

# ROBERT HOLLAND FACULTY SENATE AGENDA

October 21, 2016

1. Call to Order
2. [Adoption of Minutes September 9, 2016](#) ..... (p. 2)
3. Introduction of Guests
  - Dr. Mark Keenum, University President
  - Dr. Judy Bonner, Provost and Executive Vice President
  - John Rush, Vice President for Development and Alumni
4. [Report of the Faculty Senate President](#) ..... (p. 9)
5. [Report of the Faculty Senate Vice President](#) ..... (p. 17)
6. Report from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
  - 7.1. [Request to Review Mandatory Certification for Online Teaching](#) (University Resources)..... (p. 51)
8. Standing Committee Reports:
  - 8.1. Academic Affairs
    - 8.1.1. [AOP 12.20 Undergraduate Academic Forgiveness](#)..... (p. 20)
  - 8.2. Ancillary Affairs
  - 8.3. Charter & Bylaws
    - 8.3.1. [Senate Bylaws Regarding Deadline for College Elections](#) ..... (p. 24)
  - 8.4. Faculty Affairs
    - 8.4.1. [AOP 13.03 Responsibilities in Instruction and Curriculum, and Attendance at Classes w/ Rescind of AOP 13.04 Attendance at Classes: Teaching Faculty](#) ..... (p. 37)
  - 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 September 9, 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, September 9, 2016.

Members absent and excused were: Stephanie Bennett, Joey Burt, Mary Ann Jones, and Patty Lathan.

Members absent were: Jenny Du.

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

President Coyne asked for any changes for the August 19, 2016 minutes. Senator Larson asked that the minutes reflect the location to be the Templeton Room and not the Grisham Room. Senator Wilmoth made a motion to approve the minutes. Senator Herd seconded the motion. The motion to approve the August minutes passed by majority voice vote.

### **GUESTS**

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

Dr. Bonner began by saying that IHL will be announcing enrollment numbers for the state Universities later today. Mississippi State has had a banner year for enrollment. For the first time ever MSU has a total enrollment over 21,000. The official enrollment number is 21,622. Of the total enrollment 19% are African American and 23% are minorities. The freshman class

is the largest and most academically gifted class in the history of the University. There are over 3,600 freshman this year. Over the last five years the percentage of freshman with a 30 or above on the ACT's has increased by 70%. An ACT score of 30 represents the top 3% of students in the state of Mississippi. This year, 16% of freshman have an ACT score of 30 or above. 25% of freshman are African American. Dr. Bonner said that the preliminary data which she was provided did not reflect other minorities. Pell grant information was also not available. Dr. Bonner said that she uses the Pell grant information to distinguish those students with the greatest economic challenge. Last year, MSU led the SEC with 36% of undergraduate students receiving Pell grants. This shows that MSU is truly the people's University. Dr. Bonner said that she is proud to see the many initiatives across campus to ensure student success. Dr. Bonner thanked the Senators for what they do to ensure the recruitment of the best and brightest students, as well as the work that ensures student success.

Dr. Bonner said that her review of the enrollment data revealed several areas for improvement. Enrollment is up at the graduate level, but there is an opportunity and a responsibility for MSU, as a research powerhouse, to grow graduate enrollment. Distance enrollment is down slightly at 1640 students. There is an opportunity to grow through distance education. Meridian enrollment is up as well, now at over 500 students. There is an opportunity to grow the Meridian enrollment as well.

Senator Lemus asked if the strategic plan included growing distance education for masters level students as some other noteworthy Universities have already done. Dr. Bonner replied that the University is at the end of a strategic plan and a new one will be formulated. She said that Dr. Lemus' question should be answered collectively. She added that her role will be to facilitate growth where faculty desires to see it until the new strategic plan is finalized.

Senator Prince asked if the University has had any success increasing the representation of African American faculty. Dr. Bonner replied that she only has preliminary numbers for this year, but last year 5% of tenured/tenure track faculty were African American. This equals the national average. Dr. Bonner said that she believes that increasing the number of African American students in doctoral programs would help increase the number of African Americans to take faculty positions. Mississippi State has led the initiative to achieve this through the SREB doctoral fellowship program. There is still a lot of work to do in that area. Of the new tenure track faculty that we have this year, 12% are African American.

Senator Wilmoth asked if there has been any discussion regarding keeping degree earning Mississippians in the state of Mississippi. Dr. Bonner replied that to attract industry to the state, there must be a significant pool of degree holding people. Unfortunately, to keep degree holding Mississippians in the state, there must be industry to create positions for the graduates. David Shaw and Mac Portera are reaching out to companies to get them to locate in the state of Mississippi. The Entrepreneurial Center in the College of Business is just getting started but will be helpful for creating jobs for students across campus.

Senator Williams said that he has taught online classes for the last ten years. He said that he sees a marked gap in the writing skills of the online students versus the face-to-face students. He cautioned that as Mississippi State pursues the expansion of distance education, we maintain the high standards for all students. Dr. Bonner replied that she completely agreed. She said that some programs lend themselves better than others to distance learning.

## **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).....	

- AOP 13.03 - Responsibilities in Instruction and Curriculum, Attendance at Classes...(August)..Pending
- AOP 13.04 - Attendance at Classes: Teaching and Faculty (August).....Rescind
- Charter & Bylaws (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

Senator Elder asked what the new Engineering building would house. President Coyne replied that Civil Engineering would be located in the new building. Senator Williams asked where the new building would be located. President Coyne replied that it would be south of the Health Center.

Senator Krishnan asked what the timeline was for the new buildings at Aiken Village. President Coyne replied that he was unsure of the exact timeline, but he knows that asbestos removal is ongoing.

Senator Elder stated that she believed that having final exams on the same day as graduation was a bad idea.

Senator Ridner said that the Executive Committee should look into how the calendar has gotten extended over the years. She said that she believes that it due to built-in weather days, but there are other schools that handle weather days without extending the calendar. She added that it comes down to a faculty workload issue as well as a pay issue. President Coyne replied that he would look into the matter.

Senator Wilmoth asked what the course of action would be if administration did not resolve an issue that was brought to their attention. President Coyne replied that Senate as a whole could formulate a letter requesting that action be taken.

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

### **FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

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

1. AOP 12.17 Undergraduate Academic Fresh Start (Academic Affairs)
2. AOP 12.19 Undergraduate Academic Amnesty (Academic Affairs)
3. AOP 12.20 Undergraduate Academic Forgiveness (Academic Affairs)

President Coyne presented the consent agenda to the Senate. The motion to send AOP 12.17, AOP 12.19, and AOP 12.20 to the Academic Affairs Committee passed by unanimous voice vote.

#### **STANDING COMMITTEE REPORTS**

**Academic Affairs**                      No Report

**Ancillary Affairs**                      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. During the August Senate meeting the letter was re-assigned to the Executive Committee for review.

The Executive Committee is in the process of drafting a letter of response to the Deans. President Coyne said that the response would include disadvantages, statistics, and literature that is available on educational research.

President Coyne said that the Executive Committee would be meeting with the Teaching Evaluation Committee. He added that one potential way to satisfy the Dean's concerns would be to include a disclosure in the syllabus which would allow the issue to be addressed immediately and not wait until the end of the semester to be acknowledged.

### **NEW BUSINESS**

Senator Lemus made a motion to adjourn. Senator Krishnan seconded the motion.

After a unanimous voice vote, the meeting adjourned at 2:59 p.m.

Submitted for correction and approval.

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Kent Marett, Secretary

Jason Cory, Administrative Assistant II



## **INTRODUCTION OF GUESTS**

Dr. Mark Keenum, University President  
Dr. Judy Bonner, Provost and Executive Vice President  
John Rush, Vice President for Development and Alumni

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

### **Robert Holland Faculty Senate President Committee Reports**

Athletic Council	Diversity Council
Executive Council	Information Technology Council
Executive Enrollment Management Council	
Faculty Research Advisory Committee	Master Planning and Design Committee
Anti-Bullying Policy Development Committee	Design Review Committee
	Sustainability Committee
Assistant Vice President for Multicultural Affairs	Game Day and Special Events Committee
	Traffic Committee
	Campus Access Committee
	Faculty Housing Appeals Committee
	Annual Faculty Review Form (ad hoc)
	Text Book Adoption Committee

### **Executive Enrollment Management Committee (EEMC)**

**September 13, 2016**

Freshman Applications (First-Time) Fall Semester Scorecard: 2015 = 3481; 2016 = 4945; 2017 = 5320  
Freshman Admissions (First-Time) Fall Semester Scorecard: 2017 = 2110 (39.66% conversion yield)  
Meridian freshman applications increased 89% (A&S 63% / Education 155% / Academic Affairs 71%)  
The colleges of Engineering and Business had the greatest increase for incoming freshman (114 & 68)  
Non-Resident Student Trends (Fall 2017):  
Alabama = 333; Tennessee = 215; Georgia = 70; Texas = 69; Florida = 39; Louisiana = 42.

