

# ROBERT HOLLAND FACULTY SENATE AGENDA

September 9, 2016

1. Call to Order
2. [Adoption of Minutes April 8, 2016](#) ..... (p. 2)
3. Introduction of Guests
  - Dr. Mark Keenum, University President
  - Dr. Judy Bonner, Provost and Executive Vice President
  - Dr. Richard Nader, Associate Vice President, International Programs & Executive Director,  
International Institute
4. [Report of the Faculty Senate President](#) ..... (p. 24)
5. [Report of the Faculty Senate Vice President](#) ..... (p. 27)
6. Report from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
  - 7.1. [AOP 12.17 Undergraduate Academic Fresh Start \(Academic Affairs\)](#)..... (p. 29)
  - 7.2. [AOP 12.19 Undergraduate Academic Amnesty \(Academic Affairs\)](#) ..... (p. 31)
  - 7.3. [AOP 12.20 Undergraduate Academic Forgiveness \(Academic Affairs\)](#) ..... (p. 33)
8. Standing Committee Reports:
  - 8.1. Academic Affairs
  - 8.2. Ancillary Affairs
  - 8.3. Charter & Bylaws
  - 8.4. Faculty Affairs
  - 8.5. Student Affairs
  - 8.6. University Resources
9. Special Committee Reports
10. Pending Business
11. New Business
12. Adjourn



## **ROBERT HOLLAND FACULTY SENATE**

### **Uncorrected Minutes of August 19, 2016**

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, August 19, 2016.

Members absent and excused were: Robert Boyd, Cecelia Cook, Debra Prince, and Lindon Ratliff.

Members absent were: Jenny Du and Aaron Kiess.

The meeting was called to order by the Senate President Cody Coyne.

President Coyne asked for any changes for the April 8, 2016 minutes. Senator Kelly made a motion to approve the minutes. Senator Strawderman seconded the motion. The motion to approve the March minutes passed by majority hand vote.

### **GUESTS**

#### **Mr. Mark Keenum, University President**

Dr. Keenum began by welcoming the Senators back for the start of the new school year. He thanked that Senate for approving the business that was brought to Senate to allow a tenure process for the Division of Agriculture. Dr. Keenum said that he believes that it will help the University to recruit the very best talent.

Dr. Keenum mentioned that the first day of classes was the previous Tuesday. There were a lot of activities leading up to the first day of classes. Student Affairs did a wonderful job with “Dawg Daze”. This helps keep the students active and engaged before the start of class. The convocation was outstanding. It was well attended by faculty. Dr. Keenum said that he appreciated all of the faculty that attended for their support.

Student enrollment will not be finalized until the end of the tenth day of class. Currently, the enrollment numbers are over 21,500. There are more freshman than ever before. There are almost 3,600 new freshman. There are over 1,800 new transfer students. There are also 640 new graduate students and 780 international students. To this point 66% of all students are from the state of Mississippi. Mississippi State is the number one choice for students in the state of Mississippi. Dr. Keenum said that he is also very proud of the diversity of the student body. The minority numbers are increasing.

Not only are the student numbers increasing, but we are still attracting really good students to the University. The state average ACT score is 19. ACT has a benchmark system in four different areas for high school graduates measuring college preparedness. Unfortunately, students in the state do not stack up well. The benchmark numbers for last year show that in English only 52% of students were college ready. In reading, only 31% were college ready. In both math and science only 21% of students met the level of college preparedness. Dr. Keenum said that he has seen preliminary numbers for this year’s benchmark and they are worse than last year. Mississippi State is fortunate in that the students that we are attracting have an average ACT score of 24.4.

Dr. Keenum said that the one thing that he stresses when speaking with students is class attendance. There are many things that the University is doing to help ensure student success. The faculty can help determine students that may need extra attention by simply taking roll and posting it. The Pathfinders program uses the attendance figures to identify students that may need some encouragement to be successful in college.

Mississippi State’s graduation rate is steadily increasing. There were almost 4,300 degrees awarded this past spring. This is the fifth year in a row that MSU awarded more than 4,000 degrees. The state of Mississippi needs more college graduates. Mississippi ranks second to last in the percentage of adults that hold at least a bachelor’s degree, ahead of only West Virginia. Mississippi is last in per capita income. The state with the highest per capita income is Connecticut. They also rank second in the percentage of adults that hold at least a bachelor’s degree. Imagine what Mississippi would look like if 35% of adults held a bachelor’s degree versus the 19.6% that currently do. A lot of the challenges that the state faces would not be as critical.

Dr. Keenum said that at the end of fiscal year 2016 the state missed their revenue projections by 207 million dollars. Last year, for the first time in 9 years the legislature increased the funding

for salary increases. We received a 2.2% increase for pay raises. The University added funds to this to allow a 3% merit based increase in salaries. When revenues fall 2% short of projections, the Governor is mandated to either take money from the rainy-day fund or make budget cuts. Last January Governor Bryant enacted a 1.5% cut to most state agencies. Later, another .5% cut was enacted. This meant that of the 2.2% increase that we received, 2% was later withdrawn. We were able to absorb the cuts as well as the 1.5% cut that was figured into the budget for this year.

An accounting error in the state budget of 56 million dollars was discovered, meaning that to start the year, the state of Mississippi has a 56 million dollar deficit. On top of that the revenues for the month of July fell 14 million dollars short of projections. This means that the state already has a deficit of 70 million dollars. The state budget is roughly 6 billion dollars and 2% of that is 120 million dollars. We are already half way to the 2% mandate. IHL has instructed all state University Presidents to derive a contingency plan if budget cuts are made. The last round of cuts were dealt with centrally. The contingency plan will be based on a 3% cut in funding.

For the upcoming legislative session, IHL will be stressing the importance of higher education and requesting a budget for next year that is equivalent to the budget that was received for fiscal year 16. Dr. Keenum said that he had the opportunity to speak with Speaker of the House Phillip Dunn. He said that they discussed higher education and the role that it plays in the state. A special joint oversight committee was formed to solely look at IHL. Dr. Keenum said that he welcomed the scrutiny. The legislature needs to be informed of how efficiently IHL operates. IHL is the most efficient state agency with the highest return on investment.

This year's budget does include faculty compression adjustments. Dr. Keenum said that he hopes that nothing will happen to affect that, but he plans on moving forward with them in December or January.

The bond bill for last year was really good. We received 10 million dollars for a new music building as well as another 4 million dollar commitment for the music building. We received 4 million dollars last year with a commitment for another 12 million dollars for our Animal and Dairy Science building and Poultry Science building. The dirt work that is being done in front of the Wise Center is for the new Meats Science Laboratory. The Animal and Dairy Science building and Poultry Science building will be built adjacent to it.

Dr. Keenum said that next Tuesday he would be holding the General Faculty meeting in the Bettersworth Auditorium in Lee Hall at 2 p.m.

Senator Lemus asked if early retirement buyouts would be entertained if cuts were made to the University budget. Dr. Keenum replied that early retirement buyouts are always an option, but they are not high on the list due to their uncertainty. Dr. Keenum added that when the committee that was formed to make recommendations on how to handle budget cuts in the past, he directed

them to try to protect the workforce by not recommending any reductions in force terminations. Avoiding any reductions in force is still the most important thing when dealing with budget cuts. Unfortunately, the Ag division cannot be funded with auxiliary dollars from the University by law.

