

# ROBERT HOLLAND FACULTY SENATE AGENDA

March 10, 2017

1. Call to Order
2. [Adoption of Minutes February 10, 2017](#) ..... (p. 2)
3. Introduction of Guests
  - Dr. Mark Keenum, University President
  - Dr. Judy Bonner, Provost and Executive Vice President
  - Dr. Steven Turner, Faculty Athletic Representative
  - Mr. Mike Rackley, Chief Information Officer
  - Ms. Roxie Raven, Former Student Association President
  - Ms. Tyler McMurray, Student Association President
4. [Report of the Faculty Senate President](#) ..... (p. 24)
5. [Report of the Faculty Senate Vice President](#) ..... (p. 37)
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. [Update: Request to Review Athletic Absences](#) ..... (p. 39)
  - 8.2. Ancillary Affairs
  - 8.3. Charter & Bylaws
  - 8.4. Faculty Affairs
  - 8.5. Student Affairs
  - 8.6. University Resources
    - 8.6.1. [Mandatory Certification for Online Instruction](#) ..... (p. 44)
9. Special Committee Reports
10. Pending Business
11. New Business
12. Adjourn



## **ROBERT HOLLAND FACULTY SENATE**

### **Uncorrected Minutes of February 10, 2017**

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, February 10, 2017.

Members absent and excused were: Michael Brashier, Tom Carskadon, Mark Crenshaw, Wendy Herd, Lelia Kelly, Rocky Lemus, and Natasha Randle.

Members absent were: Ben Harvey, and Debra Prince

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

President Coyne asked for any changes to the January 13, 2017 minutes. Senator Wilmoth moved that the minutes be accepted as written. Senator Krishnan seconded the motion. The motion to approve the February minutes passed by majority voice vote.

### **GUESTS**

#### **Dr. John Dickerson, Assistant Vice President, Enrollment**

Dr. Dickerson thanked the Senators for inviting him to address them. He said that two years ago the Undergraduate Recruitment and Enrollment offices were moved to Academic Affairs from Student Affairs. The enrollment offices have merged Admissions and Scholarships, Orientation

and Events, Registrar, Student Financial Aid, and Student Recruitment. Dr. Dickerson said that having all of these units housed under Academic Affairs has helped due to the fact that it gives these offices a closer working relationship with the academic side of the institution.

Dr. Dickerson said that this fall we enrolled 22,622 students, which is a 3.5% increase from fall of 2015. This is also 1,500 more students than two years ago. This is the eighth consecutive undergraduate enrollment increase. Meridian and the graduate school also experienced increases. There are now 50 students enrolled through our Gulf Coast Engineering Program at Mississippi Gulf Coast Community College. This program offers Electrical and Mechanical Engineering. African American student enrollment has increased by 106 students to 4,147. Hispanic enrollment is up 83 students to 597. Mississippi resident student enrollment increased by 253 and non-resident enrollment increased 496. Mississippi State enrollment consists of 66% resident enrollment. The largest out-of-state enrollment states are Alabama, Tennessee, Georgia, Texas, and Florida. More students are coming in from all over the country which brings diversity to the University. Freshman enrollment increased 4.5%, or 153 students, with a two-year increase of 650 students. This fall's freshman class has the highest ACT average ever at 24.4, and the highest high school core GPA at 3.4. This last fall's freshman class had the highest average GPA at 2.86. Mississippi State also was able to enroll over 1,800 transfer students. This is 39 students less than the record year of 2015. There has been an increase in Mississippi community college students that attend MSU.

Dr. Dickerson said that there has been an increase by prospective students. As a result, campus visits have been expansions and adjustments. The admissions processes have been streamlined to be more efficient and effective. Students are now admitted earlier in the fall semester. Another change has been to allow the use of the prior year's information when filling out a FAFSA. This allows the University to offer financial aid much earlier and allows parents and students more time to plan.