University Enrollment Fall 2016 = 21,622 (Fall 2015 = 20,873) / Meridian = 539 / Distance Ed = 1831  
Meridian, Distance Education and MSU Gulf Coast enrollment increased (3 / 7 / 37 respectively)  
Fall 2016 enrollment increased 8%

The colleges of Engineering and Business had the greatest absolute increases in enrollment (352 & 185)  
The colleges of Arts and Sciences and Engineering have the greatest absolute enrollment (4457 & 5176)  
Increases of 7% for African American students  
Increase of 55% for Native American students  
Increase of 43% of Asian students and 8% increase in Hispanic students  
Increase in students enrolled from specific states: Arkansas 62% / Michigan 300% / Florida 45% /  
Alabama 7% / Ohio 89% / Maryland 20% / Louisiana 21% / South Carolina 14%

Overall average Fall 2016 ACT = 24.41 (Fall 2015 ACT = 24.01)  
ACT = 35 students (increase of 35%) / ACT = 32 students (increase of 11%)  
ACT averages historically have had bi-modal ("dual-peak") profiles for each semester post enrollment.  
Over the past 8-years the average retention rate has been 81%

Declines in academic performance (Student Groups 1-to-5) results in declines in retention.  
Students: African American 4147 (19.2%), Hispanic 597, white 15,271 (resident 14,349/ non-res 7273)

#### Fall 2016 Enrollment

Total Grad/Prof Enrolled 2016 = 3552 (2015 = 3440)

Yield 1 (submitted Applications ending in Completion = 88% in 2016 (all time high)

Yield 4 (Admitted progressing to Graduation) 67% in 2016

Submitted Applications progressing -to- Enrollment = 34% in 2016

#### University of Mississippi

- ACT 25.2 average for freshman (represents reconstituted "super scoring" from multiple exams)
- Entering freshman high school GPA = 3.51
- Much larger percentage of out-of-state students
- Medical School represents an outlier variable in the calculations

#### Honors College

Freshman applications 1079 (large increase) / Admissions 752 / Total Admissions: 799 (185 increase)

Average freshman ACT = 31.05 (represents and increase compared to 2014 & 2015)

Average admission high-school GPA = 3.87 / Freshman yield 497 /Transfer Yield 36

Total Students 1558 (good standing 1297 / probation 261 / male student 744 / female students 814)

Resident Status: in-state 880 / non-resident 663 / white students 1384 / non-white students 154

Average Honors College GPA = 3.81

College Affiliation: Engineering major = 48% (1 in 10 = chemical engineering)

Biochemistry and biomedical represent the second largest major category

#### Graduate Student Recruitment

Total graduate student enrollment = 3532 (3% increase/Engineering +43 / Business +18)

Education = 715 graduate students / Arts & Sciences = 716 graduate students

Graduate Enrollment: Engineering 668; Arts & Sciences 723; Education 719; Business 331; CALS 406

Geoscience / MBA / CISE Educational Psychology / Educational Leadership

A gradual decline has been observed in graduate student applications but is "faster" than national rate

GRE Name Purchase Program

- 13,672 students approached (yield = 124 applications = 0.9% applications of names purchased)

Enrollment = 38 = 31% yield (8-of-38 = kinesiology; 8-of-38 = computer science; 5-of-38 = geosciences)

Financial cost for purchase of names = \$5969 / Tuition return = \$113,363 (20 to 1 return on investment)

Average time for review and processing applications by departments is 40 days.

One important question being considered is the value of GRE scores (are they evaluated in reviews?)

Recruitment Grants \$5000 / Recruitment Fellowships \$2500

Many good proposals received recently but there were fewer forwarded for consideration

Impact of past funding has to be described

#### Meridian-MSU

Enrollment has increased 5.9% (represents first increase since 2011): Admission Rate: 70.80%

2011 = 700 / 2015 = 509 / 2016 = 539 (several program changes have occurred over that time)

New graduate enrollment increased but time was required to compensate for MBA program loss

A defined goal is to increase enrollment in Business and Arts-&-Sciences

Meridian programs are tailored to meet the needs and requirements of non-traditional students

Recruitment is a major challenge, however retaining graduate students has been quite successful

Concerns: Business program has not grown despite being moved downtown and needs to grow  
Growth has occurred within Art & Sciences and Education  
Variables that influence Spring enrollment will be analyzed  
A possibility exists for increasing the percentage of students apply and eventually admitted  
Fall Semester enrollment = 150-to-200 students (added 75 students in Spring Semester)  
Fiscally it will be important for the Meridian-MSU campus to increase enrollment to 750 students.  
A regional institution tuition discounting model is being considered as an option to attract students.

**Textbook Adoption Committee:** **September 21, 2016**

- AOP 10.14 - The Adoption and Sale of Textbooks and Other Instructional Materials
- Textbooks are adopted by courses for periods of 3-years (undergraduate) or 2-years (graduate level)
- Confirmation of textbook adoption must occur by October 15 and March 15 of each year
- Courses that do not require (or no longer require) a specific textbook need to update their listing
- Courses that do not update their textbook requirements are listed by IHL as being delinquent
- Early reporting allows bookstores to acquire as many used textbooks as possible at lower prices.

**Annual Faculty Evaluation Form Standardization** **September 27, 2016**

The DAFVM Annual Faculty Evaluation form is being reviewed for revision to improve implementation by all academic units residing within the MSU academic system.

- Specific examples of criteria or examples utilized to demonstrate or recognize productivity in the academic missions of teaching, profession-related service, committee service, research and creative activities may not be specifically described in the newly revised form.
- Discussion topics reviewed included
- Recording of FTE% for assignment categories that pertain to each of the academic missions
  - o option on the original form to provide descriptions that justify, validate or document reasons for change in FTE% assignments
- Consistent policies and procedure correlation regarding faculty “area/field of specialization”
  - o Faculty Handbook (Tenure and Promotion Procedure and Policy)
  - o AOP 13.24 – Annual Faculty Review Process
  - o OP 01.21 – Post-Tenure Review Policy

**Design Review Committee** **October 11, 2016**

- Partnership School: architecture, building orientation, traffic flow, building site

**Master Plan Development and Advisory Committee (MPDAC)** **October 12, 2016**

Canceled

**Information Technology Council** **September 7th & October 4<sup>th</sup>, 2016**

**IT Security Assessment Review and Process**

Effective July 1, 2015 the MDITS Board is requiring all state agencies have comprehensive third-party security assessments performed every three years. A committee is being formed to determine what will define the MSU comprehensive security assessment process.

**MyState Mobile Application Deployment**

Initially available for download July 18, 2016.

Features: registration, add/drop, check grades, access parking, and accounts receivable balances

### Compromised Accounts

A new record high has been set as far as the number of faculty/staff accounts that have been compromised (n = 55) which is largely due to over-seas “search-and-see” type activity). Such violations represent the most common security problem that currently confronts the MSU campus.

Security of off-campus electronic services needs to be reviewed by user to evaluate their firewall

### Network Bandwidth: Off-Campus Traffic

2014	1,500,000,000 bits per second
2015	2,000,000,000 bits per second
2016	3,400,000,000 bits per second

### University Credit Card Account:

Utilization has been reviewed to identify management modifications that can be implemented to enhance and improve security.

Classroom Card Scanners: a total of 14 new classrooms have had scanning technology installed

### Cyber Security Awareness Week is October 17-21

Oct 18 <sup>th</sup>	MSU Faculty: Breckenridge/Dampier/Ritter	Fowlkes Auditorium: 2:30-4:00
Oct 20 <sup>th</sup>	Special FBI Agent Ryan D. Robertson	TBD

### Google Web Security Initiative: January 2017

- HTTPS: -versus- HTTP: allow employing technology referred to as being “SSLized” (text encryption)
- Google Chrome Browser version 56 provides warnings if text won’t be encrypted (e.g. credit card)
- A “I” will indicate if the site is secure (in the future a red triangle will indicated a “Not Secure” site)
- Important to know if you have and manage your own website.....
- It is not known if Firefox or other website managers / search-engines will also make transition

### New Cellular Procurement Procedures

- C-Spire and ATT are now two vendors available for MSU owned mobile cell phones
- New policy requires quotes from both vendors for all MSU phones that need to be purchased

### Campus Digital Signage Standardization

- Small signage (e.g. Union room entrances) and large signage will be connected in a common network
- General information about university and scheduling of events or presentations will be broadcast
- Other options will include a touch-screen display that will provide building orientation/directions
- New vendors have been identified / Departments will buy their own desired hardware
- Hardware includes self-contained units costing several hundred dollars including adapters for 60” TVs
- Emergency communications including Maroon Alert are currently provided by Mirror3