### **Dr. Judy Bonner, Provost and Executive Vice President**

Dr. Bonner said that she thinks of herself as a faculty member first and an administrator second. She said that she is deeply honored to be able to be a part of this great University. The welcome has been very warm and genuine. Dr. Bonner said that she has enjoyed getting to meet faculty across campus. She added that she wants to publicly thank President Coyne and Vice President Fountain for regularly meeting with her during her first seven weeks. She said that she looks forward to meeting with them and the Executive Committee regularly to join forces to chart a course and ensure that we get there.

Dr. Bonner said that she came to address the Senate to tell the Senators how honored she is to be here and how much she looks forward to working with each of the Senators. She asked that if the Senators saw her on campus or off, to please stop and introduce themselves so she could begin to put a face with a name.

Dr. Bonner said that she looks forward to the suggestions that Senate has regarding the things that need to be done first to ensure that everything is being done efficiently and effectively to provide the students with the finest education of any University in the nation.

Senator Williams asked if Dr. Bonner had any plans to visit with different departments. Dr. Bonner replied that she welcomed any invitation to meet with departments. She said that several different departments have already invited her to visit.

Senator Wilmoth asked if Dr. Bonner had any specific plans for enrollment growth. Dr. Bonner replied that outside methods must be sought to bring in revenue. Enrollment growth is a big part of that equation. She added that she was impressed with the already growing enrollment, but she feels that other means need to be addressed to continue the growth of enrollment. Senator Wilmoth said that he was interested in any specific ideas that Dr. Bonner might have. Dr. Bonner replied there are opportunities with distance education and transfer students. She said that she is impressed with research powerhouse and economic development impact that Mississippi State has not only on the state, but the region. Graduate enrollment is up this year, but over the last five years there has been a steady decline. A research powerhouse needs a vibrant graduate enrollment. This is an area that Senate's thoughts are needed on. She added that she is excited about the things that Mississippi State is doing with the undergraduate students. The faculty is accessible in a way that is noteworthy and the work that is being done to ensure the success of the students is setting the gold standard. There are opportunities to grow

enrollment in strategic areas. Dr. Bonner said that she attended her first IHL board meeting and was told that some of the board members are interested in growing enrollment in low enrollment programs. This is an opportunity to get ahead of that to ensure that these programs are in no way under a magnifying glass at a higher level. Dr. Bonner added that she looked forward to hearing other ideas as well.

Senator Elder asked if Dr. Bonner had an update on the new classroom building. Dr. Bonner replied that it will hopefully be ready for the spring semester. Senator Elder asked if classes would be scheduled in the new building for the spring. Dr. Bonner replied that she was not sure, but would find out.

Senator Haupt asked if there was an enrollment cap that the current infrastructure would allow. Dr. Bonner replied that she was not aware of any enrollment goals. She said that it is important to look at how more students could be accommodated.

Senator Carskadon asked if Dr. Bonner had a sense of who would be teaching the classes that would be required if freshman enrollment were increased. Dr. Bonner replied that whoever is teaching the students would be highly qualified and effective in the classroom. She said that she applauds the fact that Mississippi State does not have a high number of graduate assistants lecturing. She said that she believes that it is best to leave the instruction to the faculty. In the future, to accommodate growth, this may evolve. The priorities must be clear as more revenue is generated. It must be determined if the new funds are to be used to support existing faculty and staff or to hire new faculty and staff.

### **Dr. Thomas Bourgeois, Dean of Students**

Dr. Bourgeois began by saying that as of August 1, 2016 MSU became a smoke-free campus. He said that he and a few other people were in charge of how to spread the word. Mississippi State is one of the last SEC schools that have taken this initiative. The schools that have implemented this have not been able to do so immediately. To help educate people about the policy there have been many steps taken. There is a smoke-free website, cards have been printed to allow people to inform those that are breaking the policy in a non-confrontational way, clings and stickers as well as signs are posted around campus. Any department can request information to be passed out to their staff. Dr. Bourgeois added that employees and students are still permitted to smoke in their personal vehicles. Implementing and enforcing this policy will be a team effort.

Senator Clary asked about chewing tobacco. Dr. Bourgeois replied that chewing tobacco is still permitted outside of University buildings and vehicles.

Senator Baldwin commented that the stickers are causing smears when the custodial staff clean glass doors containing them. Dr. Bourgeois replied that clings are also available that will not harm the glass.

Senator Lemus asked if the policy would be expanded to include all tobacco, including chewing tobacco. Dr. Bourgeois replied that there has been discussion of possibly expanding the policy in the future to include all forms of tobacco. Senator Lemus said that it would be beneficial to list the dangers of the use of tobacco on the cards that are to be handed out. Dr. Bourgeois said that it is not possible given the limited space on the cards, but the website lists all of the health related information. It also discusses the cessation opportunities.

Senator Haupt asked if e-cigarettes were include in the current policy. Dr. Bourgeois replied that e-cigarettes were considered smoking and would fall under the current policy.

Dr. Bourgeois said that he would invite any department or individual to request that he or someone from his office to come talk about the resources his office offers to faculty. Faculty and RA's have the most student interaction and can identify troubled students more effectively.

Senator Williams asked if Dr. Bourgeois had any recommendations on the use of cell phones in the classroom. He pointed out that the primary means of communication in an emergency situation was Maroon Alert which is primarily received via text messaging. Dr. Bourgeois replied that this is one of the things that he discusses when speaking to new faculty. He said that he recommends if the instructor is not going to allow cell phones in the classroom that they sign up for Maroon Alert and keep their phone on their desk while teaching. He added that the University is looking into having the capability to send emergency information directly to any networked device, such as the lecterns in the smart classrooms.

Senator Barefield commented on the potential for problems when transmitting emergency announcements to classroom lecterns once an instructor has connected a laptop to it. Dr. Bourgeois suggested that downloading the emergency app to mobile devices, including instructors' laptops, should result in emergency information being accessible in those circumstances. He explained that the app has also GPS capabilities for students, faculty, and staff who feel unsafe when walking on campus. Dr. Bourgeois also said that the University is also looking into a camera system as well as other security measures to make campus a safer environment.

Senator Carskadon said that he applauded the job that Dr. Bourgeois' office does. He said that every time that he has contacted the Dean of Students office regarding a student the problem has been addressed. He said that he did not believe enough faculty members know how useful his office could be.

Dr. Bourgeois mentioned the K-9 units that the University Police Department has. He said that they were highly trained dogs that are more people oriented than those possessed by normal

police agencies. They are capable of bomb sniffing, which increases safety for both the public and police.

Senator Spain said that she had heard that there was more of a police presence including the K-9s at African American events versus predominantly white events. She asked if Dr. Bourgeois had any information regarding the deployment of police staff for certain events. Dr. Bourgeois replied that some of that is based on perception and, generally speaking, the police presence is determined by the number of attendees at an event. There have been occasions where that question has been raised. A better job has to be done reaching out to those groups and having a discussion. Senator Spain asked if there were any hard numbers. Dr. Bourgeois replied that he did have the hard numbers and there was no correlation between the number of officers present and race. The venue can make a difference as well as if the event is open to the public and what the security profile of the speaker is.

## **REPORT OF THE FACULTY SENATE PRESIDENT**

### **Senate Vice President/President Committee Reports**

Athletic Council

Executive Council

Executive Enrollment Management Council

Faculty Research Advisory Committee

Anti-Bullying Policy Development Committee

Assistant Vice President for Multicultural Affairs

William L. Giles Distinguished Professors Review

South East Conference Faculty Achievement Award

Diversity Council

Information Technology Council

Master Planning and Design Committee

Design Review Committee

Sustainability Committee

Special Events and Game Day Committee

University Access Committee

Faculty Housing Appeals Committee

### **The Chronicles of Higher Education**

-1- The Office of the University President has informed Robert Holland Faculty Senate in a letter dated July 18<sup>th</sup>, 2016 that The Chronicles of Higher Education has recognized Mississippi State University as a "2016 Great College to Work For". Mississippi State University won honors in six categories.