The Student Recruiting Office has made a Recruitment Council that meets once a month. This council has recruitment employees from the academic colleges as well.

At this point, application and admitted student numbers are up for the coming fall. This increase was projected and programs were put in place to produce a higher yield. One example of this is the Academic Insight Programs. This allows admitted students to come to campus and establish a connection with their academic college.

Senator Wilmoth said that there seems to be a relationship between the success of the football team and enrollment. He asked if there was any data related to retention of the students that

came primarily for that reason. Dr. Dickerson replied that the effect of the football team on enrollment was called the “Flutie effect”. He said that he did not have any data related to the retention of those students. He added that the fall of 2014 was a tremendous shot in the arm for the University. Dr. Dickerson said that this has been used as an opportunity to expand the MSU brand into places that it has not been before.

Senator Elder asked for clarification on the expansion of campus visits. Dr. Dickerson replied that historically a recruitment counselor would meet one-on-one with the family to present the enrollment information followed by a campus tour and a departmental visit if requested. This could not be sustained with the increased number of students. Now the enrollment information is presented to small groups. The presentations were given in a room in the Union until the University moved some things around to create a presentation room in Montgomery Hall. Presentations are given twice a day Monday through Friday. There used to be two fall preview days. A third preview day has been added. There was one preview day in the spring geared mainly toward sophomores and due to demand, a second preview day had to be added. Senator Elder asked if the orientation days have been set for this year. Dr. Dickerson said that the dates are posted. He added that there will be a session right before classes start to accommodate the students that live far away.

Dr. Dickerson said that his office is looking at how to shorten that commencement ceremonies as well as alleviate the seating and parking shortages.

Senator Elder said that her department is having a hard time predicting the number of students that they will have and the number of classes they need to have available. She asked if there is any mechanism that is available to help. Dr. Dickerson replied that his office is currently testing and refining analytic software that will help departments determine class requirements.

Senator Middleton said that he attended the December graduation and the police were not directing traffic when he left the ceremony. He said that he may have left before the police came out and asked if the police normally directed traffic after the ceremony. Dr. Dickerson replied that the police do direct traffic after the commencement ceremonies.

**Dr. Lori Bruce, Associate Vice President for Academic Affairs, Dean Graduate School**

Dr. Bruce began by saying that there has been a trend of students leaving before the commencement ceremony is over. There has been discussion regarding removing the hooding ceremony for graduate students to help shorten the ceremony. Dr. Bruce said that she was very much against removing the hooding portion of the ceremony. She said that it is hard for her to

make her case against removing the hooding ceremony when the very people that are hooding and being hooded do not stay for the duration of the ceremony. She asked that the Senators discuss this with their colleagues.

Dr. Bruce said that when she became the Dean of the Graduate School three years ago, there had been a four year decline in enrollment. This has continued up to this fall. To understand why enrollment was declining, surveys were taken from students that enrolled and students that were admitted but did not come, focus groups were held with faculty and graduate students, national trends were examined, and other Universities were visited. One of the problems that was identified was that the applicant pool was not as deep as other Universities. Another issue that was identified was that the students were being admitted too late and had already committed to other Universities that admitted them earlier. The application processing time has been reduced to 20% of what it was previously. We have still seen a decline in applications, but we have been able to gain more students. Last year was the first year to see an increase in graduate enrollment on the Starkville campus in a decade. This year is the first year to see an increase in overall graduate enrollment in seven years. Dr. Bruce said that this is a problem for the long term unless the applicant pool can be expanded. To increase and diversify the applicant pool, names have been purchased from the GRE, electronic marketing campaigns have been initiated, and general marketing and branding of programs has been instituted.

As of yesterday, applications are down 5% compared to last year for the fall semester. The number of completed applications sent to departments is up 20% and the number of admissions decisions that have been made are up 65%.

Dr. Bruce said that she is trying to utilize more truly electronic forms. As an example, a faculty member can fill out a program of study and it automatically populates in CAPP so the student's progress can be tracked.

