 16th, 2015
- Approximately 5-6 applications have been submitted for review to date. The initial review process will involve evaluations and recommendations at the level of the Vice

President for Research, Provost and Executive Vice President, and Robert Holland
Faculty

MSU Giles Distinguished Professor Applications and Reviews

- Dossier applications of faculty candidates being considered for Giles Distinguished Professor status are in the process of being solicited for review.

Foreign Student Applicant: Entrance Requirements

- Many countries do not host a site where students can take entrance exams currently required by the MSU campus
- In such instances interested students must travel to a nearby country in order to take a required entrance exam.
- MSU's requirements are currently higher than many peer institutions and they are an obstacle/deterrent than hinders foreign student enrollment

- AOP 12.29 (Undergraduate Entrance Requirements) modifications in Spring of 2014 includes language that currently exists in AOP 11.02; thus, the Associate Deans Council has recommended rescinding AOP 11.02. In AOP 12.29 the document contains language that describes admissions requirements for international students. New requirements are being proposed (Section III) which will necessitate that the policy be brought forward in the new year to include and approve these changes.
 - o AOP 11.02 – Special Non-Degree Student Classification (Non-Traditional) for Undergraduate Students:
 - o Deans Council unanimously approved rescinding AOP 11.02.

Student Welcome Center

- A new Student Welcoming Center is being established in Montgomery Hall

Student Attendance Reporting

Faculty are being encouraged to report student absences more frequently and to report midterm grades which can be uploaded into BANNER as soon as information becomes available. Such practices may allow earlier detection of students in academic difficulty (by the university and parents).

Student Retention

- A course will be offered in Spring 2015 to serve as an aid to students that have academically not succeeded very well in a previous semester (n = 300-400 students) with the intent that it will improve long-term enrollment retention.
- Enrollment in Spring 2015 is anticipated to be 200-300 student greater than during Fall 2014.Student Academic Course Guide
- All colleges are being asked to provide representative course schedules/curriculum plans relevant to specific majors which can be used as an example to guide undergraduate

students in the “timing” of course selection in a manner that will campus-wide improve the 4-year graduation rate.

University Access Committee:

- Committee is in the process of reviewing multiple facilities and how well they accommodate individuals with major disabilities.
- Consultation from non-committee members on the MSU campus will likely be obtained to serve as a complementary guide.

MSU Intranet

- Hacking and phishing scams on campus have recently included e-mail transmission involving interlibrary loan.

General MSU Campus Notices

Petroleum engineering program was approved by IHL and that the Bagley College of Engineering is working on a dual degree program with a university in Morocco.

College of Agriculture & Life Sciences and College of Forest Resources has had a 25% increase in grants/research.

Building Construction Science and Interior Design programs is hosting a funded symposium January 29-30, 2015. Storm shelter/restroom facilities have recently been designed and built on the MSU Golf Course by students in the College of Architecture, Art and Design.

College of Veterinary Medicine recently completed an accreditation site visit.

The Ph.D. program in kinesiology had been approved and the College of Education has experienced a growth in enrollment. Collaborations/interaction will be extended to MSU-Meridian to expand their enrollment.

A minor in entrepreneurship had been approved and students can begin enrolling in the courses beginning Fall 2015.

MSU Golf Course will be managed by the Professional Golf Management program in the College of Business effective January 1.

Efforts are underway to better integrate MSU-Meridian with the main campus and three academic deans have taken over as official academic deans of divisions.

MSU received SACSCOC reaffirmation for the next ten years.

Space repurposing is occurring in Montgomery Hall for recruiting space that will be devoted to Admissions & Scholarships.

An agreement is being formalize with Hinds Community College in the academic field of precision agriculture.

