

ROBERT HOLLAND FACULTY SENATE AGENDA

November 11, 2016

1. Call to Order
2. [Adoption of Minutes October 21, 2016](#)..... (p. 2)
3. Introduction of Guests
 - Dr. Mark Keenum, University President
 - Dr. Judy Bonner, Provost and Executive Vice President
 - Dr. Thomas Bourgeois, Dean of Students
 - Dr. Steven Turner, Faculty Athletics Representative
 - Tamara Gibson, Chair, Staff Council
 - Susan Brooks, Policies and Procedures Committee Chair, Staff Council
4. [Report of the Faculty Senate President](#) (p. 19)
5. [Report of the Faculty Senate Vice President](#) (p. 23)
6. Report from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
8. Standing Committee Reports:
 - 8.1. Academic Affairs
 - 8.1.1. [AOP 12.20 Undergraduate Academic Forgiveness](#)..... (p. 24)
 - 8.1.2. [AOP 12.17 Undergraduate Fresh Start and AOP 12.19 Undergraduate Academic Amnesty](#) (p. 28)
 - 8.2. Ancillary Affairs
 - 8.3. Charter & Bylaws
 - 8.3.1. [Senate Bylaws Regarding College Elections and Terms of Senators](#)..... (p. 36)
 - 8.4. Executive Committee
 - 8.4.1. [Letter of Response to Academic College Deans](#)..... (p. 49)
 - 8.5. Faculty Affairs
 - 8.6. Student Affairs
 - 8.7. University Resources
9. Special Committee Reports
10. Pending Business
11. New Business
12. Adjourn



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of October 21, 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, October 21, 2016.

Members absent and excused were: Robert Boyd, Brian Davis, Darrin Dodds, Jeffrey Haupt, Kelly Marsh, Lindon Ratliff, Lesley Strawderman, Byron Williams, and Kevin Williams.

Members absent were: Cecelia Cook.

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

President Coyne asked for any changes for the September 9, 2016 minutes. Senator Lemus moved that the minutes be accepted as written. Senator Barefield seconded the motion. The motion to approve the August minutes passed by majority voice vote.

REPORT OF THE FACULTY SENATE PRESIDENT

Robert Holland Faculty Senate President Committee Reports

Athletic Council

Executive Council

Executive Enrollment Management Council

Faculty Research Advisory Committee

Anti-Bullying Policy Development Committee

Assistant Vice President for Multicultural Affairs

Diversity Council

Information Technology Council

Master Planning and Design Committee

Design Review Committee

Sustainability Committee

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 4th, 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 th	MSU Faculty: Breckenridge/Dampier/Ritter	Fowlkes Auditorium: 2:30-4:00
Oct 20 th	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 3rd, 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**

<u>Academic Affairs</u> (Committee Chair: Senator Noel Addy)	
<u>AOP 12.17</u> – Undergraduate Academic Fresh Start (September).....	Pending
<u>AOP 12.19</u> – Undergraduate Academic Amnesty (September).....	Pending
<u>AOP 12.20</u> - Undergraduate Academic Forgiveness (September).....	Pending
<u>Student Affairs</u> (Committee Chair: Senator Stacy Haynes).....	None Pending
<u>Ancillary Affairs</u> (Committee Chair: Senator Mary Ann Jones)	None Pending
<u>Faculty Affairs</u> (Committee Chair: Senator Brian Baldwin).....	
<u>AOP 13.03</u> - Responsibilities in Instruction and Curriculum, Attendance at Classes...(August)..	Pending
<u>AOP 13.04</u> - Attendance at Classes: Teaching and Faculty (August).....	Merge/Rescind
<u>AOP 13.24</u> - Faculty Workload (Executive Committee recommendation for text transfer).....	
<u>Charter & Bylaws</u> (Committee Chair: Senator Anastasia Elder).....	
Senate Bylaws Revision: College Senator Election Completion Date (April),.....	Pending
<u>University Resources</u> (Committee Chair: Senator Laurie Grace).....	None Pending

AOP 13.09 – Credential 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

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 Lemus asked if the proposed new golf cart regulations would apply to MSU vehicles as well. President Coyne replied that many of the MSU vehicles are non-compliant. There is concern that this would be an issue for the University.

Senator Kelly asked what the reason was for the potential policy. President Coyne replied that there have been instance of people getting struck by golf carts.