- Collaborative Self-Governance
- Confidence in Senior Leadership
- Facilities, Workplace & Security
- Job Satisfaction
- Professional/Career Development Programs
- Tenure Clarity and Process

Mississippi State University was also named to The Chronicles Honor Roll which is a distinction for institutions that are cited most often across all categories of acknowledgement.



**University Search Committees Initiated/Active/Pending**

Provost and (Executive) Vice President	Completed	Judy Bonner
Associate Vice President for International Programs	Completed	Rick Nader
Assistant Vice President for Enrollment	Completed	John Dickerson
Executive Director for Distance Education	Interim	Susan Seal
Assistant Vice President for Multi-Cultural Affairs	Active Phase II	Fall 2016 Interviews

**Executive Enrollment Management Committee**

<u>Enrollment</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
First Time Freshman	2893	3410	3595
Returning Students		14,721	14,841
Total Projected			20,583

Fall 2015 Freshman registered for Fall 2016 classes 2749 or 79.3% have registered (716 have not)  
 Returning Students: 14,631 registered (up 739 over 2015)

Usually at this point in the semester there remain 1100 to 1200 more students that will ultimately enroll

American Indian	40% increase
Native Hawaiian	33% increase
Hispanic/Latino	34% increase
<u>ACT Score for First Time Freshman:</u>	<u>ACT Score Average for 2016 = 24.49 (to date)</u>
36	150% increase
35	33% increase
34	12% increase
33	23% increase
30	52% increase
39	18% increase
Alabama	13% increase
Arkansas	56% increase
Florida	29% increase
Georgia	27% increase
N. Carolina	150% increase

Quantitatively most out-of-state students are from Alabama, Georgia, Florida, Tennessee, and Texas

Graduate Total Applications: August 5<sup>th</sup>, 2016

Returning Grad 8% increase / Total Grad 5% increase / Total Grad Enrollment 6% increase

	<u>Applied</u>	<u>Admitted</u>	<u>Admitted %</u>	
<u>Fall 2016</u>	1773	818	46%	Starkville
<u>Fall 2015</u>	1873	868	46%	
<u>Fall 2016</u>	53	28	53%	Meridian Total
<u>Fall 2015</u>	46	22	48%	
<u>Fall 2016</u>	451	225	50%	Distance Ed
<u>Fall 2015</u>	478	214	45%	
<u>Fall 2016</u>	2277	1071	47%	Total
<u>Fall 2015</u>	2397	1104	46%	

There is essentially no variation from year-to-year in graduation rates for the five student sub-groups between GPA 4.00 to GPA 3.00, nor is there year-to-year variation for student groups relative to the variable of high school GPA below 3.0. Retention rates have been constant (86% to 87% over the years for GPA 3.00 to 2.24 through GPA 4.00 however the last four years (2011-2014) there has been a substantial decline (73% to 63% for Freshman with high school core GPA's below 3.00.

<u>High School GPA</u>	<u>Soph Ret</u>	<u>Grad 6-yrs</u>		<u>Term-1 GPA</u>	<u>Historic Sophomore Retention</u>
4.00	95%	85%	Group 5	3.00 – 4.00	93.1%
3.75-3.99	91%	77%	Group 4	2.50 – 2.99	85.7%
3.5-3.74	87%	71%	Group 3	2.00 – 2.49	81.2%
3.25 - 3.49	82%	64%	Group 2	1.50 – 1.99	65.6%
3.00 - 3.24	79%	59%	Group 1	0.00 – 1.49	39.6%
2.75 - 2.99	73%	50%			
2.50 – 2.74	70%	42%			
2.25 – 2.49	68%	38%			
2.00 – 2.24	66%	31%			
< 2.00	65%	26%			

**Master Plan and Design Committee**

Stone and Morgan Street – Parking Expansion

North east corner on Morgan / 250 parking spaces addition

Termite Applicator Training Facility – site approval only near Horse Park

Junction Sidewalk: cross walk with a “cattle path” across grass will now be paved with a sidewalk

Music Facility Site – adjacent to Choral and Band Facility

Classroom Building: Behind projected schedule

December completion / January occupancy

YMCA Renovation

Library Addition

2017 completion date

New Residence Hall, Davenport Hall

750 new beds

Center for America’s Veterans

Completion date of mid-August

Aiken Village demolition/asbestos removal

on schedule

Partnership School

massing model drafted

- Schematic will be presented to the DRC for further review
- Aggressive schedule is being proposed
- Facilitate will accommodate 900 students (6<sup>th</sup> and 7<sup>th</sup> grade)

Russell Street Improvements

- Cross over pedestrian bridge IHL approval for construction necessary in future

Russell Street and Hwy 12 Improvements

Engineering and Science Building

programming phase

Chadwick Lake

Eckies Pond

Design Professional: Pritchard Engineer

Meat Laboratory

earth currently being moved/cement poured in 2 weeks/completion in 1 year

South Entrance Road

Fall 2017 completion date

19-acre limit of space under development at one time (storm water permit specifications)

**Sustainability Committee**

July 6<sup>th</sup>, 2016

- MSU Clean Energy: Solar Energy Options
  - o Process is approximately 10% -to- 20% efficient
  - o Technology has the prospects of off-setting 16,000 metric tons of CO<sub>2</sub> over 20 years
  - o Facility would require approximately 5 acres of space (220,000 sq ft)
  - o Integration of infrastructure is a possible option

- solar panel covered parking spaces or solar panel covered building roofs
  - Cost in the past has prohibited implementation
  - If implemented at MSU it would be the first university in the state to do so
    - Solar power cost was \$4 per watt (\$1.2 million cost per year)
    - Solar power cost now is \$2/watt (\$600,000 cost per year)
    - Project cost estimated to be \$8,500,000 on 20 acres
    - Public-Private Partnerships are being considered for cost-sharing/support
- Plastic Recycling reviewed and options for limiting types of plastic routinely utilized
- Composting Initiative
  - Vegetable Oil Recycling
  - Food Waste: Aramark: Colvard Union / Fresh Foods / Einstein's / CVM / McArthur
- Earth Day April 22
- Recycling Audit April 18<sup>th</sup>: Diversion Rate: December 2015 to March 2016 was 9.8%
- Diversion Rate of Recycling Audit 1.3% increased to 17.7% after further 2<sup>o</sup> re-sorting
- MSU campus currently only recycles #1 and #2 plastics
- Eco Kits are available to students for \$30 (clamshell + cold cup + hot cup)
- Food vendors have been requested to eliminate Styrofoam supplies
- Animal and Dairy Science and Poultry Science Energy Model Review
  - 31% energy cost reduction)
  - 13% energy consumption reduction (due to electricity/natural gas cost difference)
- Green Fund Project
  - Proposals have a list of Energy Reduction Strategies for university buildings
- Energy Reduction 13% for Animal and Dairy Sciences
- Electrical energy consumption and TVA contract arrangement was reviewed
  - August is one of the peak months for energy consumption (23 mega watts)
    - Peak hours are 12:00 noon, 1:00 p.m. and 2:00 p.m. are peak hours
    - MSU starts generators during peak periods to supplement energy demand
  - Cost is greater when demand escalates
  - 125,000,000 kwh per year is utilized (\$0.084/kwh)
  - Annually there is 3% average increase in electricity costs

**Game Day and Special Events:**

**August 10, 2016**

MDOT analyzed MSU campus for potential modifications that could be implemented to improve game-day traffic flow. Some of the proposed changes are already in place, some proposed changes cannot be implemented, while others still remain an option for further consideration and adoption.