### Banner System Migration

- Migration measures will be initiated from Banner 8 → Banner XE (Extensible Echo System)
- The next new Banner XE system allows easier addition of field pages
- Elusion is the current Banner vendor for MSU which currently does not support form/field pages
- Regular support will expire at the end of year so purchase of “extended support” may be necessary
  - Admit Banner financial aid end-users
  - My Banner faculty end-users
- Banner XE contains a superior navigator application that is more user friendly and more mobile friendly
- Elusions is transitioning away from “Oracle” based forms and migrating towards “Java” based forms
- “Java” based forms implement more intuitive prompts and options within menu options and windows
- The acquisition of “Oracle” based services represent one of the largest MSU purchases to date
- “Oracle” hosts “*industrial strength*” services and MSU cannot do anything to lower contract costs/fees
- Ideally, MSU would benefit greatly if Elusion migrated away from “Oracle”

### Game Day and Special Events: October 12, 2016

- Golf Carts: turn signals, lights, driver’s license, insurance, parking away from Davis Wade stadium
  - Ticket violations would not be issued by MSU but by state/city law enforcement (\$611 fee)
  - House or car insurance policies will likely not cover the costs of ticketed violations
  - Policy will be re-reviewed by the University Vice Presidents (in context of ticketing fees)
- MSU trash receptacles purchased by GDSE utilized for advertisement (previous contact agreement)

### Campus Access Committee October 3<sup>rd</sup>, 2016

Review of evaluation and identification of remodeling and revision of facilities

### 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

### Elsevier: Scholarship Benchmarking September 19, 2016

Dr. Brad Fenwick presented analysis services for benchmarking research and scholarship productivity and quality for a university institution including. Variables that can be accessed include publication numbers, quality of journals with published manuscripts; degree of published manuscripts are assessed for review; extent manuscripts are utilized as references; degree manuscripts are a foundation for intellectual property developed; impact of adding or subtracting a faculty member from a research department. Collaboration with international institutions or corporations results in dramatic improvements on a campus. Sabbaticals of 1-year duration have almost no effect on productivity but significant influences can be appreciated with sabbaticals that are 3-year in duration. Data was presented that MSU compared to national standards has below average level of publication quantity

(numbers/amount) and quality but varies significantly between discipline. Data is acquired only through a single information portal (Elsevier)

## **Faculty Senate Committee Resolutions/Revisions/Reports**

**October 21, 2016**

### **Faculty Senate Discussion Topics**

#### **College Elections of Replacement Faculty Senate Representatives**

Fred Musser      Department: Biochemistry, Molecular Biology, Entomology and Plant Pathology  
Dutta Dipangkar      Department: Physics and Astronomy

#### **Faculty Senate Committee Member Transfers**

Academic Affairs Committee and Faculty Affairs Committee will transfer membership assignments for senators Lelia Kelly and Seamus Freyne.

#### **Faculty Senate Committee Vice Chairs**

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.

#### **Mandatory Submission of Course F-Grade Explanations: Proposal Recommendation**

- i- Students are to be provided a mandatory explanation for an “F” grade in a course.
- ii- The proposed plan is now a mandatory requirement by Fall 2016.
- iii- A list-serve reminder will be circulated in the near future encouraging participation.
- iv- Currently is it possible for faculty instructors to report explanations for an “F” letter grade similar to reports for missing grades (explanation drop-down menu option).
- v- Faculty reported reasons for issuing a “F” grade is a great help to the Financial Aid Office as it will avoid having to directly contact faculty instructors, or the need to forward a request for retrieving the necessary information. The process becomes especially challenging for the Financial Aid Office when faculty instructors leave for summer break since it complicates obtaining responses and accurate information.
- vi- The request for the proposal and the acquisition of the information is not motivated by an MSU requirement, but instead mandated by the Federal Department of Education – Financial Aid Office. Requirements for reporting academic progress has become very rigorous for students receiving Pell Grants and Federal Aid. Failure to provide the necessary information in an expedient manner has resulted in substantial fines to academic institutions. A Land Grant institution was recently been fined \$700,000 for a rather simple violation.

#### **Certification for On-Line Course Delivery**

- Internal Audit required the immediate implementation of online course certification (TLC)
- AOP 13.09 and AOP 10.16 have been assigned to a sub-committee for review and revision
  - o AOP 13.09 – Credential for Teaching (October assignment)
  - o AOP 10.16 – Distance Education (October assignment)
- A relatively large number of letters from faculty have been received requesting review of process

#### **Scheduling of Course Final Exams**

- Course exams during Finals Week no longer have a rotating daily schedule in different semesters
- Consideration has been brought to the attention of Provost Bonner

- The Registrar's Office will be contacting instructors impacted by the scheduling of exams on Friday which will potentially cause conflicts with the Stephen D. Lee Reception Dinner for GPA 4.0 students, and Commencement Day. Instructors that have an exam scheduled on Friday will be asked to make alternate accommodations through the office of their college dean for students who plan to attend either event. Ideally, this must be done as soon as possible so that students are aware of the change in time and date. This year it was nearly impossible this year to avoid any type of scheduling overlap. Faculty can contact Peter Ryan to address other aspects related to exam conflicts.

#### Meridian Campus Tenure and Promotion Document

- Meridian campus faculty have been asked to a vote on the approval and adoption of changes in their tenure and promotion process related to policy and procedure. Meridian campus faculty would like to know if Faculty Senate will become involved in the review process.
- Nature of the general inquiry has been brought to the attention of Provost Bonner

#### Robert Holland Faculty Senate Executive Committee: AOP 13.15 - Evaluation of Teaching Performance

##### College Deans Letter of Request: [AOP 13.15](#) - Evaluation of Teaching Performance

- College Deans are requesting access to unregulated written text comments entered by students
- [AOP 13.15](#) pertains to the application of student responses only for the evaluation course delivery
- The college dean who authored the letter was informed that departments and colleges are authorized to review and modify the content of academic courses ([AOP 13.03](#) – Faculty Responsibilities in Instruction and Curriculum).
- Executive Committee members have convened twice to review AOP 13.15 policy and procedure
  - Educational research publications addressing the process of university student evaluations have been made available to committee members
  - A joint meeting with Assistant Vice President for Institutional Research and Effectiveness and the Interim Director for the Teaching and Learning Center has been informed of current considerations being reviewed pertaining to AOP 13.15.
  - Comments and recommendations have been received from chairs and some senate members
  - A letter of response has been drafted addressing the request by the University College Deans
  - One recommendation that is being considered is the composition of additional student course evaluation questions that would specifically address the needs and concerns of College Deans. Members of the Executive Committee are considering the option of internally draft representative or recommended questions or instead refer the action to be completed collectively by the College Deans. Such questions would ultimately be reviewed, approved and implemented by the University Instructional Improvement Committee.
  - Executive Committee members felt quite strongly that student evaluations of academic courses should remain a pristine process and not be transformed into a conduit for other reporting mechanisms pertaining to perceived infractions associated with Title IX, general behavior, general language which should be addressed immediately instead of at the end of the semester. Guidance statements could be included in course syllabus but member of the Executive Committee felt the reporting mechanism for such infractions have already been adequately communicated.

#### Semester Academic Snow-Day Scheduling

Scheduling of additional "Snow Days" is no longer required by (IHL: 45 class days required/semester)

**Faculty Senate Committee Resolutions/Revisions/Reports**

**October 21, 2016**

- Academic Affairs (Committee Chair: Senator Noel Addy) ..... Pending
  - AOP 12.17 – Undergraduate Academic Fresh Start (September).....Pending
  - AOP 12.19 – Undergraduate Academic Amnesty (September).....Pending
  - AOP 12.20 - Undergraduate Academic Forgiveness (September).....Pending
- Student Affairs (Committee Chair: Senator Stacy Haynes).....None Pending
- Ancillary Affairs (Committee Chair: Senator Mary Ann Jones) .....None Pending
- Faculty Affairs (Committee Chair: Senator Brian Baldwin).....
  - AOP 13.03 - Responsibilities in Instruction and Curriculum, Attendance at Classes...(August)..Pending
  - AOP 13.04 - Attendance at Classes: Teaching and Faculty (August).....Merge/Rescind
  - AOP 13.24 - Faculty Workload (Executive Committee recommendation for text transfer).....
- Charter & Bylaws (Committee Chair: Senator Anastasia Elder).....
  - Senate Bylaws Revision: College Senator Election Completion Date (April).....Pending
- University Resources (Committee Chair: Senator Laurie Grace).....None Pending
  - AOP 13.09 – Credentials for Teaching (Distance Education Certification Addition: Oct Assign).Pending
  - AOP 10.16 – Distance Education (Distance Education Certification Addition: Oct. Assign).....Pending
- Executive Committee (Committee Chair Senator C.P. Coyne)
  - AOP 13.15 - Evaluation of Teaching Performance: Deans Letter of Request (August).....Pending
    - The college deans have access to the statistical analyses of questions contained in student evaluations but are now requesting gaining access to unregulated student written responses
    - Alternatively, additional questions could be composed that provide all necessary information
    - AOP 13.15 is a student evaluation mechanism that is only to be used to access course delivery
    - Colleges and departments can access and determine academic course content.
    -

Explanation Brief: AOP 13.03 - Responsibilities in Instruction and Curriculum, and Attendance at Classes  
 The AOP 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 the new resulting document was changed to AOP 13.03 Responsibilities in Instruction and Curriculum, and Attendance at Classes in order to better reflect the purpose and intent of the policy.