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

o Communication is critical to success. Clear and open communication is encouraged at each level of this multi-level process.

o 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.

o 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.

o 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.

o It is useful for committee members and stakeholders to have a consistent understanding of the necessary composition and structure of successful proposals.

o 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.

o 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
 - o Recommended that it be moved to a Thursday evening
 - o Recommended that no evening classes be scheduled or held during fall convocation
 - o Work with organizations to have no university sponsored/non-sponsored activities during fall convocation

o 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 17th was cancelled. Next meeting of the entire Deans Council is scheduled for November 21st.

Respectfully submitted,

Brent Fountain

Senator Elder asked if faculty feedback was sought by the UCCC regarding the online software. Vice President Fountain replied that to his knowledge they did not. Senator Elder said that faculty input could possibly bring to light some issues that exist with the process.

Senator Elder asked how the definition of “technical changes” would be changed. Vice President Fountain replied that the definition would be changed so that minor technical changes would no longer have to come back to lower levels of the committee.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEES

1. Request to Review Mandatory Certification for Online Teaching (University Resources)

President Coyne presented the consent agenda to the Senate. The motion to send the request to review mandatory certification for online teaching to the University Resources Committee passed by majority hand vote.

Senator Lemus asked whether mandatory distance training would be required for instructors in charge of webinars. President Coyne replied that he did not think that would be required, and Senator Barefield confirmed that the training was only needed for courses for credit through the Center for Distance Education.

STANDING COMMITTEE REPORTS

Academic Affairs

1. AOP 12.20 Undergraduate Academic Forgiveness

Senator Addy, on behalf of the Academic Affairs Committee, presented AOP 12.20 to the Senate. He explained that the Academic Affairs Committee was assigned three separate AOP's to review. Two of the AOP's are very similar and will be presented in a combined form at a later meeting. Senator Addy presented the committee report for AOP 12.20.

Senator Barefield asked if the policy applied to just the first degree at MSU, or if it applied to the student's first degree from anywhere. Senator Addy replied that it only applied to the student's first degree at MSU. Senator Barefield asked if the "at" should be "from" in item one. Senator Musser suggested that striking "by a student" would solve the issue.

Senator Larson said that she did not believe that the line that was struck was saying the same thing as the line that was added about the first degree at MSU. Senator Addy replied that the way that the Registrar's Office interprets this is that once a degree is conferred, the books are closed and the courses taken in order to earn that degree cannot be modified.

Senator Follett said that the suggested statement would not preclude a student that has earned a degree at MSU from using academic forgiveness to elevate their GPA for that degree. Senator Wilmoth said that the original statement would allow a student to use academic forgiveness while earning their second degree as long as the course in question was not taken during the earning of their first degree. The new statement does not give the student that option. Senator

Wilmoth asked if this was intentional. Senator Addy replied that he did not know if it was intentional, but he agreed with the implication.

Senator Krishnan asked what the time limit was for using this policy. Senator Addy replied that he did not believe that there was a time limit.

Senator Follett suggested that the Registrar could be contacted to determine the language that would make them comfortable that the books could not be altered after the conferring of the first baccalaureate degree.

Senator Larson made a motion to send AOP 12.20 back to committee. Senator Follett seconded the motion. The motion to send AOP 12.20 back to committee passed by unanimous hand vote.

Ancillary Affairs No Report

Charter & Bylaws

Senator Elder, on behalf of the Charter and Bylaws Committee, presented a proposed update to the Faculty Senate bylaws. She explained that her committee was asked to look at the deadline for college elections, review term lengths of Senators, and look at adjusting the election of officers. Senator Elder presented the committee report on all three issues.

Senator Carskadon said that sometimes the election of officers can take a really long time. He said that he was afraid that putting the elections at the end of old business could create a problem. He added that he did not feel it necessary to have outgoing and incoming Senators at the same meeting. Senator Elder replied that the issue that drove the committee decision was the fact that at the end of the academic year there are some policies that have some history in the Senate, which incoming Senators would not know. She added that it is hard for a newly elected Senator to make an informed vote in that situation.

President Coyne said that the motivation for the changes was the fact that colleges do not always have their elections done in time to seat the new Senators at the April meeting. The intent was to be able to carry on with business at hand even if the college elections were not complete.

Senator Wilmoth said that at his first Senate meeting, Promotion and Tenure changes were going to a vote. He said that he did not believe that he was qualified at the time to make an informed decision without having heard the previous discussion on the topics.