Game Day Road Closure Schedule	4-hours before games except for 11:00 a.m. game days
Game Day Open Buildings	McArthur, Welcome Center, Memorial Hall, Allen, Hilben, Bost B, Soccer Complex, Humphrey Coliseum, Butler Williams, Noel Grisham, Moe's-Bakery, Roberts Building. Dorman Hall will be protected by stationed security guards

Supplemental measures will be initiated to address increased clean-up load for LSU and Alabama games  
Contract company CPI will aid with post-game clean-up

Approximately 50 to 60 temps show up to assist with the post-game clean-up process  
Employees of campus landscape are required to assist with Sunday cleanup  
Total of approximately 80 to 100 people therefore assist with post-game clean-up process  
Grounds crew have to have campus ready by Tuesday at 12:00 p.m. so commercial tents can set up  
Dorman Hall will be protected by stationed security guards

**Traffic Policy Committee**

McArthur Hall lot  
Barr Avenue Barriers  
Striping across Coliseum Blvd from Mize Pavilion  
Crosswalks in place when new soccer locker room is built

**University Anti-Bullying Ad Hoc Committee** **April 12, 2016 / August 9, 2016**

Sub-Committee1: Training and Communications.....Judy Spencer  
Sub-Committee 2: Position Statement and Policy/Procedure.....C.P. Coyne

- Reference university anti-bullying notice statements have been assembled for committee review
- Definitions of the wide spectrum of different types of bullying behavior have been assembled
- Reference university policy and procedures has been assembled for design of the review process
- Recent recommendations have proposed drafting independent policy and procedure document
  - OP 03.03 - Non-Discrimination and Anti-Harassment Policy
  - OP 03.02 - Equal Opportunity and Affirmative Action
  - OP 60.401 - Guidelines for Employee Conduct

**Robert Holland Faculty Senate**

- 1- The DAFVM/MAFES/FWRC initiated in July 2016 advertisements for tenure track faculty positions
- 2- President Spring Faculty Round Table: Collaboration in Departments and Colleges.....April 29, 2016
- 3- Letters of acknowledgement and appreciation were forwarded to department heads and college deans for all faculty senators that completed in April 2016 their term of service to Robert Holland Faculty Senate. Provost Judy Bonner has offered to collaborate with this process April 2017.
- 4- Chairman of committees have been approached to select a Vice Chair that can automatically serve as a substitute at meetings and provide assistance in the revision of AOP assignments and their presentation on the floor of Faculty Senate.
- 5- Robert Holland Faculty Senate will be initiating measures to monitor and track review of revised AOPs as they subsequently advanced through the next stages of the review/revaluation/approval process involving the Associate Deans Council, Deans Council, and Executive Council. Relevant summaries will be described in White Paper Brief reports forwarded to the Office of the Provost for Academic Affairs and Office of the University President.
- 6- Department Heads: Confidence Survey
  - Current process is considered by some to provide very little useful information
  - Department heads are evaluated by three different survey mechanisms during a year
  - Sample size or percent of department faculty participation are not reported
  - Partial participation brings into question the value and validity of the confidence survey
  - The different survey evaluations do however address different topics and considerations

- 7- A college election has been initiated to replace senator Stephanie Ward.
- 8- Robert Holland Faculty Senate plaque in Allen Hall will have the engraved plates updated

**Faculty Senate Committee Resolutions/Revisions/Reports **April 8<sup>th</sup> 2016****

- Academic Affairs (Committee Chair: Noel Addy) .....None Pending
- Student Affairs (Committee Chair: Stacy Haynes)
- Ancillary Affairs (Committee Chair: Mary Ann Jones) .....None Pending
- Faculty Affairs (Committee Chair: Brian Baldwin).....None Pending
- AOP 13.03 - Responsibilities in Instruction and Curriculum, Attendance at Classes...(August)..Pending
- AOP 13.04 - Attendance at Classes: Teaching and Faculty...(August Assignment: Rescind).....Pending
- Charter & Bylaws (Committee Chair: Anastasia Elder)
- Senate Bylaws Revision: College Senator Election Completion Date / August Assignments.....Pending
- University Resources (Committee Chair: Laurie Grace).....None Pending
- Executive Committee (Committee Chair C.P. Coyne)
- AOP 13.15 – Evaluation of Teaching Performance: Deans Letter of Request (April Assign).....Pending

**New Faculty Senate Business: **August 12, 2016****

AOP 12.09 - Class Attendance and Reporting Absences final signature in progress

AOP 13.03 - Responsibilities in Instruction and Curriculum, and Attendance at Classes has been revised several times in Associate Deans Council and Deans Council and will now be forwarded back to Faculty Senate for review and approval. One important revision is the addition of Section B Modification of Teaching Responsibilities which addresses the need for tenured/tenure track faculty to have their teaching load re-adjusted. In addition, AOP 13.04 has been merged into AOP 13.03 as Section A (sub-section 2) which will be accompanied by rescinding AOP 13.04. The title of AOP 13.03 was changed to better reflect the purpose of the policy to Responsibilities in Instruction and Curriculum, and Attendance at Classes.

AOP 13.15 – Evaluation of Teaching Performance

- College Deans are requesting access to written text provided by students
- Alternatively, survey questions could be crafted to provide all necessary information
- AOP 13.15 pertains to only the delivery of a course
- content is to be determined and reviewed by departments and colleges

**Academic Operating and Operating Policies In Review and Revision: External to Faculty Senate**

Executive Council July 25, 2016

OP 80.02 - Ethics in Research and Other Scholarly Activities

OP 91.300 - Blood Procurement

OP 70.07 - Research Scientist

Associate Deans Council:

August 10, 2016

AOP 12.17 - Undergraduate Academic Fresh-Start

AOP 12.19 - Undergraduate Academic Amnesty

AOP 12.20 - Undergraduate Academic Forgiveness

Associate Deans Council

April 13, 2016

AOP 13.03 - Responsibilities in Instruction and Curriculum, and Attendance at Classes

AOP 12.09 - Class Attendance and Reporting Policy

Academic Operating Policies / Operating Policies in Review External to Robert Holland Faculty Senate

AOP 12.09 - Class Attendance and Reporting Policy

OP 91.120 - Possession of Firearms, Explosives, or Other Devices, Substances, or Weapons

OP 95.500 - Faculty/Staff Temporary Housing

AOP 12.29 - Undergraduate Entrance Requirements

Course Load for Readmission

Graduate Provisional Admission Policy and Appeal Process

## Robert Holland Faculty Senate

Administrative Communication

Special Session: Division of Agriculture, Forestry and Veterinary Medicine, Mississippi Extension Service (MS-ES), Mississippi Agricultural and Forestry Experiment Station (MAFES) and Forest and Wildlife Research Center (FWRC) tenure track faculty positions

Date: May 6, 2016

Mitchell Memorial Library: John Grisham Room

The Office of the Provost for Academic Affairs in a letter dated March 30, 2015 communicated a request to Robert Holland Faculty Senate to initiate formation of a Special Senate Committee that would address the feasibility of developing tenure-track Mississippi Extension Service (MS-ES), Mississippi Agricultural and Forestry Experiment Station (MAFES) and Forest and Wildlife Research Center (FWRC) faculty positions within the Division of Agriculture, Forestry and Veterinary Medicine (DAFVM). The charge of the Special Committee was again reiterated by Provost Gilbert at the April 10, 2015 meeting of Robert Holland Faculty Senate. Previous Faculty Senate President, Randy Follett subsequently assumed the position of committee chairman. The Special Senate Committee completed their original assignment and ultimately described their assessment in a final version of their report on May 2, 2016 which was subsequently forwarded to Faculty Senators for review prior to its presentation to membership of Robert Holland Faculty Senate. Faculty Senate President C.P. Coyne then scheduled a Special Session of Robert Holland Faculty Senate for May 6, 2016 which was a date determined by census to facilitate maximum attendance, but unfortunately, prevented acquiring a video recording due to occurrence of multiple university ceremonies during this same week.