**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**

September 26, 2016

- AOP 12.16 - Academic Dismissal and Suspension
- OP 31.01 - Definition of a Student
- OP 61.06 - Cost Transfer Policy
- OP 70.03 - Responsible Conduct of Research
- OP 91.208 - Hazing
- OP 91.352 - Use of Automated External Defibrillators

**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



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**

Deans Council 9/19/16 summary

Curriculum Review Report-Tim Chamblee

- 2015-2016 Drs. Tim Chamblee and Angi Bourgeois conducted a comprehensive review of the university curriculum process. Meetings were conducted with major stakeholders and the full membership of the UCCC. Separate meetings were held with non-voting members, voting members, UCCC Chair, Registrar's office staff, Executive Council of Department Heads, and Dean of the Graduate School. Below are the major results
- Communication is critical to success. Clear and open communication is encouraged at each level of this multi-level process.
- The UCCC chair and support staff are essential in creating an atmosphere of transparency and communication. Jenny Turner, who handles day to day issues, has been an excellent resource and will continue to strengthen the communication efforts between departments and the committee.
- Greater communication between college and university level committees would benefit the review process and allow for earlier handling of proposal issues. It was recommended that each college have a formal connection between the college committee and the UCCC. Best practices dictated that colleges should have one of their UCCC representatives serve as the college curriculum committee chair. It appears that such a format greatly improved the progress of curriculum development and approval.
- The use of the online workflow software and increased communication between levels has led to a greater awareness of the process and is expected to facilitate a smoother and quicker process.
- It is useful for committee members and stakeholders to have a consistent understanding of the necessary composition and structure of successful proposals.
- It was also noted that in certain cases, the membership of UCCC and college committees included early career faculty, with some in positions of significant service. The review noted that

service on these committees are both an important and time-consuming service to the university. The review recommended that it is important for the committees to provide new members with sufficient training.

#### Additional comments/challenges provided by the Deans Council

- Reminder to the committees to be compassionate during the process
- Request from the Graduate Council that UCCC fully review proposals before sending them forward. In some cases, proposals have had to be returned to the originator from the Graduate Council which significantly delays the process.
- CourseLeaf catalog and course management software has helped with catching certain errors. It was noted that some of the recent delay has been related to the adjustment to the software. It is expected that continued use and familiarity with the software will expedite the process at the different levels.
- Degree proposals are sent to a subgroup first and then considered by the entire committee. This process has expedited the degree process.
- It was also noted that increasing the definition of “technical changes” will further expedite the process. The definition of “technical changes” is defined by the UCCC.

#### Academic Calendar-Peter Ryan

- Recognition that this year created a “backward challenge” that presented unique challenges that don’t always occur.
- The process will be reviewed going forward to try and eliminate these problems in future semesters. There was no guarantee that these changes will go into effect in Fall 2017. Any changes to the course calendar may not occur until fall 2018.
- It was noted that the challenges are always greater in the fall than they are in the spring, primarily due to the start of contracts for 9-month faculty.
- Fall 2017 convocation
  - Recommended that it be moved to a Thursday evening
  - Recommended that no evening classes be scheduled or held during fall convocation
  - Work with organizations to have no university sponsored/non-sponsored activities during fall convocation
  - Recommendation from the Deans Council was to consider recognizing a faculty member to provide the keynote address. The Deans Council recognized that the

author of the Maroon Edition selection may not always be available or appropriate as a speaker for the event.

Math Pathway-Peter Ryan

There was an extensive discussion regarding alternate math pathways. Many states have developed multiple math pathways (e.g. Indiana-6, most other states 2-3). Most have STEM and non-STEM versions. It was noted that Mississippi State was the only IHL university that required 6 hours of math and statistics in the General Education requirements. Some IHL universities and some Mississippi community colleges have begun to offer Quantitative Reasoning to satisfy the math general education requirement. It was noted that typical class size was 40-50 students where College Algebra can maintain a class size of 150 students. Therefore, Quantitative Reasoning would cost more to offer; however, the course may be a good option who may have a stumbling block with other math courses and are not entering a STEM curriculum. Currently, the College of Arts and Sciences accepts Qualitative Reasoning if the student has the right math subscore for trigonometry. Dean Snyder noted that any changes to our math pathway at this point could hurt the application to establish a Phi Beta Kappa chapter at Mississippi State University. He noted that several schools who have made changes to their math pathway already have chapters and initiating such a change would not impact their Phi Beta Kappa status.

Deans Council scheduled meeting on October 17<sup>th</sup> was cancelled. Next meeting of the entire Deans Council is scheduled for November 21<sup>st</sup>.

Respectfully submitted,

Brent Fountain

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

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

1. [Request to Review Mandatory Certification for Online Teaching](#) (University Resources) (p. 51)

# **STANDING COMMITTEE REPORTS**

## **ACADEMIC AFFAIRS**

1. AOP 12.20 Undergraduate Academic Forgiveness

### **Report to the Robert Holland Faculty Senate**

#### **Academic Affairs Committee**

**October 21, 2016**

#### **Background**

AOP 12.20 - Undergraduate Academic Forgiveness, is brought to the senate in the standard course of reviews.

#### **Report on AOP 12.20 - Undergraduate Academic Forgiveness**

AOP 12.20 provides that undergraduates have 2 retakes of courses (up to 8 credit hours\*) where the new grades are included in the student's GPA. The Registrar reports the following usage of Academic Forgiveness over the last year:

<u>Term</u>	<u>Academic Forgiveness retakes</u>
Fall, 2015	970
Spring, 2016	1,357
Summer, 2016	465

\* or 1 class (up to 9 credit hours)

The most significant revision is to add #1 and strike #9.

1. This policy is only applicable to the first baccalaureate degree being earned by a student

at Mississippi State University.

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

### **Recommendation**

The Academic Affairs Committee recommends adopting the amended AOP 12.20. Noel Addy (chair), Stephaine Bennett, Brian Davis, Randy Follett, Lelia Kelly, Andrea Spain, Joe Wilmoth.



## 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:

2. This policy is only applicable to the first baccalaureate degree being earned by a student at Mississippi State University.

~~2.3.~~ This policy ~~will is only be applied~~ applicable only to courses that have been taken at Mississippi State University.  
University.

~~3.4.~~ 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.

~~4.5.~~ The original grade will be used to compute the GPA until the final second grade is issued.

~~5.6.~~ ~~Effective fall semester 2007, O~~ Only courses in which a B, C, D or F grade was earned after fall 2003 are eligible for retaking.

~~6.7.~~ 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.

~~7.8.~~A student may only retake a course once under this academic forgiveness policy, and it must be taken through Mississippi State University.

~~8.9.~~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 ~~certain~~-course section).

~~9.10.~~Students may not retake a course under this policy in which an “F” was received as a sanction for academic misconduct.

~~10. 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

**ANCILLARY AFFAIRS**

**CHARTER & BYLAWS**

1. Senate Bylaws Regarding Deadline for College Elections

**Report to the Robert Holland Faculty Senate**

**Charter and Bylaws Committee**

**October 21, 2016**

**Background:**

President Coyne requested our committee to consider changes to the Faculty Senate bylaws and elections. We discussed each of the three discussion topics. Summary and recommendations are below.

**Report:**

***Topic #1—Alter due date of college elections***

**Issue:** The current deadline for college elections of faculty senators is close in time to when senators are required to start their term. When elections are delayed, seats are unfilled without representation at the April meeting—the last scheduled meeting of the school year. Moving the required date for college elections earlier will give college administrators additional time to seek nominations, hold elections, and communicate with the Faculty Senate office. It is intended that by starting the process earlier, there will be less chance of having unfilled seats in the April meeting.

**Recommendation:** Committee recommends moving up date to **March 1**. This is one month earlier than the March 31 deadline currently in bylaws. This gives ample opportunity to solicit nominations, hold elections, and communicate results with Faculty Senate office. In addition, it is recommended Colleges have in place procedures for instances when senators cannot serve (i.e. have moved or on sabbatical, etc.).

***Topic #2—Reconsider terms of senators***

**Issue:** Newly elected senators start their term at an April meeting. Many are unfamiliar with processes and ongoing business of the senate yet are asked to vote on these issues. Many times these are issues that have occupied extensive prior discussion and debate on the senate floor of which newly elected senators would not be aware. The committee also recognizes the importance of having newly elected senators maintaining their ability to vote for Faculty Senate officers.