Senator Herd said, at the last April meeting she had not been re-elected yet and technically could not vote in the meeting.

Senator Follett said that the first Senate meeting that he ever attended did not end until 6:30 p.m. He said that elections took up the vast majority of the time for the meeting. If there is pending business that needs to be addressed and it takes a long time to review it, quorum may be lost before elections can be completed.

Senator Jones asked if the committee entertained the possibility of the newly elected Senators taking office in August. Senator Elder replied that the committee did entertain that idea, but felt that the new Senators should be able to vote on their officers.

Senator Follett said that part of the changes to be made are in the charter. He said that the bylaws cannot be contradictory to the charter, and the charter could only be changed at a general faculty meeting.

Senator Carskadon made a motion to hold a vote to determine the sense of the Senate. Senator Follett seconded the motion.

Senator Herd made a friendly amendment to address the three topics separately. Senator Carskadon accepted the friendly amendment.

Senator Carskadon withdrew his motion.

Senator Herd made a motion to address the topics separately. Senator Carskadon seconded the motion. The motion passed by majority hand vote.

The committee motion to move the deadline of college elections to March 1st passed by unanimous hand vote.

Senator Carskadon made a motion to hold a vote to determine the sense of the Senate to change the terms of Senators. Senator Jones seconded the motion.

Senator Elder, on behalf of the Charter and Bylaws Committee, withdrew the motion to adopt the changes presented in topic two of their report.

The motion to determine the sense of the Senate regarding topic two passed 24-7-1.

Faulty Affairs

Senator Baldwin, on behalf of the Faculty Affairs Committee, presented his committee report regarding AOP 13.03, and rescinding of AOP 13.04. He noted that the changes to the policies led to the modification of a portion of AOP 13.23 Faculty Workload. Senator Baldwin explained that the contents of AOP 13.04 was incorporated into AOP 13.03. There was a portion of AOP 13.03 that dealt with faculty workload. This portion was added to the Faculty Workload document to keep all workload policy in one location.

Senator Krishnan asked that if a faculty member was absent due to medical reasons does the research and service requirements have to be increased. Senator Baldwin replied that all full time faculty are required to fulfill their full time obligation.

Senator Randle asked why the teaching load would be increased the following semester. Senator Baldwin replied that in order to make up for the teaching load that was not performed, the

department head could increase the teaching load the following semester and reduce research and service commensurately. Senator Randle said that this was not a requirement. Senator Baldwin agreed.

Senator Krishnan said that “may allow” might be better than to say “should allow”. Senator Spain agreed with Senator Krishnan.

Vice President Fountain said that he believed that the language being discussed was inserted to protect the faculty member. It could be the case that if teaching is not increased, it could negatively affect a tenure review.

Senator Krishnan asked if there was a reason that the document said “face-to-face”. He asked if this did not apply to online courses.

President Coyne said that all three AOP’s will be addressed individually.

The motion to adopt AOP 13.03 passed by unanimous hand vote.

The motion to rescind AOP 13.04 passed by unanimous hand vote.

Senator Ridner made a friendly amendment to replace “should allow” with “might require”

Vice President Fountain said that he felt that “should allow” was to protect the faculty. If it says “might require”, it would no longer protect the faculty.

Senator Brashier said that it could be the case that the department head has limited faculty to teach courses in an area that must be taught.

Senator Baldwin said that the previous paragraph allows negotiation with the department head.

Senator Musser made a friendly amendment to strike “face-to-face”.

Senator Baldwin accepted the friendly amendment.

Senator Brashier made a friendly amendment to strike “his/her”

Senator Baldwin accepted the friendly amendment.

Senator Elder made a motion to change “should allow” to “might require”. Senator Jones seconded the motion. The motion failed by majority hand vote (15-17-1).

The motion to approve AOP 13.23 as amended passed by majority hand vote.

Student Affairs No Report

University Resources No Report

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

Senator Jones said that she would like for Senate to discuss the Roundabout on Blackjack road and the lack of a crosswalk. She said she wanted to ask Senate before addressing the Traffic Policy Committee.

Senator Baldwin said that the intersection was not under the control of MSU since it is a county road. He added that the county could be pressured to rectify the situation. Senator Jones replied that she wanted to address the Traffic Policy Committee to pressure the county.