The Special Session of Robert Holland Faculty Senate on May 6<sup>th</sup> was attended by faculty senators that contained a sub-group that were only recently elected into their positions by their respective colleges and had only very limited familiarity and knowledge of the proposal. Due in part to this consideration a presentation-brief in slide format was provided for review by Faculty Senators that specifically described; [-i-] non-DAFVM tenure-track, DAFVM tenure-track, and DAFVM non-tenure-track faculty positions; [-ii-] non-DAFVM salary-source independent academic missions of teaching, research and service; [-iii-] DAFVM salary-source dependent MS-ES, MAFES and FWRC faculty positions; [-iv-] MS-ES, MAFES and FWRC faculty function and responsibilities; [-v-] feasibility of MS-ES, MAFES and FWRC tenure-track faculty positions complying with specific sections contained in the Tenure and Promotion Policy and Procedure segment of the Faculty Handbook pertaining to descriptions of the academic missions of teaching, research and service; [-vi-] options for establishing comparative formulas that calculate and quantify teaching assignments in tenure-track MS-ES, MAFES and FWRC faculty positions in a manner that assures compliance with current Academic Operating Policy; [-vii-] mechanism for establishing MS-ES, MAFES and FWRC tenure track faculty positions that have reduced FTE assignments for classroom teaching and instruction that are compliant with the requirements and expectations described in current Academic Operating Policy; [-viii-] submission and chronological evaluation process for tenure and promotion dossiers submitted by MS-ES, MAFES and FWRC faculty; [-ix-] expectations for MS-ES, MAFES and FWRC tenure and promotion candidates to demonstrate evidence of national/international recognition or reputation; [-x-] preservation of

excellence standards during tenure and promotion reviews and evaluations which are automatically assured collectively through a combination of pre-determined departmental criteria or guidelines, and existing levels of serial evaluation that begins with external letters of evaluation, and culminates with a final decision by the Institutes of Higher Learning (IHL); [-xi-] reference list of land grant universities that have established tenure and promotion policies and procedure for MS-ES faculty; [-xii-] teaching expectations for MS-ES Tenure Track faculty at other Land Grant Institutions; [-xiii-] Academic Operating Policies, and Faculty Handbook sections that may need to be reviewed for possible revision when the proposal is ultimately approved for adoption and actively implemented for general application.

The agenda for the Faculty Senate Special Session then addressed the presentation of the final report by the Special Senate Committee that referred to individual charges described in the letter forwarded by the Office of the Provost for Academic Affairs to Robert Holland Faculty Senate on March 30, 2015.

1. Can the university ensure that it maintains the same level of rigor for obtaining tenure (teaching, research, and service) if it adds in 100% MS-ES funded and/ or 100% MAFES/FWRC funded faculty positions?  
Conclusion: YES
2. Will the institution of tenure at MSU be negatively impacted by the inclusion of faculty positions which have no formal classroom teaching as part of the assignment?
3. Conclusion: NO
4. Are there teaching responsibilities in the assignments of 100% MS-ES that are "equivalent to" the rigor of classroom teaching? And correspondingly, are there teaching responsibilities that can be accepted in lieu of classroom teaching to satisfy the teaching requirement of tenure?  
Conclusion: YES
5. Are there teaching responsibilities in the assignments of 100% MAFES or 100% FWRC that are "equivalent to" the rigor of classroom teaching? And correspondingly, are there teaching responsibilities that can be accepted in lieu of classroom teaching to satisfy the teaching requirement of tenure?  
Conclusion: YES
6. Is it appropriate to expect that every tenured faculty member should have the ability to function at a satisfactory level in classroom teaching?  
Conclusion: YES
7. Can the university establish a workload for teaching that is not based on student-credit-hour based courses such that there is equity and equivalence for those teaching in the classroom and those who do not teach in the classroom? If so, the faculty workload policy would need to be modified.  
Conclusion: YES
8. If approved, in looking at teaching, research, and service for a tenure-track faculty member (including those in MS-ES, MAFES and FWRC), what is the minimum value of each that is acceptable such that they can still be on tenure-track assignment? More specifically, what is the minimal acceptable level of "teaching" that should be permitted? Certainly 0% teaching is not acceptable.



Conclusion: YES

The Special Committee recommended that the partitioning of FTE assignments as it pertains to the academic missions of teaching, research and service should be left to the discretion of Deans and Department Heads.

---

Following the Senate Special Committee presentation of their report and recommendation, members of the Faculty Senate voted on the motion to endorse the proposal to develop tenure-track MS-ES, MAFES and FWRC faculty positions in the Division of Agriculture, Forestry and Veterinary Medicine. Subsequent to extensive discussion after both the orientation/background presentation, and then the Senate Special Committee report and recommendation, the Faculty Senate approved the motion by an “Aye”/No vote of 35 -to- 3 (Senate Special Session required quorum n = 26).

Thank you for your consideration and patience during the review and evaluation of the DAFVM, MS-ES, MAFES and FWRC Tenure-Track Faculty proposal. Endorsement of this proposal is intended to create improved unity, fairness, and cohesiveness across the faculty and administrative ranks at Mississippi State University in addition to providing a more competitive stance for the hiring of new faculty that have assignments within the Division of Agriculture, Forestry and Veterinary Medicine, Mississippi State Extension Service, and Fishery and Wildlife Research Center.

Respectfully,

C.P. Coyne DVM, PhD, DACVIM  
Robert Holland Faculty Senate President  
Professor, Molecular Pharmacology and Immunology  
Department of Basic Sciences  
College of Veterinary Medicine  
Mississippi State University

## Reference Policy and Procedure

### AOP 13.23 Faculty Workload

The assigned number of courses and corresponding credit hours, however, may be reduced, depending upon a number of factors that include the nature of the course, size of classes taught, rank of a faculty member, experience of a faculty member, number of course preparations, number of graduate students, number of directed studies, development of new courses or other curricula, demands of the individual faculty member's research agenda, and level of university, professional, and/or public service. Adjustments to the teaching load of any individual faculty member may be made in any semester depending upon the activity of that faculty member and/or the needs of the program at that time.

### AOP 13.23 Faculty Workload

The previous descriptions of teaching loads assume that a faculty member is funded solely from E&G funds. When the workload is funded by more than one budget, as in many of the agricultural units, it is necessary to differentiate between those funds designated for research and/or service and/or teaching.

The proportion of the workload allocated for teaching and/or research and/or service is determined by the proportion of the individual salary funded by these designated budgets. Service activities may be funded by either of these budgets.

### AOP 13.23 Faculty Workload

In addition to the quantitative assessment of funding, faculty scholarship achievements and productivity in the form of published peer-reviewed research, generation of intellectual property, and other types of creative activity may also be utilized as parameters for modifying the partition of faculty workload assignments within the academic missions of teaching/instruction and/or research and/or service.

### Faculty Handbook: Tenure and Promotion

Teaching: Classroom, laboratory instruction, field work supervision, internships, performances, fellowships, theses/dissertation direction, educational materials, invited non-credit off-campus lectures. Transfer of knowledge, methods, standards, counselling, advising. Peer review, student awards, student evaluations, student success, teaching awards.