**Recommendation:** change senator term to begin at the **end** of the April meeting yet allow newly elected senators the voting privilege for officer elections. In an effort to accomplish this, we recommend changing the term of senators and moving the recommended time for when elections are held. These suggested changes require both outgoing and newly elected senators to attend the April meeting, and senators remain serving through old business of the April agenda meeting. This recommendation necessitates changes to various sections of the Faculty Handbook, Section C, within pp 17-24. (Changes are noted in bold and highlighted.)

**p. 17 of Handbook**

Each senator shall serve a period of three years, with elections to be completed by **March 31st 1st for membership to be assumed during the April meeting April 1st** and to participate in meetings thereafter. A senator may serve two consecutive terms, after which he/she is ineligible for membership for a year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.

*Redundant with p.24, under Terms*

Officers of the faculty senate shall consist of a president, vice president, and secretary who shall be elected in April by a secret majority vote of **eligible** senators **present**. These officers shall serve for a period of one year (July 1 through June 30). Those holding the offices of president and vice president shall not be eligible for more than two consecutive terms.

**p. 20**

Election of Senators: Each senator shall serve a period of three years, with elections by the colleges/units to be completed by **March 1 March 31<sup>st</sup>** for membership to be assumed **at April meeting in April 1<sup>st</sup>**. Colleges/units may elect senators by any procedure provided that:

- the call for nominations is open to the entire college/unit for a reasonable time;
- each person named on the ballot has agreed to serve, if elected;
- there is a clear provision, announced in advance, to determine how multiple vacancies of different terms (three-year term, completion of three-year term, sabbatical-replacement) will be filled;
- elections occur during the 9-month academic year, except in units in which all faculty members have 12-month contracts.

**p.22**

At the election meeting, secret balloting for the office of president, from among those nominated, shall be conducted immediately following **the president's report old business. Note that outgoing senators' terms are over at the conclusion of old business of April agenda. Senators whose terms expire in April that year (and were not re-elected by their college) are not eligible to vote in officer elections.**

**Order of Business**

The regular order of business of the senate shall be:

1. Adoption of minutes.
2. Recognition of new members and guests of the senate (when appropriate).
3. Report of president. This shall include a report of the disposition of previous senate recommendations and resolutions and the report of communication to the senate.
4. Report of vice president.
5. Report from faculty senate designates on university committees.

6. Business to be sent to committee.
7. Standing committee reports.
8. Special committee reports.
9. Old business.
10. New business. Those proposed recommendations, studies, and resolutions that have been submitted to the president in writing shall be considered first, and then items that might be brought up from the floor shall be considered.

**(At the April meeting, election of officers is to occur just prior to new business).**

**Note that outgoing senators' terms are over at the conclusion of old business of April agenda. Outgoing senators are not eligible to vote in officer elections.**

p. 24

### Terms

- The terms of office of the senate's officers shall begin July 1 and end June 30 for the following year. These officers retain full voting rights in the Faculty Senate until the completion of their terms as officers.
- ~~The terms of senators shall begin with the first day of April following their elections and shall end on March 31<sup>st</sup> of the last year of their term, except that the term of any of the senate's officers is considered to be extended until his/her successor is chosen if it would otherwise expire.~~
- **Each senator shall serve a period of three years.**
- **Election of senators is to be completed by March 1st for membership that will be confirmed at the April meeting.**
- **The full term of a senator begins with election of officers during the April meeting.**
- **The full term ends upon completion of unfinished/old business at the April meeting.**
- The terms of persons elected to fill unexpired terms of senators who resign or otherwise relinquish their membership are limited to the unexpired terms of the senators being replaced. Election and active membership of these replacements shall take place immediately following the occurrence of the vacancy.
- ~~Each senator shall serve a period of three years, with elections completed by March 31<sup>st</sup> for membership to be assumed April 1<sup>st</sup>.~~ A senator may serve two consecutive terms, after which he/she is ineligible for membership for one year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.
- During reapportionment years, when a unit loses one or more senators and either none of the senators' terms expire that year, or more than one of the senators' terms expire that year, the faculty of the affected unit must determine which individual(s) will continue to represent them.
- When units represented on the faculty senate are deleted by a vote of the general faculty, the terms of the affected senators will expire in March of that year.

### ***Topic #3—Alter election of officers of senate.***

Issue: For fear of undue advantage, a request was made to strike #3 on p.21:

*In the event there are not two candidates for an office, candidates running from the floor should bring a statement indicating reasons for seeking election to the specific senate office for distribution at the senate meeting, and will distribute such statement to all senators present.*

**Recommendation:** This was discussed and no changes are recommended. Committee did not think an undue advantage was present in the current document and wanted to keep the option of maintaining possibility of additional candidates being nominated when only one person is seeking an office.

### **Committee Members**

Robert Boyd, Joey Burt, Jenny Du, Anastasia Elder (chair), Wendy Herd, Aaron Kiess, Edward Potter, Lindon Ratliff.

During that portion of the meeting devoted to questions, the chair shall reply to questions on the operation, policies, practices, and other aspects of the university. Questions can be submitted in advance to the Office of the President.

If time does not allow answers to be given to all of the written questions submitted to the Office of the President prior to the meeting, a written response to the unanswered questions will be sent to members of the general faculty within two weeks of that meeting.

### **Authority and Records**

The general authority for parliamentary procedure in all matters not inconsistent with these bylaws shall be *Robert's Rules of Order*, current edition.

## **C. The Robert Holland Faculty Senate**

The general faculty elects representatives (senators) to the Robert Holland Faculty Senate, which functions as a channel of communication between the faculty and the president. The Robert Holland Faculty Senate advises the president on matters referred to it.

### **Composition**

Senators of the Robert Holland Faculty Senate, referred to elsewhere in this document as the faculty senate, shall be elected from the members of the general faculty who have had at least one year of service. Administrative officers at or above the assistant dean level (or equivalent) at Mississippi State University shall not be eligible for elected membership. The president and vice presidents are members of the senate ex officio. Four advisory (non-voting) members shall be the presidents of the Graduate Student Association and the Student Association, or their designates, and elected representatives of the Division of Student Affairs and the Professional and Support Staff Council.

Senators shall be elected by secret ballot from and by full time faculty members of the divisions of the university to be listed below. Faculty members are eligible to vote only within and for members of their particular division. The maximum number of senators on the faculty senate shall be 50. The senate seats shall be allocated on the basis of proportional representation from each of the divisions. All divisions shall be entitled to at least one senator.

Senate representation shall be refigured at two-year intervals or as necessitated by a change in the number of units represented. The units to be represented are as follows:

- College of Agriculture and Life Sciences and associated personnel of the Mississippi Agricultural and Forestry Experiment Station
- College of Architecture, Art and Design
- College of Arts and Sciences
- College of Business
- College of Education
- Bagley College of Engineering

- College of Forest Resources and associated personnel of the Forest and Wildlife Research Center
- College of Veterinary Medicine
- Mississippi State University Extension Service
- Mississippi State University-Meridian Campus
- The Libraries.

Other units composed of members of the general faculty may be represented upon the recommendation of the Robert Holland Faculty Senate and the approval of the general faculty. Faculty equivalent individuals who report to various administrative entities but do not hold appointments in one of the units listed above shall be assigned to one of the above units by the appropriate vice president.

Each senator shall serve a period of three years, with elections to be completed by March 31<sup>st</sup> for membership to be assumed during the April 4<sup>st</sup>-meeting and to participate in meetings thereafter. A senator may serve two consecutive terms, after which he/she is ineligible for membership for a year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.

### **Voting Eligibility**

Only elected members of the faculty senate (senators) may vote.

### **Officers**

Officers of the faculty senate shall consist of a president, vice president, and secretary who shall be elected in April by a secret majority vote of the eligible senators ~~present~~. These officers shall serve for a period of one year (July 1 through June 30). Those holding the offices of president and vice president shall not be eligible for more than two consecutive terms.

### **Organization**

The president of the faculty senate will appoint a committee to draft the necessary bylaws not contradictory to this charter, to enable it to perform its function. These bylaws will become effective upon approval of the majority of the senators present at a regularly scheduled senate meeting.

### **Support**

The university shall consider in its budget an appropriation of funds or the appointment of facilities sufficient to allow the faculty senate to perform its functions.

### **Meetings**

The faculty senate shall hold regular meetings in August, September, October, and November during the fall semester and in January, February, March and April during the spring semester and upon call of the president of the senate or petition of seven of its senators. A quorum shall consist of a majority of the senators eligible to vote.

## **Functions**

The faculty senate shall make recommendations to the president of the university on matters pertaining to the welfare of the university.