Robert Holland Faculty Senate

Robert Holland Faculty Senate: Pending Agenda Business

University Parking Fee Rate Increases: Letter Author: Dr. David Nagel

Status: Must be taken from table at first meeting of the next quarter (January 2015)

Robert Holland Faculty Senate: New Agenda Business

AOP 11.02 Special Non-Degree Student Classification (Non-traditional) for Undergraduate Students

Senate Committee Assignment: Student Affairs

AOP Revised/Approved/Signed

O.P. 01.21 Post Tenure Review (Signature by Senate President)

AOP 12.04 Final Examination Policy (Signature by Senate President)

AOP Review and Revisions: Robert Holland Faculty Senate Meeting (January 23, 2015)

- AOP 11.01 Shackouls Honors College, Division of Academic Affairs Academic Affairs
- AOP 11.11 Auditing a Class Academic Affairs
- AOP 12.01 – Academic Add/Drop Policy Academic Affairs
- AOP 12.16 – Academic Suspension and Dismissal Academic Affairs
- AOP 12.22 – Undergraduate Student Course Load Academic Affairs
(AOP 12.31 Freshman Course Loads to be combined with AOP 12.22 and rescinded)

AOP Pending Review and Revision within Robert Holland Faculty Senate

- AOP 13.01 Emeritus Appointments Faculty Affairs
 - AOP 13.14 Grade Appeal and Academic Review Board Student Affairs
 - DAFVM Annual Evaluation Form Faculty Affairs
 - Food Science, Nutrition, and Health Parking Proposal University Resources
 - Anti-Bullying Letter of Request Ancillary Affairs
- OP 03.03 “Non-Discrimination and Anti-Harassment Policy”

AOP: Deans Council Review

AOP 11.02 – Special Non-Degree Student Classification (Non-Traditional) for Undergraduate Students

AOP 12.29 –Undergraduate Entrance Requirements

AOP XX.XX Faculty Teaching Evaluation Form

AOP 12.01 – Academic Add/Drop Policy

AOP 12.16 – Academic Suspension and Dismissal

AOP: Associate Deans Council Review

AOP 12.29 –Undergraduate Entrance Requirements

AOP 35.05 – Payment of Non-Resident Fees for Approved Student Exchange

AOP (Supplemental) Entrance Requirements

AOP 11.02 - Special Non-Degree Student Classifications (Non-Traditional)
proposed to rescind

AOP 12.20 - Freshman Entrance Requirements
merge with AOP 11.02

AOP (Course Attendance, Delivery, Workload, Responsibilities)

AOP 13.04 - Attendance at Classes: Teaching Faculty *-merge into-*

AOP 13.03 - Faculty Responsibilities in Instruction and Curriculum (inserted into section A.2.).

AOP XX.XX - “Teaching Modifications When Faculty Are Not Available to Meet Face-to-Face Instruction”

AOP 13.23 – Faculty Workload

AOP XX.XX will probably continue to be developed as a stand-alone AOP due to content that addresses the management of teaching FTE assignments when faculty need to alternatively participate in research academic responsibilities (e.g. professional meetings, sabbatical activities).

In AOPs documents that describe calculations related to faculty assignments within the three academic missions there should cross referencing included in their text and AOP 13.23 – Faculty Workload

AOP 10.02 Review of Administrators and Directors

This AOP will probably be revised in order to remove the clause related to a mandatory written report that was being proposed to be made available to the faculty and make it a standard routine policy for deans to meet with faculty following scheduled 3 year reviews.

New Senator Committee Assignments

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| - Undergraduate Admissions Policy Committee | Dr. Rebecca Robichaux-Davis |
| - Traffic Policy Committee | Dr. C.P. Coyne |

White Paper: Robert Holland Faculty Senate Meeting

- A “White Paper” summary brief will be forwarded to the Senate Executive Committee for review with the intent of having it available as a quick reference resource within a week after scheduled meetings.

Senator Randle asked if there had been any discussion of the major changes that faculty and students would experience due to the efforts to better integrate the MSU-Meridian campus and the main campus. Vice President Coyne asked Dr. Julia Hodges to respond to Senator Randle’s question. Dr. Hodges stated that the goal was to more closely align the MSU-Meridian campus with the rest of the University. The biggest change is that the division heads of MSU-Meridian now report to the academic Deans of the colleges on the main campus. Class scheduling and participation in faculty searches and hires and issues of that sort would now involve the colleges on the main campus. Students will not be aware of the changes but there are changes that impact them. Recruiting, Scholarships, and Admissions for the MSU-Meridian campus now report to their counterparts on the main campus. This means that more resources will be available to the MSU-Meridian campus.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

Senator Fountain reported that the Work Life Balance Committee has a survey that is currently open to five thousand faculty, staff, and administrators. So far there have been eight hundred and thirty five responses. There is still time to complete the survey. Only the portions that pertain to the individual taking the survey have to be completed.