### Faculty Handbook: Tenure & Promotion

Research/Creative Achievement: Must require critical peer evaluation and meet standards prevailing in the discipline. Books, articles, and reviews in publications with international, national or regional prestige. Research grants, intellectual property, research abstracts, editorial works.

### Faculty Handbook: Tenure and Promotion

Every department and school will write a promotion and tenure document, which is approved by a majority vote of the professorial faculty.

The department document must.....

- contain the criteria for promotion and tenure,
- define teaching, research and/or creative achievement, and service, consistent with the mission of the school or department, including criteria for developing a national reputation and an established national reputation,
- specify criteria for excellence, satisfactory, and unsatisfactory as it pertains to the evaluation of candidates for promotion and tenure,

### Faculty Handbook: Tenure and Promotion

Based upon the criteria established in the departmental promotion and tenure documents, an associate professor is developing a national and/or international reputation, and is showing a potential for making sustained contributions to the university and to his/her profession, field, or discipline.

Based upon the criteria established in the departmental promotion and tenure documents, a professor must have a national and/or international reputation within his/her profession, area of expertise, or discipline.

## **REPORT OF THE FACULTY SENATE VICE PRESIDENT**

I attended the June 27, 2016 Executive council meeting on behalf of President Coyne. The agenda included the discussion of the following policies: AOP 12.09, OP 91.120, and OP 95.500. Below is a summary of those policies.

### **AOP 12.09-Class Attendance and Reporting Absences, approved June 27, 2016**

Several wording changes from the previous version were made to the approved document. The previous version of the document regarding class participation and evaluation of a student has been modified to read: *“Best practices would dictate if attendance and participation are used in the evaluation of a student’s performance, passing or failing a course should not rest solely on class attendance and participation.”*

The subheading **“Excused Absences”** was changed to **“Excused Absences Defined”**. A new paragraph was added which reads: *“University or other organized events intended to provide personal enrichment or entertainment will not be considered university authorized activities as it pertains to course attendance and will not qualify as an excused absence.”*

The following paragraph was added to the current AOP section entitled **“Excused Absences and Grades”**: *“Excused absences shall not result in attendance or grade penalties. Use of a drop grade will be considered as a penalty. When excused absences occur on days of scheduled exams and/or quizzes or other measures of academic progress (e.g. assignments) listed on specific dates in the course syllabus, the instructor will provide a student with an opportunity for a comparable evaluation prior to or after the*

*absence. It is the student's responsibility to initiate a request of making up missed exams or other measures of academic progress in a timely manner, and the instructor should communicate a response to such requests in a timely manner."*

Stronger wording compared to the previous version was added to the section **"Reporting Absences"**. The language now reads *"Attendance should be reported for all students. Faculty are encouraged to report absences, especially for freshmen, in a timely manner."* Dr. Keenum noted that the faculty has done a good job in reporting absences in recent years. The stronger wording was added to continue to encourage the importance of reporting absences.

A paragraph regarding online class attendance was added to the document under the section **"Attendance in Online Classes"**. Highlights include: 1) Explanation of attendance in online classes should be outlined in the syllabus. 2) Definition of attendance and non-attendance in an online class. 3) Definition of the responsibility of the student to inform the instructor of any necessary absences.

Senator Elder asked if this is something that Senate should take up. Vice President Fountain replied that the document has already been signed, but he wanted Senate to be aware of the change. In the future the Executive Committee is going to work more diligently to determine if substantial changes have been made to a policy and to request that it be discussed in Senate.

Senator Larson said that she felt that not being able to use a drop grade will make a big difference in some classes. It may determine how an instructor utilizes drop grades.

#### **OP 91.120: Possession of Firearms, Explosives or Other Devices, Substances, or Weapons, approved June 27, 2016**

OP 91.120 outlines the general ban and exceptions which are in accordance with university regulations, Institutions of Higher Learning policies, and state law. It was noted that the description of "any weapon" will be at the discretion of law enforcement officials. Items such as every day carry (EDC) knives would not be considered weapons as defined in the OP; however, items not considered as weapons by definition could be deemed weapons depending on an individual situation.

OP 91.120 outlines locations where certain individuals may be authorized by applicable law, by the President, or by the possession of an unexpired state firearms permit to possess firearms in certain locations. Following the section on allowable locations, OP 91.120 lists locations where firearms cannot be carried except by authorized law enforcement officials.

The final section outlines possession of firearms by university employees and students as well as a paragraph describing requirements for possession of a firearm by University employees living in faculty/staff housing.

Senator Jones asked if the permit was honored in the library. Vice President Fountain replied that the library was not a place that a firearm could be carried.

**OP 95.500: Faculty/Staff Temporary Housing, approved August 8, 2016**

The Executive Council discussed extending the occupancy of faculty and staff from the current 12-month maximum to 18-month maximum occupancy. The council was in favor of this change.

Senator Lemus said that he did not like that people could carry a firearm on the Drill Field during large sporting events. Senator Grace replied that she believed that the policy change was a reaction to the IHL policy change regarding firearms. She added that this policy limits the locations that a weapon can be carried. Before this it was legal to carry anywhere on campus besides in sporting events.

## **FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

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

1. AOP 13.03 Faculty Responsibilities in Instruction w/ Recommended Rescind of AOP 13.04 Attendance at Classes (Faculty Affairs)

President Coyne presented the consent agenda to the Senate. The motion to send AOP 13.03 and 13.04 to the Faculty Affairs Committee passed by unanimous hand vote.

### **STANDING COMMITTEE REPORTS**

<b>Academic Affairs</b>	No Report
<b>Ancillary Affairs</b>	No Report
<b>Charter &amp; Bylaws</b>	No Report

<b>Faulty Affairs</b>	No Report
<b>Student Affairs</b>	No Report
<b>University Resources</b>	No Report

## **SPECIAL COMMITTEE REPORTS**

### **PENDING BUSINESS**

President Coyne gave an overview of the letter of request by Dean West regarding AOP 13.15 Evaluation of Teaching Performance. The letter of request was sent to the Student Affairs committee for review at the April Faculty Senate meeting.

Vice President Fountain made a motion to reassign the letter of request to the Executive Committee. Senator Jones seconded the motion.

Senator Carskadon asked if the Executive Committee would be collecting feedback from the Senators. President Coyne replied that they would. He explained that each of the committee chairs could solicit input from their committee regarding the issue and bring that feedback to the Executive Committee.

Senator Ridner asked why Senate was considering the request when the discussion has already been held when the policy in question was passed in the spring. President Coyne replied that the bylaws require that the letter be addressed. He said that having the letter in the Executive Committee seemed like the best option to address the letter and possibly discover a mechanism that suited both the deans and faculty.

Vice President Fountain said that he felt that this was a good opportunity to look at the instrument as a whole to determine if the questions on the student evaluations were the best questions.

Senator Marsh asked if the Office of Research and Institutional Effectiveness said that they could accommodate the choice between electronic and paper evaluations. President Coyne replied that Dr. Chamblee stated that his office was working on a way to accommodate Senate's request.

Senator Elder asked if Executive Committee would act as any other committee and make a recommendation to the Senate as a whole followed by a Senate vote on the recommendation. President Coyne replied that the process for approval would be the same as any other committee.

Senator Carskadon said that about every seven years the questions that are asked on the evaluation are examined. He explained that typically the results do not change once the questions have been revised. He added that some department heads sometimes will say that they cannot evaluate a faculty member without the written results.

President Coyne said that he has concerns for Assistant Professors who may be spending their time on the content of the course, and may not have perfected their delivery.