Dr. Bruce said that a new policy has been put in place that allows a student to take a 0 credit hour course if they missed a deadline for graduation. This will allow a student that has already defended, but missed a submission deadline to the library to not have to enroll in a course that costs a lot of money. She said that the policy has been approved by the Provost and is in the process of going through UCCC right now.

During that last fall and spring there have been over 400 TAs trained. The training is a three to four day course. Dr. Bruce said that she has been collaborating with ORED and the Library to provide additional training to Research Assistants and general professional development for graduate students. There are also numerous training opportunities for graduate faculty as well.

There is also a Department Head and Graduate Coordinator workshop offered each semester to cover policy and other items that will help them be successful.

Dr. Bruce said that her office also has financial assistance programs. Each year between \$40,000 and \$50,000 is awarded in travel grants to graduate students. This year \$295,000 has been awarded for recruitment grants and fellowships.

The Graduate Research Symposium will be held on March 25<sup>th</sup>. The Graduate School Awards Banquet will be held on March 30<sup>th</sup>. Graduate student appreciation week is April 3<sup>rd</sup> through 7<sup>th</sup>.

Senator Middleton asked if the awards benefits at Mississippi State were comparable with our peer institutions. Dr. Bruce replied that she has done a comprehensive study related to benefits to assistantships including health insurance. Research Assistants get a 100% tuition remission scholarship. Teaching Assistants and Service Assistantships typically get a 71% tuition remission scholarship unless the department or faculty member can supplement more. This is far behind our peer institutions. Dr. Bruce said that she has written a proposal to the Provost and the President regarding this. She said that the issue has been discussed on several occasions. She added that she feels that it is on hold right now due to the budget cuts that have occurred.

Senator Krishnan thanked Dr. Bruce for allowing the travel grants. He also said that he likes the zero credit hour course for graduate students. Senator Krishnan asked how the mix of international and domestic graduate students has changed over the past few years. Dr. Krishnan also asked about the effect of depleting funding on the graduate student population. Dr. Bruce replied that she looks at the assistantships and the external grants and contracts as the driver for the doctoral enrollment. She said that as the research funding on campus has increased the number of research assistantships has declined. She said that she has been speaking to the Office of Research and Development to ensure that as much of the external funding as is possible may be used for graduate students. Dr. Bruce said that 17% of graduate students are international. She said that this is well below our peer institutions. The Carnegie I average is 50% international. Carnegie II, which is what we are now, the average is 40%. The International Institute now has recruiters which should help attract international graduate students. She said that she is concerned that the College of Engineering graduate applications are down 26%, and it is almost all international students. She added that all other college's applications are higher.

Senator Spain said that she heard that applications from the countries named in the travel ban have ceased to be processed. Dr. Bruce replied that she sent an email stating that applications from those countries should be processed. She said that a department's decision on an

application should have nothing to do with whether or not they think that person can get a visa or not.

Senator Strawderman asked if there has been any discussion regarding separating graduate commencement and undergraduate commencement or possibly doing commencement by college. Dr. Bruce said that the topic has been discussed, but she is against it. She said that history has proven that separate but equal does not normally hold true. She added that she felt that it would diminish the experience for the graduate students. Senator Williams said that he graduated from the University of Georgia in a separate graduate ceremony and he did not feel diminished at all. Senator Lathan said that the Veterinary school holds a separate graduation ceremony that she really enjoys.

Senator Sherman-Morris asked what the goal of the zero credit hour course was. Dr. Bruce said that she had multiple reasons to ask for the course. One reason was due to many staggered deadlines. She said that she felt the process was confusing. She said that even if the student has defended they have to get everything to the library. The students that met the intermediate deadline did not have to register. Senator Clary asked if the course was just allowed for one semester. Dr. Bruce replied that it could only be taken once. Senator Krishnan asked if the course option will be grandfathered in for existing students. Dr. Bruce replied that it would be available to any graduate student once it meets final approvals.