Senator Wipf said that the sidewalk issue should be addressed as well.

President Coyne said that there was talk of an overpass, but it was too expensive and many students would not use it.

Senator Lemus said that the Traffic Policy Committee should also address the new road that is being built and how that will be handled. Senator Jones said that she would ask the committee about that issue.

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

After a unanimous voice vote, the meeting adjourned at 4:17 p.m.

Submitted for correction and approval.

Kent Marett, Secretary

Jason Cory, Administrative Assistant II

INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President
Dr. Judy Bonner, Provost and Executive Vice President
Dr. Thomas Bourgeois, Dean of Students
Dr. Steven Turner, Faculty Athletics Representative
Tamara Gibson, Chair, Staff Council
Susan Brooks, Policies and Procedures Committee Chair, Staff Council

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
Maroon and Write QEP Advisory Board	Traffic Committee
	Campus Access Committee
	Faculty Housing Appeals Committee
	Annual Faculty Review Form (ad hoc)
	Text Book Adoption Committee
	Parking and Traffic Regulation Committee

Executive Enrollment Management Committee **November 9th, 2016**

Meeting scheduled after Tuesday submission of Faculty Senate Agenda: Report pending

Maroon and Write Quality Enhancement Plan Advisory Board **November 1, 2016**

CTL/QEP Brown Bag – Thesis Development & Your Writing Assignments

January 30, 2017 at 11:30 to 1:00 in the Grisham Room

Maroon & Write Speaker Series: Dr. Terrance Doyle: Putting the Research on Learning into Practice

February 3, 2017

CTL Seminar – Getting to the Point: Improving Clarity and Depth in Student Writing by Ed Dechert

February 23, 2017 at 12:30 to 1:30 in the Presentation Room 1405

CTL Seminar – Writing the Rubric by Chelsea Henshaw

March 6, 2017 at 2:00 to 3:00 in the Presentation Room 1405

Office of Institutional Diversity and Inclusion Faculty Writing Group: Ongoing Throughout Spring Semester
2017 Maroon Institute for Writing Excellence (MIWE) May 8-25, 2017

Information Technology Council **November 8, 2016**
Meeting held after submission of Faculty Senate Agenda: Report pending

Central Plant Pre-Planning Review **October 10th, 2016**
- Proposals have been reviewed for the next phase of expanding campus central plant capabilities

Design Review Committee **October 11, 2016**
• Partnership School: architecture, building orientation, traffic flow, building site

Master Plan Development and Advisory Committee (MPDAC) **November 3, 2016**
Canceled/Rescheduled

Sustainability Committee **October 26, 2016**
Cancelled/Organizing the energy model for Dudy Nobel Renovation
Solar panel installation plan for the new Math and Engineering building is under active review

Staff Council **October 28, 2016**
Tuition Remission Policy (spouse): Staff Council

Campus Access Committee **November 7, 2016**
Canceled/Rescheduled
MPPA Capstone Class is currently active with assessments being completed by undergraduate interns
- Deliverables from their findings will be distributed to committee members within a few weeks

Game Day and Special Events: **November 2, 2016**
• Golf Carts: turn signals, lights, driver's license, insurance, parking away from Davis Wade stadium
• MSU trash receptacles purchased by GDSE utilized for advertisement (previous contact agreement)
• Billboard advertising on trailers pulled by trucks serially circulating through game day traffic
• Burn ban for grilling due to drought conditions

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

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.

Tenure and Promotion Process:

During Fall Semester of each year there is commonly an increase in questions received pertaining to the promotion and tenure process. Common questions and inquiries received include the following topics.

- Scheduling of requests for external reviewers/evaluators
- Monitoring receipt of external reviewer/evaluator letters
- Number of required external reviewer/evaluator letters
- Critical dates for submission and committee review
- Department committee letter of review/evaluation forwarded to college committee
- Optional letters of clarification for correction of factual misinterpretations
- When can documentation be added to dossiers post submission to department office
- Documentation forwarded to college compared to documentation forwarded to Provost Office

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

October 24, 2016

OP 03.03 - Discrimination, Harassment and Retaliation October 24, 2016
OP 70.09 - Financial Conflict of Interest in Sponsored Activities October 24, 2016
OP 80.08 - U.S. National Industrial Security Program.....October 24, 2016
OP 95.503 - Management of Traffic and Parking October 24, 2016

