



## **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 4<sup>th</sup>, 2016**

**IT Security Assessment Review and Process**

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

**MyState Mobile Application Deployment**

Initially available for download July 18, 2016.

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

**Compromised Accounts**

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

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

**Network Bandwidth: Off-Campus Traffic**

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

University Credit Card Account:

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

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

Cyber Security Awareness Week is October 17-21

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

Google Web Security Initiative: January 2017

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

New Cellular Procurement Procedures

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

Campus Digital Signage Standardization

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

Banner System Migration

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

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

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

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

Review of evaluation and identification of remodeling and revision of facilities

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

Sub-Committee1: Training and Communications.....Judy Spencer

Sub-Committee 2: Position Statement and Policy/Procedure.....C.P. Coyne

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

**Elsevier: Scholarship Benchmarking** **September 19, 2016**

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

**Faculty Senate Committee Resolutions/Revisions/Reports** **October 21, 2016**

**Faculty Senate Discussion Topics**

**College Elections of Replacement Faculty Senate Representatives**

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

**Faculty Senate Committee Member Transfers**

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

### Faculty Senate Committee Vice Chairs

Chairman of committees have been approached to select a Vice Chair that can automatically serve as a substitute at meetings and provide assistance in the revision of AOP assignments and their presentation on the floor of Faculty Senate.

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

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

### Certification for On-Line Course Delivery

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

### Scheduling of Course Final Exams

- Course exams during Finals Week no longer have a rotating daily schedule in different semesters
- Consideration has been brought to the attention of Provost Bonner
  
- The Registrar’s Office will be contacting instructors impacted by the scheduling of exams on Friday which will potentially cause conflicts with the Stephen D. Lee Reception Dinner for GPA 4.0 students, and Commencement Day. Instructors that have an exam scheduled on Friday will be asked to make alternate accommodations through the office of their college dean for students who plan to attend either event. Ideally, this must be done as soon as possible so that students are aware of the change in time and date. This year it was nearly impossible this year to avoid any type of scheduling overlap. Faculty can contact Peter Ryan to address other aspects related to exam conflicts.

### Meridian Campus Tenure and Promotion Document

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

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

College Deans Letter of Request: AOP 13.15 - Evaluation of Teaching Performance

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

Semester Academic Snow-Day Scheduling

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

**Faculty Senate Committee Resolutions/Revisions/Reports **October 21, 2016****

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

Respectfully submitted,

Brent Fountain

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 1<sup>st</sup> 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.

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Kent Marett, Secretary

Jason Cory, Administrative Assistant II