## **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 Design Review Committee   |
| Anti-Bullying Policy Development Committee | Design Review Committee                   |
|  | Sustainability Committee                  |
| Alumni Board                               | Game Day and Special Events Committee     |
| Maroon and Write QEP Advisory Board        | Parking and Traffic Regulations Committee |
| Freshman Convocation Review Committee      | Campus Access Committee                   |
|  | Faculty Housing Appeals Committee         |
|  | Annual Faculty Review Form (ad hoc)       |
|  | Text Book Adoption Committee              |

**Phi Beta Kappa Chapter On-Site Review**

**February 1, 2 & 3, 2017**

Representatives from the Faculty Senate for the College of Arts and Sciences along with the Robert Holland Faculty Senate Officers met with team members to review aspects of self-governance and the role of each Faculty Senate in student academics and the function of the university.

Senator Williams said that everyone in the exit interview felt really positive about the site visit. Senator Spain said that two of the deficiencies identified during the first visit was the adequacy of the language requirement. The second issue was providing competitive salaries for the instructors. She said that the pay issue has not been rectified.

**Faculty Senate Office**

The MSU administration has asked Faculty Senate about the feasibility of moving their office to a different site on campus due to the need to expand the Command Center in the Alumni Center. University Houses / Hunter Henry / Memorial Hall Small Auditorium / Lee Hall / Union

Senator Elder asked if there has been any discussion of having a faculty lounge. President Coyne replied that it has been discussed, but he feels that they may be concerned about the current budget situation.

**Executive Enrollment Management Committee**

**December 13<sup>th</sup>, 2016**

**Executive Enrollment Management Committee**

**January 11<sup>th</sup>, 2017**

**Applications and Admissions for First-Time Freshman for Fall Semester**

|      |                       |                   |
|------|-----------------------|-------------------|
| 2015 | Applications = 10,038 | Admissions = 6664 |
| 2016 | Applications = 11,407 | Admissions = 7161 |
| 2017 | Applications = 11,680 | Admissions = 7660 |

A collection of strategies were reviewed to identify how to increase submission of applications

**Applications and Admissions for First-Time Freshman for Spring 2017 Semester**

|      |                       |                   |
|------|-----------------------|-------------------|
| 2015 | Applications = 10,668 | Admissions = 7225 |
| 2016 | Applications = 11,946 | Admissions = 7834 |
| 2017 | Applications = 12,218 | Admissions = 8248 |

A collection of strategies were reviewed to identify how to increase submission of applications

**Fall 2016 Semester Student Success Parameters**

|   |  |
|---|--|
| Freshman ACT Average = 24.5*/25.2** (record high) | High School GPA Average = 3.40 (record high) |
| Freshman Fall GPA Average = 2.86 (record high)    |  |
| Freshman Fall GPA < 2.00 = 18.1% (record low)     | Freshman Spring GPA Average = 2.90           |

\*Highest single ACT examination score

\*\*Reconstituted ACT score from multiple examinations



## **University Committee Reports**

### **General Spring Faculty Meeting (Folkes Auditorium, Colvard Union)**

**February 14, 2017**

### **Honorary Degree Candidate Selection**

**January 30, 2017**

A list of three candidates were identified from the applicant pool and forwarded to President Keenum  
A request was made to issue an Honorary Degree to another candidate already approved by IHL

### **Alumni Association Board Meetings**

**February 3 & 4, 2017**

Alumni of the Year announced by individual academic colleges at the evening banquet

### **Phi Beta Kappa and Faculty Senate Officers Joint Meeting**

**February 3, 2017**

Representatives from the College of Arts and Sciences Faculty Senate and the Robert Holland Faculty Senate officers met with Phi Beta Kappa team representatives to review and discuss a range of topics.