AOP 12.16 - Academic Dismissal and Suspension.....September 26, 2016
OP 31.01 - Definition of a StudentSeptember 26, 2016
OP 61.06 - Cost Transfer Policy.....September 26, 2016
OP 70.03 - Responsible Conduct of Research.....September 26, 2016
OP 91.208 – HazingSeptember 26, 2016
OP 91.352 - Use of Automated External DefibrillatorsSeptember 26, 2016

Associate Deans Council

AOP 13.03 - Responsibilities in Instruction and Curriculum, Attendance at Classes.....Pending
AOP 13.04 - Attendance at Classes: Teaching and Faculty (Merge/Rescind).....Pending
AOP 13.24 - Faculty Workload (Executive Committee recommendation for text transfer).....Pending
AOP 12.17 - Undergraduate Academic Fresh-Start November 9, 2016
AOP 12.19 - Undergraduate Academic Amnesty November 9, 2016
 Course Syllabus Posting November 9, 2016
 English Composition Redistribution November 9, 2016
AOP 12.17 - Undergraduate Academic Fresh-Start August 10, 2016
AOP 12.19 - Undergraduate Academic Amnesty August 10, 2016
AOP 12.20 - Undergraduate Academic Forgiveness August 10, 2016

AOP 12.09 - Class Attendance and Reporting Absences April 13, 2016
AOP 13.03 - Responsibilities in Instruction and Curriculum, and Attendance at Classes April 13, 2016

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

Faculty Senate Committee Resolutions/Revisions/Reports **November 11, 2016**

Academic Affairs (Committee Chair: Senator Noel Addy)
AOP 12.17 – Undergraduate Academic Fresh Start (September).....Nov 11, 2016
AOP 12.19 – Undergraduate Academic Amnesty (September).....Nov 11, 2016
AOP 12.20 - Undergraduate Academic Forgiveness (September).....Nov 11, 2016
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) Approved
AOP 13.04 - Attendance at Classes: Teaching and Faculty (August: Merge/Rescind).....Approved
AOP 13.24 - Faculty Workload (Executive Committee recommendation for text transfer).....Approved
Charter & Bylaws (Committee Chair: Senator Anastasia Elder).....
 Senate Bylaws Revision: College Senator Election Completion Date (April).....Nov 11, 2016
University Resources (Committee Chair: Senator Laurie Grace).....None Pending
AOP 13.09 – Credential for Teaching (Distance Education Certification Addition: Oct Assign)...Pending
AOP 10.16 – Distance Education (Distance Education Certification Addition: Oct. Assign).....Pending
AOP 34.01 – Special Teaching Programs (Distance Education Certification Oct. Assign).....Pending
Executive Committee (Committee Chair Senator C.P. Coyne)
AOP 13.15 - Evaluation of Teaching Performance: Deans Letter of Request (August).....Nov 11, 2016

Senate Bylaws Revision: College Senator Election Completion: Attributes and Advantages

- 1- Proposal does not change the process of electing new Senate Officers
- 2- Allows outgoing senators with knowledge and familiarity vote on AOP revision and approval.
- 3- Provides more time to colleges to schedule elections for new faculty senate representatives.
 Traditionally, not all academic colleges have completed this process in time to have representatives attend the April meeting.
- 4- Newly elected senators are not responsible at the April for AOP review, revision, and approval
- 5- Newly elected college representatives can become familiar with Robert Rules of Order and meeting process prior to being responsible for AOP review, revision and approval.
- 6- When colleges fail to elect college representatives for the April meeting, those faculty senators that are eligible for re-election are still eligible to vote on AOP review, revision and approval but technically are not eligible to elect new senate officers.
- 7- Outgoing senators can be acknowledged for their dedicated term of service at the April meeting.
- 8- Senators newly elected by their college can be introduced by they representative they are replacing.

Faculty Handbook

III. The Faculty

- A. Organization of the Faculty: Charter
- B. Organization of the Faculty: Bylaws
- C. The Robert Holland Faculty Senate

The Bylaws of Robert Holland Faculty Senate

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.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Due to the compressed schedule between the October and November Faculty Senate meetings, there is no report. Below is a list of upcoming meetings that will occur prior to the January Faculty Senate meeting. Results of these meetings will be reported during the January meeting.