BUSINESS TO BE SENT TO COMMITTEES

1. Rescinding of AOP 11.02 Special Non-Degree Seeking Student (Non-Traditional) for Undergraduate Students (Student Affairs)

Senator Burt motioned to send AOP 11.02 to the Student Affairs Committee. Secretary Elder seconded the motion. The motion carried with a unanimous voice vote.

STANDING COMMITTEE REPORTS

Academic Affairs

1. AOP 11.11 Auditing a Class

Senator Addy presented the proposed changes to AOP 11.11 on behalf of the Academic Affairs Committee. Senator Addy noted that the only change was the enrollment deadline of a class to be audited. In the past the enrollment deadline was the tenth class day. The proposed change would make the enrollment deadline consistent with the deadline for adding a class, the sixth day of class. Senator Addy moved that AOP 11.11 be approved as amended.

The motion to accept the changes to AOP 11.11 passed unanimously by voice vote.

2. AOP 11.01 Shackouls Honors College, Division of Academic Affairs

Senator Addy presented the proposed changes to AOP 11.01 on behalf of the Academic Affairs Committee. Senator Addy stated that the major revision to AOP 11.01 was the addition of a sentence reading “In addition to Honors courses, Shackouls Honors College promotes development opportunities for Honors students, including undergraduate research, international study, and national scholarships.” On behalf of the Academic Affairs Committee, Senator Addy moved that AOP 11.01 be passed as amended.

Senator Robichaux-Davis asked why, in the first sentence, the college is equivalent to a curriculum. Senator Addy asked if Senator Robichaux-Davis would like to edit the sentence. Senator Elder inquired what the purpose of AOP 11.01 was. She stated that it was not a policy or a procedure. President Follett responded that in the purpose portion of the AOP it states that AOP 11.01 promotes an understanding of the Shackouls Honor College. Senator Robichaux-Davis asked that the word “is” be changed to “offers” in the first sentence. Senator Larson inquired if the Shackouls Honors College offered a curriculum. President Follett responded that the edit to the first sentence clarified this. He stated that the curriculum for a major is owned by the faculty in the home department. The Honors College has additional requirements above and beyond the requirements of the curriculum of the major. Senator Ridner stated that she thought there was an approved curriculum for the Honors College. Senator Wyatt asked who approves an Honors curriculum and stated that he has sat on UCCC and has never seen an Honors College curriculum come through. Secretary Elder made a motion to table AOP 11.01 until further information can be attained. President Follett acknowledged Secretary Elder’s motion and asked for a second. Senator Williams seconded the motion to table. The motion to table was passed unanimously by voice vote.

3. AOP 12.01 Academic Add/Drop Policy

Senator Addy presented the proposed changes to AOP 12.01 on behalf of the Academic Affairs Committee. Senator Addy noted that the proposed change to the policy involved moving the last day to drop a course from the thirtieth day of class to the thirty -sixth day of class. He said that this would allow instructors more time to provide the students with feedback before the drop date. He went on to say that the Student Association had performed a study of other Universities

that showed that most used the thirty- sixth day of class as the last day to drop. On behalf of the Academic Affairs Committee, Senator Addy moved that AOP 12.01 be passed as amended.

Senator Lueg asked what was meant by class day. President Follett replied that it is the thirty sixth day that classes meet. He added that there is a scaling factor applied for the accelerated and summer terms.

The motion to accept AOP 12.01 as amended passed by unanimous voice vote.

4. AOP 12.16 Academic Suspension and Dismissal

Senator Addy presented the proposed changes to AOP 12.16 on behalf of the Academic Affairs Committee. Senator Addy noted that the major edit to this policy was to drop the first two paragraphs of the Policy/Procedure section due to their transitional nature. On behalf of the Academic Affairs Committee, Senator Addy moved that AOP 12.16 be passed as amended.