### **Design Review Committee**

**February 6, 2017**

Partnership School Safety / Emergency Entrance  
Creelman stop sign traffic control at Stone Boulevard and Bost Drive  
Giles Bus Stop  
Engineering and Science Complex: Master Plan Design Review Package approved (MPDRC / IHL)

### **Information Technology Council**

**February 7, 2017**

University Security Review

### **Master Plan, Design Advisory Committee**

**February 9, 2017**

Partnership School Safety / Emergency Entrance  
Creelman stop sign traffic control at Stone Boulevard and Bost Drive  
Giles Bus Stop  
Engineering and Science Complex: Master Plan Design Review Package approved (MPDRC / IHL)

### **Construction and Renovation Progress Reports**

Meat Science Laboratory Building  
South Entrance Road Development  
Classroom Building  
YMCA Renovation  
Mitchell Memorial Library Addition  
Aiken Village Demolition  
Russell Street Improvements  
Eckies Pond  
NSPARC  
Music Building  
Dudy Noble Renovation (\$55 million projected)  
Davis Wade Stadium (pre-planning stages for east side renovations/audio sound system renewal)

Humphrey Coliseum (pre-planning stages)  
North Parking Garage (pre-planning stage)

Senator Elder asked about the nSPARC construction. President Coyne replied that the building will be located in the Research Park and will be 90 % for hardware.

Senator Jones asked when the new south entrance road would be completed. President Coyne replied that it would be this September.

**Sustainability Committee** **January 12, 2017**

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**Executive Enrollment Management Council** **February 6, 2017**

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**Athletic Council** **February 15, 2017**

Chairman Stephen Turner has assembled a team composed of Athletic Council members (n = 5 total) that will review the Athletic Academic Department. Each member will be assigned a specific responsibility during the review process which is scheduled to be completed by May 1, 2017.

**Executive Vice President and Provost Office** **February 17, 2017**

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**University Anti-Bullying Policy Committee** **February 21, 2017**

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**Preplanning and Design Committee** **February 22, 2017**

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**Executive Council** **February 27, 2018**

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**Athletic Council** **January 18, 2017**

Athletic Academic Department Review: 1 active senator, 2 past senators, 1 additional faculty member

- Request forwarded to faculty senate for consideration will be transferred to the Athletic Academic Department Review Committee pertaining to athletic sports that have schedules that severely

The main criteria that allowed MSU to participate in the St. Petersburg Bowl was APR/Graduation Rates  
Student-Athlete Academic Update:

Overall GPA = 3.01 / Tennis had highest GPA (all women >3.0)

President Scholars = 59 / Deans Scholars = 48 / GPA = 4.0 for 30 Top Dog students

Bulldog Honor Roll = 205 / Fall Graduation = 31

An Academic Counselor will be hired in the near future

Bulldog Honor Roll students will be honored at the Women's basketball game Feb 16

MSU student candidates for the SEC Davis and McWhorter Awards were described

Athletic Director John Cohen reviewed how the Athletic Department functions financially in a self-sustaining manner and MSU is one-of-six SEC universities that operate in this manner. Financial transfers to the university were \$2.79 million during the last fiscal year.

The SEC FY1 distribution is expected to increase by an amount of only \$911,000

#### Renovation Review

- Dudy Noble / Davis-Wade / Humphrey Coliseum renovations

- New sound system installation for Davis Wade and Humphrey Coliseum

- Palmero Center field turf restoration

- SEC Network "build-out"

MSU participated in 7 straight bowl games (only 5 universities in the last decade have done so)

MSU will play Ole Miss on Thanksgiving Day for at least the next two years (possibly 4 years)

Quarterback Fitzgerald had eight games where he rushed for  $\geq 100$  yds (averaged 7.1 yds/carry)

MSU has 9 players in the NFL at the present time

Women's Basketball Team: 18-0 record so far and is the only undefeated SEC team so far

Men's Basketball Team: 11-4 (youngest team in Division 1)

Women's Cross Country: Nationally ranked 15<sup>th</sup>

Andy Cannizaro has been hired as the new MSU Baseball Coach

Tennis: MSU is ranked in top 25 and is the most consistent ranked team sport

MSU is the only university that does not have an indoor tennis facility

Ole Miss has a FY17 operating budget 105.8M

MSU//Bulldog Club combined has a FY17 operating budget of \$87.8M (\$18M difference)

Ole Miss Athletics received \$2.56 M in tuition waivers for out-of-state athletes while MSU does not have a tuition waiver in place.