Upcoming meetings

- Blue Cross Blue Shield Quarterly Meeting November 9
- Work-Life Balance Monthly Meeting November 15
- Health and Wellness Committee Strategic Planning November 17
- Deans Council Meeting November 21
- Master Plan Development and Advisory Committee December 8

Respectfully submitted,

Brent Fountain

RHFS Vice President

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

BUSINESS TO BE SENT TO COMMITTEE

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

1. AOP 12.20 Undergraduate Academic Forgiveness

**Report to the Robert Holland Faculty Senate
Academic Affairs Committee
November 11, 2016**

Background

AOP 12.20: Undergraduate Academic Forgiveness is brought to the senate in the standard course of review.

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.

* 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. After the degree is awarded, the courses used to confer the degree cannot be retaken under this academic forgiveness policy.

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

The Registrar reports the following usage of Academic Forgiveness over the last year:

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

Recommendation

The Academic Affairs Committee recommends that amended AOP 12.20 be adopted. Noel Addy (Chair), Stephanie Bennett, Brian Davis, Dipangkar Dutta, Randy Follett (Associate Chair), Seamus Freyne, 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:

1. This policy is only applicable to the first baccalaureate degree being earned by a student at Mississippi State University. After the degree is awarded, the courses used to confer the degree cannot be retaken under this academic forgiveness policy.
- ~~1.2.~~ This policy ~~will is only be applied~~ applicable only to courses that have been taken at Mississippi State University.
University.
- ~~2.3.~~ After the retake, the original grade is left on the student's record but is not counted in the grade point totals. Only the second grade earned will be used in computing the GPA (in the cumulative totals), regardless of which of the two grades is the higher.
- ~~3.4.~~ The original grade will be used to compute the GPA until the final second grade is issued.
- ~~4.5.~~ ~~Effective fall semester 2007, Only~~ courses in which a B, C, D or F grade was earned after fall 2003 are eligible for retaking.
- ~~5.6.~~ To invoke this policy, the student must submit an electronic retake request form to the Registrar by 5:00 p.m. on the last day to add a course. The electronic form can be

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

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

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

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

~~—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

2. AOP 12.17 Undergraduate Fresh Start and AOP 12.19 Undergraduate Academic Amnesty

**Report to the Robert Holland Faculty Senate
Academic Affairs Committee
November 11, 2016**

Background

AOP 12.17: Undergraduate Academic Fresh-Start and AOP 12.19: Undergraduate Academic Amnesty are brought to the senate in the standard course of reviews.

Report on AOP 12.17 - Undergraduate Academic Fresh Start and AOP 12.19 - Undergraduate Academic Amnesty

AOP 12.17 provides that an undergraduate can have a fresh start with their grades. The student must be out of school for twenty-four months, and in turn can have all prior college credit eliminated from the computation of their GPA.

AOP 12.19 provides that an undergraduate can have selected courses removed from the computation of their GPA. The student must be out of school for 5 years, and in turn can have grades of D and F eliminated from the computation of their GPA.

The Registrar reports the following usage of Academic Fresh Start and Academic Amnesty over the last year:

<u>Provision</u>	<u>Fall 2015 through Summer 2016</u>
Fresh Start	9
Academic Amnesty	97

Recommendation

The Academic Affairs Committee recommends that the provisions of AOP 12.17 be included in AOP 12.17, and AOP 12.19 as a standalone document be recinded. Noel Addy (Chair), Stephanie Bennett, Brian Davis, Dipangkar Dutta, Randy Follett (Associate Chair), Seamus Freyne, Andrea Spain, Joe Wilmoth.



AOP 12.17: Undergraduate Academic Fresh-Start and Academic Amnesty

PURPOSE

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

REVIEW

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

POLICY/PROCEDURE

Academic Fresh Start and Academic Amnesty are designed to provide former undergraduate students, either at Mississippi State University or elsewhere, an opportunity to reenter higher education at Mississippi State University without the burden of past low grades. Students admitted under these policies must complete current curriculum requirements in residency to earn a degree. These policies pertain only to Mississippi State University and students should be advised that they may not be honored in other institutions of higher learning

A. Academic Fresh Start

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

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

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

B. Academic Amnesty

To be eligible for Academic Amnesty, an individual must be pursuing their first baccalaureate degree and may not have attended any post-secondary institution of higher education for a period of at least five years. The individual may petition for admission or readmission through the student's academic dean's office under the academic amnesty policy at any time up until the end of the semester preceding that in which the student graduates. If the academic dean approves the petition, a student may have specific previously completed courses, where grades of D or F were assigned, eliminated from the computation of his or her grade point average. These eliminated courses may never be used toward graduation at Mississippi State University.