- The faculty senate shall consider all matters brought before it by the president of the university, the administration, the general faculty, or individuals of the general faculty, and make recommendations concerning them when appropriate.
- The faculty senate shall keep the general faculty fully informed of recommendations.
- The faculty senate shall be represented by its president or his/her representative on the Athletic Council, Board of Directors of the Alumni Association, Executive Council, Planning Committee, and University Faculty Senates Association and other committees are requested by the senate and/or university administration.
- The faculty senate shall be represented by its vice president or his/her representative on the Academic Deans Council, and University Faculty Senates Association, and other committees as requested by the senate, the president of the senate and/or university administration.

## **The Bylaws of the Robert Holland Faculty Senate**

The Robert Holland Faculty Senate, having been brought into being by the Charter of Organization of the Faculty of Mississippi State University, conscious of its role as an agency for stimulating, ascertaining, and appropriately articulating considered views and opinions of and for the general faculty will assist in the continued improvement of the university.

### Duties of Officers

*President:* The president of the Robert Holland Faculty Senate is the chief administrative official of the senate and its presiding officer. He/she has the powers and responsibilities commensurate with such functions. Specifically, he/she is charged with the responsibility to:

- send to senators, so as to reach them not less than three full days before a meeting, a notice of the specific items of subjects that he/she knows to be on the agenda for the coming meeting;
- ensure a record of the actions of each meeting be available to members of the general faculty within two weeks following each meeting;
- appoint the members and the chair of each committee;
- transmit to the president of the university, or to such other person to whom a senate recommendation may be directed, the recommendation of the senate;
- keep the senate informed of the disposition of each recommendation that is made;
- state clearly each issue that is being voted on before the vote is taken and announce the results of the vote immediately thereafter;
- notify newly elected senators of their right to participate in the nomination of candidates for the position of president of the senate;
- notify the dean or head of each college or division when any vacancy occurs that an election should be held to fill such vacancy on the senate;
- appoint members of other committees as specified by university policy;
- represent faculty senate on the Athletic Council, Board of Directors of the Alumni Association, Executive Council, Planning Committee, and University Faculty Senates

Association and other university committees as requested by the senate and/or university administration.

*Vice President:* The vice president of the Robert Holland Faculty Senate shall preside at senate meetings in the absence of the president. When the senate is to be represented by the president and he/she is unable to represent it, the vice president shall be designated to represent it.

If for any reason the position of senate president should become vacant, the vice president shall become president, and a new vice president shall be elected according to the procedure set forth in this document. In the event of the absence of the president and the vice president at a meeting, the senate must select one of its senators to be the temporary president for that meeting.

The vice president of the senate or his/her representative shall represent the faculty senate on the academic deans council, and other committees as requested by the senate, the president of the senate and/or university administration.

*Secretary:* The secretary of the Robert Holland Faculty Senate shall:

- maintain a record of senate deliberations, keep current a membership list of the Robert Holland Faculty Senate, which shall include the date of expiration of each elected senator's term;
- keep current a membership list of each committee of the senate;
- maintain a list of senate designates on university committees;
- maintains records posted on the faculty senate website ([www.facultysenate.msstate.edu](http://www.facultysenate.msstate.edu))

## **Procedures**

### *Studies and Recommendations*

- Each proposal for a study or recommendation by the Robert Holland Faculty Senate must be presented to the senate president in writing with the proposer's name appearing thereon. Each new proposed study or recommendation shall be provided in written form via electronic or print format or read by the president to the senate prior to voting to accept the study or recommendation.
- After introduction, the question shall be on sending the proposed study or recommendation to committee for further processing.
- Upon the senate's approval, each proposed study or recommendation shall be assigned to the appropriate committee by the president, and a report from that committee is expected in a timely manner at a subsequent meeting of the senate.
- Following the questions of fact, debate shall take place on the question of adopting the proposed recommendation, as presented by the committee, as a recommendation of the senate. Amendments may be offered from the floor.
- One recommendation, or more, adequately based on such a report, may be adopted in the meeting at which the report is given only if the committee has provided the senators with a written copy (electronic or print format) of its report at least three full days before the meeting at which the report is given.

- A recommendation of no action, or the failure of a committee to make a report or recommendation, shall not preclude the right of the senate to take further action on a proposed recommendation or a variation of it.

*External Resolutions:* The proposing and adopting of resolutions pertaining to persons or matters outside the senate shall follow the procedure of proposed recommendation, for adoption, except that if such a proposed resolution shall have been presented to the senate president so as to have been included by him/her in the notification of the agenda to the senators at least three full days in advance of a meeting, it can be moved for adoption at that meeting.

*Internal Affairs:* Motions and resolutions pertaining to internal matters of the senate, which are not otherwise provided for by these bylaws or by the senate's charter, can be initiated and passed upon in a single meeting. A majority vote of those senators present and voting "aye" or "nay" is required for adoption of such motions and resolutions.

*Amending the Bylaws:* Each proposal for an amendment to these laws shall follow the procedure of a proposed recommendation, except that for any amendment to be adopted it must receive a two-thirds vote of the senators present.

*Election of Senators:* Each senator shall serve a period of three years, with elections by the colleges/units to be completed by March 31<sup>st</sup> for membership to be assumed ~~in-at~~ April meeting.  
4<sup>st</sup>. Colleges/units may elect senators by any procedure provided that:

- the call for nominations is open to the entire college/unit for a reasonable time;
- each person named on the ballot has agreed to serve, if elected;
- there is a clear provision, announced in advance, to determine how multiple vacancies of different terms (three-year term, completion of three-year term, sabbatical-replacement) will be filled;
- elections occur during the 9-month academic year, except in units in which all faculty members have 12-month contracts.

*Election of Officers:* Nominations for the position of president of the Robert Holland Faculty Senate shall be a written note to the Faculty Senate Office or the elections officer by any person who shall be a senator in the forthcoming year. The nominations shall be made during a specified time interval between the regular March and April meetings of the senate. In 2008, the faculty senate approved the following procedures for the election of officers:

1. Nominations and elections will be supervised and facilitated by an "elections officer" in the following order of appointment: a) outgoing president, b) elected officer (outgoing vice president, then outgoing secretary), c) a member of the executive committee appointed by the outgoing president, provided she/he is still on the senate and not a candidate for office. The elections officer will be appointed at the March meeting of the senate.

Duties of the elections officer will be to:



- A. Conduct the elections of officers
  - B. Call on candidates for speeches prior to election using alphabetical order
  - C. Develop questions for candidates to answer prior to the third round of balloting if necessary.
  - D. Send out and receive absentee ballots for the first round of balloting
2. All candidates nominated and willing to stand for election will submit electronically a one page statement indicating qualifications and reasons for seeking election to the specific senate office and a vita for distribution to the senate members no later than 5 p.m. one week prior to the date of elections. Statements and vitas will then be electronically forwarded to all senators no later than 5 p.m. the Monday prior to the election.
  3. In the event there are not two candidates for an office, candidates running from the floor should bring a statement indicating reasons for seeking election to the specific senate office for distribution at the senate meeting, and will distribute such statement to all senators present.
  4. All candidates shall have a maximum of five (5) minutes to speak prior to the first ballot for their position. After the second ballot candidates will respond to a question formulated by the elections officer, and again will have a maximum of five (5) minutes to respond to the question.
  5. Absentee ballots will be permitted on the first ballot only. In order to receive an absentee ballot the senator must request an absentee ballot from the elections officer, and must provide an excuse for senate absence. Ballots must be requested no later than 12:00 noon on the Tuesday prior to the elections. Absentee ballots must be returned to the elections officer no later than 5 p.m. on the Wednesday prior to the elections. Absentee ballots may be submitted to the Robert Holland Faculty Senate or emailed directly to the elections officer.
  6. After the March elections of new senators from their respective colleges, a detailed description of the "Nominations and Elections Operating Procedures" will be provided to all senators eligible to vote in the April election of senate officers. This will include instructions for requesting and submitting absentee ballots from and to the appointed "elections officer".

The president's notice of the agenda for the election meeting shall contain an alphabetical list of the names that have been placed in nomination. If no more than one name has been received in nomination, then additional names can be placed in nomination from the floor. No person shall be considered a nominee unless he/she shall have served on this Senate at least one year.

At the election meeting, secret balloting for the office of president, from among those nominated, shall be conducted immediately following ~~the president's report~~old business. Note that outgoing senators' terms are over at the conclusion of old business of April agenda.

Senators whose terms expire in April that year (and were not re-elected by their college) are not eligible to vote in officer elections.

If no person receives a majority of the voting senators, which includes absentee ballots in the first round only, a second balloting shall take place between the top two vote receivers of the first balloting, or top three vote receivers should there be a tie for second place. Balloting shall continue on those names which were on the second ballot until one receives the required vote. Nominations from the floor will be allowed if there is still a deadlock after five ballots.