Senator Williams said that the administration wants to see the open comments from student evaluations, but they do not want faculty to see the open comments from their own evaluations. Senator Elder said that administrator comments were not publicized due to the scale of the audience. The results would be available campus wide. It also protected some of the authors of the comments.

Senator Brashier commented that this survey was originally intended for only self-improvement of the instructor.

The motion to re-assign the letter of request from Dean West from Student Affairs to the Executive Committee passed by unanimous hand vote.

## **NEW BUSINESS**

Senator Baldwin made a motion to adjourn. Senator Grace seconded the motion.

After a unanimous voice vote, the meeting adjourned at 4:24 p.m.

Submitted for correction and approval.

---

Kent Marett, Secretary

Jason Cory, Administrative Assistant II

## **INTRODUCTION OF GUESTS**

Dr. Mark Keenum, University President  
Dr. Judy Bonner, Provost and Executive Vice President  
Dr. Richard Nader, Associate Vice President, International Programs & Executive Director,  
International Institute

## **REPORT OF THE FACULTY SENATE PRESIDENT**

### **Faculty Senate President Committee Reports**

Athletic Council  
Executive Council  
Executive Enrollment Management Council

Diversity Council  
Information Technology Council

Faculty Research Advisory Committee  
Anti-Bullying Policy Development Committee  
Assistant Vice President for Multicultural Affairs

Master Planning and Design Committee  
Design Review Committee  
Sustainability Committee  
Special Events and Game Day Committee  
Traffic Committee  
University Access Committee  
Faculty Housing Appeals Committee

### **Fall Convocation 2016 Review**

3200 attending students in 2016                      2900 attending students in 2015  
2000 students attended convocation at Ole Miss

### **Retained Attributes**

- Presentation of invocation / band and singer performances
- Note: Approximately 60 to 70 faculty participated which was higher than for commencement

### **Possible Revision**

- Student decorum/dress during convocation (Ole Miss students attended in casual business attire).
- Issue recommendation to avoid scheduling of other events on the same afternoon.
- Present the convocation coin and explain its significance at the end of the ceremony (attendance)
- Merits of having original author attend and present at the ceremony was discussed.
- When an original author attends it may be beneficial to recommend they address certain aspects or topics that correlate with the reasons why MSU selected them as a speaker/author.
- Students may need guidance regarding when they should leave at the end of the ceremony.

### **Convocation Scheduling**

- August Thursday 15<sup>th</sup> will tentatively be the date for the 2017 Convocation
- Move-in-Day is scheduled for Saturday August 12, 2017 of that week

### **Design Review Committee**

**September 2, 2016**

- Parking Garage Sites (4 levels for 500 spaces)
  - Coliseum Blvd



- Herbert Street and Morrill Road
- Bully Blvd
- Partnership School: architecture, orientation, traffic flow, building site
- Engineering and Science Building Site

**Game Day and Special Events: August 31<sup>th</sup>, 2016**

- Important Points of Contact List
- Golf Cart: Requests and Parking
- Research Park clean-up plan
- Game Day Management of Outside Restrooms
- Sustainability Management Efforts
- Game Day Fly Over

**Robert Holland Faculty Senate**

- 1- Executive Committee
  - i- [AOP 13.15](#) – Evaluation of Teaching Performance: Deans Letter of Request
    - Comments and recommendations have been received from chairs and some senate members
    - Joint meeting with Assistant Vice President for Institutional Research and Effectiveness
    - Joint meetings will be scheduled in the near future with committees that review and approve questions included in student course evaluations.
    - A letter of response is being drafted for the University College Deans
    - Inclusion in course syllabus of notice to encourage reporting infractions of language and behavior
  - ii- Requirement for online course certification without a Faculty Senate approved AOP
  - iii- Lack of rotating the test schedule for course final examinations during Finals Week
  - iv- Final Exam Week: Scheduling of student tests on Friday which is also Graduation Day
  - v- Undergraduate Research Initiative: support of faculty for implementation
  - vi- Research Intellectual Property: faculty participation/T&P/support/tech protection/opportunities for increased self-generated revenue.
  
- 2- Chairman of committees have been approached to select a Vice Chair that can automatically serve as a substitute at meetings and provide assistance in the revision of AOP assignments and their presentation on the floor of Faculty Senate.
  - Faculty Senate Committee Membership: one committee transfer inquiry has been received
  - Election of a Faculty Senate representative for the College of Arts and Sciences is still pending.

**Faculty Senate Committee Resolutions/Revisions/Reports September 9<sup>th</sup> 2016**

<u>Academic Affairs</u> (Committee Chair: Senator Noel Addy) .....	
<u>AOP 12.17</u> – Undergraduate Academic Fresh Start (September).....	Pending
<u>AOP 12.19</u> – Undergraduate Academic Amnesty (September).....	Pending
<u>AOP 12.20</u> - Undergraduate Academic Forgiveness (September).....	Pending
<u>Student Affairs</u> (Committee Chair: Senator Stacy Haynes).....	None Pending
<u>Ancillary Affairs</u> (Committee Chair: Senator Mary Ann Jones) .....	None Pending
<u>Faculty Affairs</u> (Committee Chair: Senator Brian Baldwin).....	
<u>AOP 13.03</u> - Responsibilities in Instruction and Curriculum, Attendance at Classes...(August)..	Pending
<u>AOP 13.04</u> - Attendance at Classes: Teaching and Faculty (August).....	Rescind
<u>Charter &amp; Bylaws</u> (Committee Chair: Senator Anastasia Elder).....	

Senate Bylaws Revision: College Senator Election Completion Date (April),,,,,,,,,,,,,,,,,,,,,,Pending  
University Resources (Committee Chair: Senator Laurie Grace),,,,,,,,,,,,,,,,,,,,,,None Pending  
Executive Committee (Committee Chair: Senator C.P. Coyne)

- AOP 13.15 - Evaluation of Teaching Performance: Deans Letter of Request (August),,,,,,,,,,,,,,Pending
- College Deans are requesting access to written text provided by students
  - Alternatively, survey questions could be crafted to provide all necessary information
  - AOP 13.15 pertains to student evaluation of only the delivery of a course
  - Content is to be determined and reviewed by departments and colleges

AOP Explanation Brief

AOP 13.03 - Responsibilities in Instruction and Curriculum, and Attendance at Classes  
has been revised several times in Associate Deans Council and Deans Council and will now be forwarded back to Faculty Senate for review and approval. One important revision is the addition of Section B Modification of Teaching Responsibilities which addresses the need for tenured/tenure track faculty to have their teaching load re-adjusted. In addition, AOP 13.04 has been merged into AOP 13.03 as Section A (sub-section 2) which will be accompanied by rescinding AOP 13.04. The title of AOP 13.03 was changed to better reflect the purpose of the policy to Responsibilities in Instruction and Curriculum, and Attendance at Classes.

**Academic Operating and Operating Policies In Review and Revision: External to Faculty Senate**

AOP 12.09 - Class Attendance and Reporting Absences final signature in progress

**Executive Council**

July 25, 2016

OP 80.02 - Ethics in Research and Other Scholarly Activities

OP 91.300 - Blood Procurement

OP 70.07 - Research Scientist

**Associate Deans Council:**

August 10, 2016

AOP 12.17 - Undergraduate Academic Fresh-Start

AOP 12.19 - Undergraduate Academic Amnesty

AOP 12.20 - Undergraduate Academic Forgiveness

**Associate Deans Council**

April 13, 2016

AOP 12.09 - Class Attendance and Reporting Absences

AOP 13.03 - Responsibilities in Instruction and Curriculum, and Attendance at Classes

**Academic Operating Policies and Operating Policies in Review External to Robert Holland Faculty Senate**

AOP 12.09 - Class Attendance and Reporting Policy

OP 91.120 - Possession of Firearms, Explosives, or Other Devices, Substances, or Weapons

OP 95.500 - Faculty/Staff Temporary Housing

AOP 12.29 - Undergraduate Entrance Requirements

Course Load for Readmission

Graduate Provisional Admission Policy and Appeal Process

## **REPORT OF THE FACULTY SENATE VICE PRESIDENT**

Faculty Senate Secretary Kent Marett attended the August 15<sup>th</sup> meeting of the Dean's Council in my absence. Below are the notes from the meeting.