MSU in the SEC is ranked 13th out of 13 as far as total operating budget for athletics

Ole Miss receives a fixed annual student fee transfer of \$1.91M ....MSU does not

Ole Miss transfers a fixed SEC/ESPN allocation of \$1.5 million

MSU athletic facilitates prepayment of \$1.53 million (\$2 million in 2018)

Ole Miss charges students \$130 per ticket for football games (MSU \$55) which amounts to a calculated difference of \$787,500 (plus 190 transfers)

MSU takes less from students for football tickets than any other SEC school

Bully Pulpit is a new program that involves media interviews of well-known individuals

Dak Prescott is being awarded a national "Best Top 10" academic athlete award

**Campus Access Committee**

**February 7, 2017**

Cancelled

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

A draft document has been composed that is accompanied by options for reporting and investigating bullying behavior at universities across the nation. Challenges associated with anti-bullying policy and procedure include the following

- Consistent uniform implementation of policy (what bothers some does not bother others)
- Consistent uniform interpretation of bullying behavior
- Potential for reporting system to be overwhelmed if the threshold for infractions is very low
- Who and how many individuals will decide if an infraction has occurred
- Who and how many individuals will investigate possible infractions
- How will the individuals be selected that will be involved in investigating possible infractions

**SEC Faculty Achievement Awards Selection Timeline**

- Office of the Provost Final Selection Date: January 30, 2017
- Tuesday, February 28, 2017 – Nomination packets due to SEC office  
[Last business day of February]
- Wednesday, March 1, 2017 – Nomination packets and ranking ballot provided to Provosts
- Tuesday, March 14, 2017 – Completed ranking ballots due to SEC office from Provosts  
[Approximately two weeks for Provosts to evaluate packets]
- Tuesday, March 14, 2017 – Top three ranked recipients provided to Provosts
- Wednesday, March 15, 2017 – SEC Professor of the Year Award selection teleconference

**Note:** In conference with the Office of the Provost, Robert Holland Faculty Senate will begin establishing a database of applications for the SEC Faculty Achievement Awards selection process so that candidates that have applied in previous years will automatically be included as applicants the following year. One of the motivating factors that lead to the modification in the procedures process was the belief that all well qualified candidates should know that their accomplishments have been recognized, appreciated and the remain competitive candidates for the SEC Faculty Achievement Award.

**William L. Giles Distinguished Professors**

- Criteria for nomination and selection are contained in AOP 13.02
- Format for recommendation is the same as that used for promotion.
- Submission: Office of the Executive Vice President and Provost
- Receipt Date: January 31, 2017
  - o Established record as scholar
  - o Demonstrated research achievements
  - o National and international prominence
  - o Excellence in teaching
  - o Excellence in service
  - o Established concern for others that motivates students/colleagues
  - o Continuing achievement in research
  - o Continuing commitment to excellence in teaching
  - o Continuing commitment to excellence in service
  - o MSU for 5 years