The senate shall then proceed to nominate and elect first a vice president who has served on the senate at least one year and then a secretary. In both cases the procedure for election and the required vote as described in Item 2 and Item 3 of this section shall be the same as that given for the election of the senate president.

Following the election of all officers, the retiring president shall present the new officers to the senate.

### **Order of Business**

The regular order of business of the senate shall be:

11. Adoption of minutes.
12. Recognition of new members and guests of the senate (when appropriate).
13. Report of president. This shall include a report of the disposition of previous senate recommendations and resolutions and the report of communication to the senate.
14. Report of vice president.
15. Report from faculty senate designates on university committees.
16. Business to be sent to committee.
17. Standing committee reports.
18. Special committee reports.
19. Old business.
20. New business. Those proposed recommendations, studies, and resolutions that have been submitted to the president in writing shall be considered first, and then items that might be brought up from the floor shall be considered.

(At the April meeting, election of officers is to occur just prior to new business).

Note that outgoing senators' terms are over at the conclusion of old business of April agenda. Outgoing senators are not eligible to vote in officer elections.

### **Standing Committees**

The Robert Holland Faculty Senate shall have standing committees through which it can systematically and continually keep itself informed. These committees and their jurisdictions, until the Senate otherwise directs by a majority of senators, shall be:

- *Academic Affairs*--those matters that are directly concerned with the university achievement of its primary purpose;
- *Ancillary Affairs*--those matters that are subservient and subordinate to and adjuncts of the primary purpose of the university but which do not fall within the areas of student or faculty affairs;
- *Faculty Affairs*--those ancillary matters which exclusively or primarily affect the General Faculty;
- *Student Affairs*--those ancillary matters which exclusively or primarily affect the students;
- *Charter and Bylaws*--for regular review and recommendation concerning the operating procedure, structure, size, representation, and other internal matters of the Senate; to report the number of general faculty in each unit represented on the faculty senate at the February meeting of each year; to report at the February meeting of every odd-numbered year the number of senators each unit is to have on the faculty senate until the next reapportionment. The chair of the Charter and Bylaws Committee will serve as the chair of the Faculty Handbook Committee, and as editor of the Faculty Handbook.
- *University Resources*--study the allocation of resources within the university and acquaint the faculty senate with such allocations.

All senators (with the exception of the president and vice president) will be appointed to a standing committee by the president. Each senator shall serve on that committee to which he/she is appointed throughout his/her term on the senate, unless he/she asks for and receives removal by the senate president. The chair of each standing committee shall be appointed yearly by the newly elected senate president.

Each standing committee shall receive, inform itself concerning, and report to the senate through one of its members on any proposed recommendation, study, or other matter which shall have been referred to it by a vote of the senate. In the discharge of its responsibility, it shall seek collectively, and its members shall seek individually, such factual information and the opinion of such interested parties as will provide the senate with a firm and complete basis for sound and responsible decisions.

### **Special Committees**

By a vote of the senate, or on the initiative of the senate president, special committees can be created temporarily to handle such matters as do not readily fall within the jurisdiction of one of the standing committees, or to handle such matters as might require intensive work or special handling.

The majority of the members of a special committee shall be from the faculty senate.

The Executive Committee of the Faculty Senate shall be a special committee chaired by the senate president and shall consist of the vice president, secretary, and all the chairs of standing committees of the senate. This committee shall act as an advisory committee to the senate president on all matters brought to the attention of senate by any of its members or any items affecting the faculty brought to the attention of the senate president by members of the administration.

## Terms

- The terms of office of the senate's officers shall begin July 1 and end June 30 for the following year. These officers retain full voting rights in the Faculty Senate until the completion of their terms as officers.
- Each senator shall serve a period of three years.
- Election of senators is to be completed by March 1st for membership that will be confirmed at the April meeting.
- The full term of a senator begins with election of officers during the April meeting.
- The full term ends upon completion of unfinished/old business at the April meeting.  
2.—
- ~~The terms of senators shall begin with the first day of April following their elections and shall end on March 31<sup>st</sup> of the last year of their term, except that the term of any of the senate's officers is considered to be extended until his/her successor is chosen if it would otherwise expire.~~
- The terms of persons elected to fill unexpired terms of senators who resign or otherwise relinquish their membership are limited to the unexpired terms of the senators being replaced. Election and active membership of these replacements shall take place immediately following the occurrence of the vacancy.
- ~~Each senator shall serve a period of three years, with elections completed by March 31<sup>st</sup> for membership to be assumed April 1<sup>st</sup>.~~—A senator may serve two consecutive terms, after which he/she is ineligible for membership for one year. A senator elected to serve out more than half of an unexpired full term shall be considered, for this purpose, to have served a full term.
- During reapportionment years, when a unit loses one or more senators and either none of the senators' terms expire that year, or more than one of the senators' terms expire that year, the faculty of the affected unit must determine which individual(s) will continue to represent them.
- When units represented on the faculty senate are deleted by a vote of the general faculty, the terms of the affected senators will expire in March of that year.

## Meetings

The faculty senate shall hold regular meetings in August, September, October, and November during the fall semester and in January, February, March and April during the spring semester. All meetings shall be held in the second week of each month, except when there is a conflict with scheduled holidays or other significant university events, such as graduation, in which case the meetings shall be scheduled on the Friday before or after the conflict. The August meeting will be held on the first Friday in August after classes have begun, i.e. normally the third Friday in August. If

FACULTY AFFAIRS



**MISSISSIPPI STATE**  
**UNIVERSITY™**

ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE:                April, 1989  
                          Rev: April 28, 2009  
                          October, 2013

SUBJECT:            AOP 13.03 Responsibilities in Instruction and Curriculum, and Attendance at  
                          Classes

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to help promote an understanding of instructor of record responsibilities in instruction and curriculum.

## 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

### A. Instructional Responsibilities:

An instructor of record [b1] has the following obligations to his/her students:

1. Develop a syllabus for each class to serve as an academic contract with the students in his/her classes. The syllabus should clearly state the learning objectives for the course, assignments and exams, standards of achievement, methods of evaluation (including the relative importance to be assigned to various factors), and the date of the final examination. The course syllabus should be presented at the first class meeting to all students, and there should be no variation from the syllabus. The syllabus must contain a statement that makes reference to the MSU Honor Code (see AOP 12.07 Honor Code), the Title IX (see OP 03.04 Sexual Misconduct) and Student Support Services ([www.sss.msstate.edu](http://www.sss.msstate.edu)). Please refer to syllabus templates on the Center for Teaching and Learning website at <http://wwwctl.msstate.edu/>.

All syllabi should be reviewed on a scheduled basis by the department or college on a cycle of four years or less. If the content of the course varies by more than 25% compared to the version approved by the UCCC, a proposal to modify the course must be submitted to the UCCC for approval. If the content of the course varies by more than 50% compared to the version approved by the UCCC, a proposal to delete the course and a proposal to add a new course must be submitted to the UCCC for approval.

2. Meeting all assigned classes, unless hindered by reason beyond one's control. When instructors of record cannot meet occasional or individual classes, they, or a departmental representative, will make timely announcements ~~will be made,~~ of their absence and ~~they should~~ will arrange equivalent and/or alternate instruction. In those cases where the instructor is absent and has not been able to notify class ahead of time, students are expected to remain in the classroom ten minutes after the beginning of the period, unless otherwise indicated by the instructor of record.
3. Present a reasonable range of opinions on controversial issues within the scope of the course. An instructor of record's own views on such issues should always be identified as such. Wherever

values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.

4. Evaluate fairly and impartially the student's performance. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, gender, political views, or be based on the student's agreement or disagreement with the instructor of record's opinion on controversial issues in the discipline.
5. Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.
6. Serve as an intellectual guide and counselor to students; be available for private conferences; provide accurate information; assist students in achieving their academic goals.
7. Demonstrate respect for the student and treat the faculty-student relationship in a professional manner.
8. Avoid any exploitation of students for personal advantage or for any other purpose.
9. Engage in those scholarly activities that contribute to the upgrading of knowledge and skills; only by so doing can the faculty member adequately teach students. Beyond the obvious requirement of staying current with the literature in one's field, the faculty member may find it necessary or useful to conduct research and/or participate in research conferences, workshops, institutes, consulting, and other forms of post-graduate training or experience. It is the faculty member's responsibility to seek out such activities and the University's responsibility to encourage such endeavors.
10. Follow university procedures concerning examinations, academic dishonesty, accommodating students with disabilities, grade submission, and other regulations related to instruction.
11. Establish office hours each week during the semesters they are involved in course delivery.

#### B. Modification of Teaching Responsibilities

In cases where a tenured, or tenure-track faculty member finds themselves prevented ~~it is expected, or where the occasion arises, that prevents a tenured or tenure-track faculty member~~ from meeting some or all of face-to-face instructional responsibilities for class delivery in Fall or Spring ~~semesters~~<sup>[b2]</sup> for any number of reasons (personal or medical, etc.), faculty should work with their Department Head/School Director to arrange a temporary reduced or modified teaching load as appropriate.