Academic amnesty will be applied to the student's record only once, and the new grade point average will be noted on the transcript at the end of the semester during which the request was approved. The notation will be made upon successful completion (GPA 2.00 or better) of at least 12 credit hours at Mississippi State University.

APPROVED:

Associate Provost for Academic Affairs

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

REVIEWED BY:

Assistant Vice President and Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date



AOP 12.17: Undergraduate Academic Fresh-Start

PURPOSE

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

REVIEW

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

POLICY/PROCEDURE

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

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

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

APPROVED:

Associate Provost for Academic Affairs

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

REVIEWED BY:

Assistant Vice President and Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date



AOP 12.19 - Undergraduate Academic Amnesty

PURPOSE

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

REVIEW

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

POLICY/PROCEDURE

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

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

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

APPROVED:

Associate Provost for Academic Affairs

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

REVIEWED BY:

Assistant Vice President and Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date

ANCILLARY AFFAIRS

CHARTER & BYLAWS

1. Senate Bylaws Regarding College Elections and Terms of Senators

Report to the Robert Holland Faculty Senate Charter & Bylaws Committee November 11, 2016

Background:

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

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 15**. This gives ample opportunity to solicit nominations after reapportionment is completed, 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.

p. 17 of Handbook

Each senator shall serve a period of three years, with elections to be completed by **March 1st** **15th** for membership to be assumed during the April meeting **April 1st** and to participate in meeting 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 the 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 15th** **March 31st** for membership to be assumed **at April meeting in April 1st**. 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. Newly elected senators are only allowed to vote in officer elections; they are not eligible to vote on old business.**

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. This order may be altered by a majority vote of the Executive Committee when establishing the April agenda.)

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. At the April meeting, newly elected senators are only allowed to vote in officer elections; they are not eligible to vote on old business.

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 31st 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 31~~st~~15th 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 31st for membership to be assumed April 1st.~~ 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: Anastasia Elder (chair), Robert Boyd, Joey Burt, Jenny Du, Wendy Herd, Aaron Kiess, Edward Potter, and 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 31st 15th for membership to be assumed during the April 4st-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)

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 ~~31st~~ 15th for membership to be assumed ~~in~~ at the April ~~meeting.~~ 4th. 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. Newly elected senators are only allowed to vote in officer elections; they are not eligible to vote on old business.

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. This order may be altered by a majority vote of the Executive Committee when establishing the April agenda).

Note that outgoing senators' terms are over at the conclusion of old business of the April agenda. Outgoing senators are not eligible to vote in officer elections. At the April meeting, newly elected senators are only allowed to vote in officer elections; they are not eligible to vote on old business.

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 15th 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.
11.
- ~~The terms of senators shall begin with the first day of April following their elections and shall end on March 31st 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 31st for membership to be assumed April 1st.~~ 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

EXECUTIVE COMMITTEE

1. Letter of Response to Academic College Deans
 - a. Short Draft

November 4, 2016

Jim West, AIA

Dean, College of Architecture, Art, & Design

Mississippi State University

Dear Dean West,

We are writing to you on behalf of the Robert Holland Faculty Senate. In March 2016, we received a letter from the academic deans asking us to consider their concerns about AOP 13.15 – *Evaluation of Teaching Performance*. The primary concern of the seven academic deans (Blackbourn, Hoblet, Hopper, Keith, Oswald, Travis, and West) was that administrators would not receive students' written comments.

After consulting their respective committees, members of the Executive Committee met to discuss a variety of concerns about the utility of the written comments and how they might be used. The Executive Committee was unanimous in its support for *not* modifying AOP 13.15 with regard to who has access to student teaching evaluations. Student evaluations have historically been (and continue to be) for faculty improvement. Furthermore, these evaluations are assessing class delivery, *not* instructional quality.

We believe that administration have other mechanisms by which to gather information to evaluate faculty instruction and make personnel decisions. In fact, waiting until comments arrive would be late for that determination. Furthermore, issues related to students concerns about mistreatment are known through new title IX language required on every syllabus and via communication with advisors and department heads. Faculty responsibilities for instruction and curriculum are adequately covered in AOP 13.03. Overall, after thoughtful discussion on this request, we see no reason to change current practice.