**Robert Holland Faculty Senate Committee Assignments and Responsibilities**

| <b><u>Faculty Senate Committee Resolutions/Revisions/Reports</u></b>                                  | <b><u>Original Assignments</u></b> |
|---|------------------------------------|
| <u>Academic Affairs</u> (Committee Chair: Senator Noel Addy).....                                     | None Pending                       |
| <u>Student Affairs</u> (Committee Chair: Senator Stacy Haynes).....                                   | None Pending                       |
| <u>Ancillary Affairs</u> (Committee Chair: Senator Mary Ann Jones) .....                              | None Pending                       |
| Audiovisual lecture recording/uploading onto social media (public access/Copyright).....              | Pending                            |
| <u>Faculty Affairs</u> (Committee Chair: Senator Brian Baldwin)                                       |                                    |
| Faculty Handbook: Promotion and Tenure Policy and Procedures section (Feb Assign).....                | Pending                            |
| <u>Charter &amp; Bylaws</u> (Committee Chair: Senator Anastasia Elder)                                |                                    |
| College Faculty Census and Reapportionment.....   | Pending                            |
| <u>University Resources</u> (Committee Chair: Senator Laurie Grace)                                   |                                    |
| <u>AOP 13.09</u> – Credential for Teaching (Distance Education Certification Addition: Oct Assign)... | Pending                            |
| <u>AOP 10.16</u> – Distance Education (Distance Education Certification Addition: Oct. Assign).....   | Pending                            |
| <u>AOP 34.01</u> – Special Teaching Programs.....   | Pending                            |

**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

| <b><u>Executive Council</u></b>  | <b><u>October 24, 2016</u></b> |
|--|--------------------------------|
| <u>OP 03.03</u> - Discrimination, Harassment and Retaliation .....             | October 24, 2016               |
| <u>OP 70.09</u> - Financial Conflict of Interest in Sponsored Activities ..... | October 24, 2016               |
| <u>OP 80.08</u> - U.S. National Industrial Security Program.....               | October 24, 2016               |
| <u>OP 95.503</u> - Management of Traffic and Parking .....                     | October 24, 2016               |
| <u>AOP 12.16</u> - Academic Dismissal and Suspension.....                      | September 26, 2016             |

|   |                    |
|---|--------------------|
| <u>OP 31.01</u> - Definition of a Student .....                   | September 26, 2016 |
| <u>OP 61.06</u> - Cost Transfer Policy.....                       | September 26, 2016 |
| <u>OP 70.03</u> - Responsible Conduct of Research .....           | September 26, 2016 |
| <u>OP 91.208</u> – Hazing .....                                   | September 26, 2016 |
| <u>OP 91.352</u> - Use of Automated External Defibrillators ..... | September 26, 2016 |

**Associate Deans Council**

College Department Syllabus Posting

Distance Program Certification

Redistribution of English Composition: Request to enroll students in Comp II during spring semester for improved balance and use of faculty

|   |                  |
|---|------------------|
| <u>AOP 13.03</u> - Responsibilities in Instruction and Curriculum, Attendance at Classes.....   | Pending          |
| <u>AOP 13.04</u> - Attendance at Classes: Teaching and Faculty (Merge/Rescind).....             | Pending          |
| <u>AOP 13.24</u> - Faculty Workload (Executive Committee recommendation for text transfer)..... | Pending          |
| <u>AOP 12.17</u> - Undergraduate Academic Fresh-Start   | November 9, 2016 |
| <u>AOP 12.19</u> - Undergraduate Academic Amnesty   | November 9, 2016 |
| Course Syllabus Posting   | November 9, 2016 |
| English Composition Redistribution  | November 9, 2016 |
| <u>AOP 12.17</u> - Undergraduate Academic Fresh-Start   | August 10, 2016  |
| <u>AOP 12.19</u> - Undergraduate Academic Amnesty   | August 10, 2016  |
| <u>AOP 12.20</u> - Undergraduate Academic Forgiveness   | August 10, 2016  |
| <u>AOP 12.09</u> - Class Attendance and Reporting Absences                                      | April 13, 2016   |
| <u>AOP 13.03</u> - Responsibilities in Instruction and Curriculum, and Attendance at Classes    | April 13, 2016   |
| Grief Counseling  | November 9, 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