Senator Williams noted that in the signature line portion of the policy the title of “Director, Institutional Research and Effectiveness” should be “Assistant Vice President and Director, Institutional Research and Effectiveness”. Senator Follett responded that a change in the signature portion of the policy was considered a technical change and could be altered at any point without going through the review process. President Follett went on to say that the change would be noted in the edit sent back for approval.

Senator O’Neill asked if in the discussion of GPA throughout the policy it should say “maintain a minimum of 2.0 GPA” instead of “maintain a 2.0 GPA”. Senator Potter pointed out that elsewhere in the policy it is written “2.0 or higher”. President Follett suggested that the language be changed to “2.0 or higher” to maintain consistency throughout the document.

Senator Jones asked why the word “will” was changed to “may”. She also asked, if the word was supposed to be “may” who would make the decision. Senator Grace added that readmission could depend on the department. She noted that if it says “will” the student could argue that they were guaranteed re-admission. Senator Jones suggested that the decision maker be named in the policy to allow the student to know who to contact regarding readmission. Senator Lueg pointed out that in the dismissal portion of the policy the decision makers are named. Senator Addy stated that the “may” meant that the student needed to be referred to the process, but that was not clear in the language.

Senator Jones made a motion to table AOP 12.16 until further information can be obtained. Senator Robichaux-Davis seconded the motion to table. The motion to table AOP 12.16 passed by unanimous voice vote.

Ancillary Affairs

1. Anti-Bullying Policy

Senator Fountain updated the Senate regarding Jason Lueg’s request to form an anti-bullying policy at Mississippi State University. Senator Fountain said that the Ancillary Affairs Committee met in December with Senator Lueg to discuss the need and implications of creating

an anti-bullying policy. The issue was further discussed with Judy Spencer, the Director of Human Resources Management. Miss Spencer recognized the need to have an anti-bullying policy in place. When bullying or intimidation does occur it does not meet the criteria of the discrimination or harassment policy currently in place (OP 03.03). Human Resources Management office is currently examining alternatives for development and inclusion of language related to bullying in the workplace. This subject does involve an operating procedure and not an academic operating procedure. Miss Spencer will provide the Ancillary Affairs Committee with the drafted language for consideration.

Charter & Bylaws	No Report
Faulty Affairs	No Report
Student Affairs	No Report
University Resources	No Report

OLD BUSINESS

1. Senator Nagel's Resolution on Parking Fees (Tabled October 10, 2014)

Senator Wyatt made a motion to retrieve Senator Nagel's Resolution on Parking Fees from the table. Vice President Coyne seconded the motion. The motion to retrieve the resolution from the table passed by unanimous voice vote.

President Follett explained that the resolution was originally sent to the University Resources Committee in April of 2014. Vice President Coyne contacted Jeremiah Dumas inquiring about the results of the special University Committee formed to examine parking fees. Jeremiah Dumas was the chair of the special committee assigned to examine parking fees as well as the Director of Parking, Transit, and Sustainability. There were two representatives from each the Student Association, Staff Council, and Faculty Senate. The committee recommended a ten dollar increase in standard parking and a twenty five dollar increase in gated parking. The Student Association members and the Staff Council members voted in favor of the increase and the Faculty Senate members voted nonsupport for the increase. The report was then forwarded to the Vice President for Campus Services.

Senator Nagel made a motion to send the resolution back to the University Resources Committee. He added that the report that was turned over to the Vice President for Campus Resources stated that there was a four to two vote to raise the rates for fiscal year 2015 and never raise the rates again. Senator Kelly seconded the motion. The motion to send Senator Nagel's Resolution on Parking Fees to the University Resources Committee passed by unanimous voice vote.

NEW BUSINESS

None

Senator Robichaux-Davis made a motion to adjourn. Senator Williams seconded the motion. After a unanimous voice vote, the meeting adjourned at 3:06 p.m.

Submitted for correction and approval.

Anastasia Elder, Secretary

Jason Cory, Administrative Assistant II