Sincerely,

Executive Committee

Robert Holland Faculty Senate

b. Long Draft

November 4, 2016

Jim West, AIA

Dean, College of Architecture, Art, & Design

Mississippi State University

Dear Dean West,

We are writing to you on behalf of the Robert Holland Faculty Senate. In March 2016, we received a letter from the academic deans asking us to consider their concerns about AOP 13.15 – *Evaluation of Teaching Performance*. The primary concern of the seven academic deans (Blackbourn, Hoblet, Hopper, Keith, Oswald, Travis, and West) was that administrators would not receive students' written comments.

After consulting their respective committees, members of the Executive Committee met to discuss a variety of concerns about the utility of the written comments and how they might be used. The Executive Committee was unanimous in its support for *not* modifying AOP 13.15 with regard to who has access to student teaching evaluations. Given that student evaluations have historically been (and continue to be) for faculty improvement, the following concerns were raised:

- Evaluations are assessing *class delivery*, not *instructional quality*.
- Many students provide no written comments at all. It would be statistically naïve to assume that those who chose to make comments were representative of the class as a whole. It is likely that those who commented were the students with the strongest opinions (either positive or

negative). This has the effect of amplifying the most extreme opinions, which is exactly what we should *not* want to do.

- We see what we expect to see. This phenomenon is well documented. Thus, a Department Head or Dean who has a pre-existing opinion of a faculty member will, when reading a number of varied comments, inevitably tend to notice and remember those student comments that seem to confirm the administrator's expectations.
- The evil cousin to seeing what we expect to see is "cherry picking," where an administrator intentionally selects comments that support a chosen point of view about a faculty member (either positive or negative), even if those comments are atypical.
- Another consideration is what psychologists call "the pop-out" phenomenon: The most distinctive and atypical elements in something we are perceiving are the most likely to draw our attention and have disproportionate impact. Thus, in reading student comments, our attention will be drawn more to the atypical comments than to the typical ones. Ironically, this has the effect of making bad teachers seem better than they really are, and making good teachers seem worse than they really are.
- We typically deplore the anonymous social bullying that has accompanied the increasing use of online social media. Yet blindly passing on anonymous student comments invites abuse. Some anonymous student comments are personal, hostile, completely irrelevant to teaching, and abusive. It is bad enough that such comments occur at all, but to pass them on to the instructor's superiors would be tantamount to being party to harassment. Once a false and/or inappropriate (or even obscene) comment is passed on to others, it really cannot be effectively "erased" from their mental record.
- The "sleeper effect" is that we tend to remember the content of a message longer and better than we remember the source of it. Once we have forgotten the source, we tend to attribute the information to a more reliable source than it actually came from. This explains why information from obviously untrustworthy sources such as propaganda, advertising, etc. can still be effective in the long run, even if initially rejected. The connection to anonymous comments on student evaluations is this: Suppose a student says that "Professor Smith is very probably the worst teacher I have ever had in college or anywhere else." An administrator reading it may initially assume that a student may have been disaffected over some issue, may be overreacting, is making an atypical comment, etc., but after enough time passes, said administrator may very well forget the source from which he/she encountered this information—anonymous student comments—yet still remember the information, now giving it more credibility than it ever deserved.
- Except for intentional cherry-picking, these distortions occur without any mal-intent on the part of the administrator. It is not a matter of "trust." These psychological distortions are neither conscious nor intentional, but will occur with anyone, even very sincere and fair-minded administrators.
- There are many ways – beyond student teaching evaluations – to evaluate teaching. We should not put enough pressure on faculty, especially untenured faculty, that they may feel forced or bullied into complying with the implicit demand that they share their anonymous student comments, even though the AOP currently in effect states that these do **not** go beyond the faculty member.

We believe that administration have other mechanisms by which to gather information to evaluate faculty instruction and make personnel decisions. In fact, waiting until comments arrive would be late for that determination. Furthermore, issues related to students concerns about mistreatment are

known through new title IX language required on every syllabus and via communication with advisors and department heads. Faculty responsibilities for instruction and curriculum are adequately covered in AOP 13.03. Overall, after thoughtful discussion on this request, we see no reason to change current practice.

Sincerely,

Executive Committee

Robert Holland Faculty Senate

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