Department Heads/School Directors should refer to the “Guideline for Department Heads on Faculty Parental Leaves of Absence” ~~in these, or similar circumstances~~ for guidance regarding means for modifying ~~faculty~~ workload, adjusting appointments, and/or other accommodations. ~~Regardless of the reason or approach utilized, a faculty member’s workload distribution for any semester in which his/her teaching obligations are reduced must continue to equal 100%. When reductions in teaching load are accommodated in any semester, the faculty member’s his/her research and/or service load should increase by a commensurate amount. The Department Head/School Director should allow the faculty member to make up for courses not taught in a given semester by his/her taking on additional courses in subsequent one to three fall and/or spring semesters following the period of time semester when the faculty member did not meet his/her their normal face-to-face teaching obligation~~<sup>[b3]</sup>. For guidance on workload policies and procedures, ~~faculty and~~ Department Heads/School Directors should refer to AOP 13.23 Faculty Workload. ~~and w~~Where leave issues may be applicable, the Family Medical Leave Act (FMLA) and ~~the university’s existing university policies and procedure on leave.~~ ~~may apply.~~

In each proposed case of a modification to a tenured or tenure-track faculty member’s teaching responsibilities, the Dean of the College will be notified ~~and approve for concurrence~~ of the ~~with~~ said modifications. In cases of disagreement ~~between faculty member and Head/Director,~~ the Dean’s Office should be notified. ~~and~~ If not resolved by the Dean, the matter ~~proposed modification~~ should be referred to the Provost and Executive Vice President for a ~~final~~ resolution.

### C. Curriculum Responsibilities:

The university depends on its faculty to ensure the quality and effectiveness of its curricula. The faculty will work with the academic department heads in the development, coordination, implementation, and periodic review of academic programs and course offerings.

## RESPONSIBILITIES



<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2018

APPROVED BY:

_____	_____
Associate Provost for Academic Affairs	Date

_____	_____
Provost and Executive Vice President	Date

_____	_____
President, Robert Holland Faculty Senate	Date

REVIEWED:

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Assistant Vice President, Office of  
Institutional Research and Effectiveness

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Date

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General Counsel

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Date

APPROVED:

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President

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Date



# MISSISSIPPI STATE UNIVERSITY™

## ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic

Operating Policy and Procedure Manual

DATE: April 17, 1989

Revised: July 15, 2011

SUBJECT: AOP 13.04 Attendance at Classes: Teaching Faculty

### PURPOSE

The purpose of the Academic Operating Policy and Procedure (AOP) is to ensure an understanding of standardized procedures for the handling of Teaching Faculty Class Attendance at Mississippi State University in accordance with the Board of Trustees, Institution of Higher Learning of the State of Mississippi.

### 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

Instructors will be in class during the full scheduled times unless hindered by reasons beyond their control and when teachers cannot meet classes, timely announcements will be made. In those cases where the teacher is absence and has not been able to notify the class ahead of time, students are expected to remain in the classroom ten minutes after the beginning of the period, unless otherwise indicated by the instructor.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2015



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

Faculty workload can consist of a combination of three activities: teaching/instruction; research/creative achievements; and service. These occur in varying proportions depending on such factors as faculty talents and interests, unit and institutional needs and strategic plans, and IHL requirements. The workload assignments are the responsibility of the department head in consultation with the faculty member, with the concurrence of the college dean and the provost. Similar workloads within each of the academic missions should be recorded and evaluated in a consistent manner. In this consideration are the needs of the students and the quality of the individual academic degree programs. Faculty time distribution must be consistent with the policy outlined in this AOP, although deviations from the policy may occur in times of exigency.

In assigning individual teaching loads for faculty on a single budget, a department head usually relies upon what has become the nationally accepted norm for universities with primarily a baccalaureate mission. Teaching workload is based on the equivalent of eight courses (about 24 hours) per academic year. As a general rule, in disciplines that offer only an undergraduate degree, the average teaching load of a faculty member with an active research agenda is usually equivalent to six courses (about 18 hours) per academic year. In disciplines that offer a master's degree, the average teaching load of a faculty member with an active research agenda is usually equivalent to five courses (about 15 credit hours) per academic year, and for faculty with an active research agenda in most disciplines that offer a doctoral degree, the average teaching load is usually equivalent to four courses (about 12 credit hours) per academic year. The teaching load for an instructor with a full-time appointment is usually equivalent to eight courses (about 24 credit hours) per academic year. 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 (e.g., studio courses), size of the classes being 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.

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 among those funds. The proportion of the workload will be determined by the proportion of the individual salary funded by these designated budgets. Service activities may be funded by any of these budgets.

When reductions in teaching load are accommodated in any semester, the faculty member's his/her research and/or service load should increase by a commensurate amount. The Department Head/School Director should allow the faculty member to make up for courses not taught in a given semester by his/her taking on additional courses in subsequent one to three fall and/or spring semesters following the period of time semester when the faculty member did not meet his/her their normal face-to-face teaching obligation.

Service is operationally different among departments. Qualitative and quantitative components of service must be defined by colleges and departments and, when relevant, will include critical professional service responsibilities provided to citizens of the state of Mississippi. A distinction must clearly be described for profession-related service activities compared to committee-type service responsibilities. Graduate committee type service contributions are considered to be part of the teaching and scholarly activities. Equivalent workload assignments for profession-related service should be reported and recognized in a relatively equivalent manner for all faculty across an entire department. Typically, the faculty workload assignments must be partitioned so that service and teaching combined do not exceed 80% of the total FTE assignment in order to ensure that tenure track faculty have an opportunity to make scholarly contributions to the academic missions of research and/or creative activities in accord with traditional job descriptions and job titles approved by the Office of the Provost for tenure track faculty. Significant service contributions to the department, college, or university may result in the allocation of release (from class or research) time.

Deciding the sufficiency of an active research and/or service and/or teaching agenda is the responsibility of the department head with input from the individual faculty member. The specific scholarly/creative achievement/outcome expectations during a specified period of time must be prescribed in the annual review. In situations where a faculty member is awarded external grant funds for research, or service or teaching/instruction, adjustments may be made in teaching and/or research and/or service responsibilities proportional to the level of funding received. In addition to the quantitative assessment of funding, faculty scholarly achievements and productivity in the form of published peer-reviewed research, the generation of intellectual property, and other types of creative activity may also be utilized as parameters for modifying the partitioning of faculty workload assignments within the academic missions of teaching/instruction and/or research and/or service.

Each year, during the annual review process, the department head will address each faculty member's teaching load relative to productivity in research and/or service activities, as well as the teaching needs of the department. A written record of this discussion should be made for subsequent reviews where an assessment again will be made of any differences between expectations and realizations.

Departments should reach an agreement with their deans on overall average teaching loads expected for their department, and the deans and the Provost should reach a similar agreement at the college level. Comparisons of workload data with peer institutions are desirable in establishing standards. In some cases, the development of 'departmental' peers may go beyond the MSU peer group to include institutions with programs that best compare with a department's particular program, goals and objectives.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2018

APPROVED:

_____	_____
Associate Provost for Academic Affairs	Date

_____	_____
Provost and Executive Vice President	Date

_____	_____
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President, Robert Holland Faculty Senate

Date

REVIEWED:

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Director, Office of Internal Audit

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Date

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General Counsel

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Date

APPROVED:

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President

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Date

**STUDENT AFFAIRS**

**UNIVERSITY RESOURCES**

**SPECIAL COMMITTEE REPORTS**

**PENDING BUSINESS**

**NEW BUSINESS**

**ADJOURN**

Hey Cody,

Hope your semester is going well! I am not with the Senate this term, but am hoping you could answer some questions for me with reference to the email appended below from CTL and policy for a mandatory certification for faculty that teach on-line. There are all kinds of issues associated with this and questions that I have. I am graduate Coordinator in my Department most of our graduate courses are taught on-campus and recorded for distance students and the majority of our 100 some-odd graduate students are distance students, so this will have a big impact on us. There are also a “lot” of implications. I have not talked to our new faculty senate representative but understand the issue was discussed in the senate. For now, my specific questions are:

- 1) Is this issue being addressed by the senate and how (at what level)?
- 2) Which (if any) office(s) or organization(s) at this University has (have) the authority to impose a campus-wide mandatory certification requirement for teaching (online, or any other method of delivery)?
- 3) Is there an O.P. or A.O. P that deals with this issue or provides that authority?
- 4) Also, would not licensure or certification fall within the purview of the Certification Commission and State Board of Education?

I would appreciate anything you can let me know. Also, let me know how you would like me to treat your response (I can quote you, quote an “informed source”, should treat your responses confidential, etc.), whatever you are comfortable with.

Thanks,

James

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