- Judy Spencer, Chief Human Resources Officer, discussed the implications of the updated overtime regulations associated with the Fair Labor Standards Act, which will be effective on December 1, 2016. Further discussion focused on the rules for exemption, implications for budgets, and sensitivity toward possible discrimination.
- Three changes to academic operating policy were approved by the Dean's Council and have been provided to the Faculty Senate for consideration.
  - AOP 12.17 Undergraduate Academic Fresh-Start
  - AOP 12.19 Undergraduate Academic Amnesty
  - AOP 12.20 Undergraduate Academic Forgiveness

Thanks to Kent for his willingness to attend in my absence.

Respectfully Submitted,

Brent Fountain

Vice President

Robert Holland Faculty Senate

## **REPORT FROM FACULTY SENATE DESIGNATES ON UNIVERSITY COMMITTEES**

### **BUSINESS TO BE SENT TO COMMITTEE**

**STANDING COMMITTEE REPORTS**

**ACADEMIC AFFAIRS**

**ANCILLARY AFFAIRS**

**CHARTER & BYLAWS**

**FACULTY AFFAIRS**

**STUDENT AFFAIRS**

**UNIVERSITY RESOURCES**

**SPECIAL COMMITTEE REPORTS**

**PENDING BUSINESS**

**NEW BUSINESS**

**ADJOURN**



## **AOP 12.17: Undergraduate Academic Fresh-Start**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to assist undergraduate students in making timely progress toward ~~graduation~~ obtaining their first baccalaureate degree by invoking a fresh start.

### **REVIEW**

This AOP will be reviewed every 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 Executive Vice President.

### **POLICY/PROCEDURE**

Students who are pursuing their first baccalaureate degree, and have not been enrolled in any post-secondary institution at any time for at least twenty-four consecutive months, may petition for admission or readmission through their academic dean's office under the academic fresh-start policy. All college credits earned prior to being granted academic fresh-start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Mississippi State University.

The student's transcript will reflect the complete academic record but will contain the notation at the appropriate point that all academic work prior to the consecutive twenty-four months absence would be declared void for the purposes of academic standing and graduation. The notation will be made upon the successful completion (GPA 2.00 or better) of at least 12 credit hours at Mississippi State University.

Students admitted under this policy must complete current curriculum requirements in residency to earn a degree. This policy pertains only to Mississippi State University and students should be advised that it may not be honored in other institutions of higher learning.

**APPROVED:**

\_\_\_\_\_  
Associate Provost for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Executive Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Robert Holland Faculty Senate

\_\_\_\_\_  
Date

**REVIEWED BY:**

\_\_\_\_\_  
Assistant Vice President and Director  
Institutional Research and Effectiveness

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



## **AOP 12.19 - Undergraduate Academic Amnesty**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to assist undergraduate students in making timely progress toward a-their first baccalaureate degree by invoking the academic amnesty policy at Mississippi State University.

### **REVIEW**

This AOP will be reviewed every 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 Executive Vice President.

### **POLICY/PROCEDURE**

Academic Amnesty is designed to provide former undergraduate students, either at Mississippi State University or elsewhere, an opportunity to reenter higher education at Mississippi State University without the burden of past academic difficulties (i.e., grades of “D” and/or “F”). If approved for this program, a student may have specific previously completed courses eliminated from the computation of his or her grade point average; these courses may not be applied toward graduation.

To be eligible for the program, an individual must be pursuing their first baccalaureate degree and may not have attended any post-secondary institution of higher education for a period of at least five years. Academic amnesty may be requested through the student’s academic dean’s office at any time after admission or re-admission to Mississippi State University until the end of the semester preceding that in which the student graduates. Academic amnesty will be applied to the student’s record only once, and the new grade point average will be noted on the transcript at the end of the semester during which the request was approved. The notation will be made upon successful completion (GPA 2.00 or better) of at least 12 credit hours at Mississippi State University.

Students admitted under this policy must complete current curriculum requirements in residency to earn a degree. This policy pertains only to Mississippi State University and students should be advised that it may not be honored at other institutions of higher learning.

**APPROVED:**

\_\_\_\_\_  
Associate Provost for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Executive Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Robert Holland Faculty Senate

\_\_\_\_\_  
Date

**REVIEWED BY:**

\_\_\_\_\_  
Assistant Vice President and Director  
Institutional Research and Effectiveness

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





## AOP 12.20: Undergraduate Academic Forgiveness

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the procedure for undergraduate students to retake a course for a new grade.

### REVIEW

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

### POLICY/PROCEDURE

~~Effective fall semester 2007, for courses taken during or after fall semester 2003,~~ An undergraduate student will be permitted to retake up to two (2) [Mississippi State University](#) courses, not to exceed eight (8) credit undergraduate semester hours, or one (1) course not to exceed nine (9) credit undergraduate semester hours, in which he or she made a B, C, D, or F with the original grade remaining on the transcript but not counted towards the student's GPA. The following rules apply:

~~1.~~ 1. This policy is only applicable to the first baccalaureate degree being earned by a student at [Mississippi State University](#).

~~2.~~ 2. This policy ~~will is only be applied~~ applicable only to courses that have been taken at Mississippi State University.

~~3.~~ 3. After the retake, the original grade is left on the student's record but is not counted in the grade point totals. Only the second grade earned will be used in computing the GPA (in the cumulative totals), regardless of which of the two grades is the higher.

~~4.~~ 4. The original grade will be used to compute the GPA until the final second grade is issued.

~~5.~~ 5. ~~Effective fall semester 2007,~~ Only courses in which a B, C, D or F grade was earned after fall 2003 are eligible for retaking.

~~6.~~ 6. To invoke this policy, the student must submit an electronic retake request form to the Registrar by 5:00 p.m. on the last day to add a course. The electronic form can be accessed through myState, by the student. The home department ~~will be notified~~ has

[access](#) electronically [\(via Banner\)](#) ~~that to review~~ [retake requests](#) [that](#) have been registered and will have the opportunity to review the retake requests through myState. Any retake requests not processed by the home department within five business days of the last day for submitting requests will be implemented automatically.

~~6.7.~~ A student may only retake a course once under this academic forgiveness policy, and it must be taken through Mississippi State University.

~~7.8.~~ Students wishing to retake a course under this policy shall not receive any special treatment with regards to scheduling the course (i.e., they are not allowed to be forced into a [specific](#) ~~ertain~~ [course](#) [section](#)).

~~8.9.~~ Students may not retake a course under this policy in which an “F” was received as a sanction for academic misconduct.

~~9.~~ ~~If a student has already received a degree, the courses used to confer the degree cannot be retaken under this academic forgiveness policy.~~

**APPROVED:**

\_\_\_\_\_  
Associate Provost for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Executive Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Robert Holland Faculty Senate

\_\_\_\_\_  
Date

**REVIEWED BY:**

\_\_\_\_\_  
Assistant Vice President and Director  
Institutional Research and Effectiveness

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date