**Academic Operating Policies (AOP) Extended Beyond 4-year Cycle Review**

| <u>Number ▲</u> | <u>Title</u>                              | <u>Date</u> | <u>Attachment</u> |
|-----------------|---|-------------|-------------------|
| 10.03           | Deans Council and Associate Deans Council | 04-12-2012  | None              |
| 10.05           | Nepotism                                  | 12-05-2012  | None              |
| 10.15           | Substantive Changes                       | 08-13-2013  | None              |
| 11.05           | Requirements for Shortened-Format Courses | 11-21-2013  | None              |

| <u>Number ▲</u> | <u>Title</u>  | <u>Date</u> | <u>Attachment</u> |
|-----------------|---|-------------|-------------------|
| 11.06           | Study Abroad  | 11-06-2012  | None              |
| 12.02           | Withdrawal from the University                                      | 06-01-2010  | None              |
| 12.08           | Requirements for Degrees, Academic Minors, and Certificate Programs | 12-05-2012  | None              |
| 12.12           | Credit and Grades   | 08-12-2013  | None              |
| 12.23           | Cooperative Education Program                                       | 09-20-2013  | None              |
| 12.25           | Pass-Fail Option  | 02-05-2013  | None              |
| 12.26           | Undergraduate Credit by Examination                                 | 04-12-2012  | None              |
| 12.30           | Developmental Studies   | 04-23-2012  | None              |
| 12.36           | Repeat Policy   | 04-12-2012  | None              |
| 12.38           | Undergraduate Academic Advisement                                   | 04-23-2012  | None              |
| 13.05           | Faculty Grievance Procedures  | 05-18-2012  | None              |
| 13.07           | Academic Promotion and Tenure                                       | 08-27-2013  | None              |
| 13.20           | Exit Interviews of Departing Faculty                                | 05-11-2012  | None              |
| 13.21           | Faculty Released Time for Specified Committee Chairs                | 09-15-2011  | None              |
| 21.01           | Graduate Admission Criteria   | 04-12-2012  | None              |
| 32.01           | Mississippi State University Library                                | 12-01-2006  | None              |
| 34.01           | Special Teaching Programs   | 12-01-2006  | None              |

### **Operating Policies (OP) Extended Beyond 4-year Review Cycle**

| <u>Number ▲</u> | <u>Title</u>  | <u>Date</u> | <u>Attachment</u> |
|-----------------|---|-------------|-------------------|
| 01.07           | Whistleblower Policy                                | 08-04-2009  | None              |
| 01.09           | Principles for University Governance                | 09-12-2013  | None              |
| 01.20           | Use of Copyrighted Works for Education and Research | 02-14-2008  | None              |
| 60.103          | Recruitment and Selection                           | 10-02-2012  | None              |
| 60.104          | Employment Authorization                            | 10-02-2012  | Attachment        |
| 60.320          | Office Hours-Work Schedule                          | 10-02-2012  | None              |
| 60.401          | Guidelines for Employee Conduct                     | 10-22-2012  | None              |
| 60.501          | Workforce Development                               | 10-02-2012  | None              |
| 91.109          | Dissent, Disruption and Academic Freedom            | 09-26-2011  | None              |

| <i>Number ▲</i> | <i>Title</i>   | <i>Date</i> | <i>Attachment</i> |
|-----------------|--|-------------|-------------------|
| 91.150          | Satisfactory Academic Progress Policy                    | 01-23-2012  | None              |
| 91.177          | Extended Orientation for International Students          | 07-16-2012  | None              |
| 91.178          | Policy on University Scholarship Programs and Procedures | 05-23-2013  | None              |

**Academic Operating Policy Extended Beyond 4-Year Review Cycle (Currently in Review??)**

|       |  |            |            |
|-------|--|------------|------------|
| 10.02 | Academic Administrators and Directors                    | 04-28-2009 | None       |
| 10.07 | Veterans Administration: Students                        | 11-26-2005 | None       |
| 12.17 | Undergraduate Academic Fresh-Start                       | 12-05-2012 | None       |
| 12.19 | Undergraduate Academic Amnesty                           | 12-05-2012 | None       |
| 12.20 | Undergraduate Academic Forgiveness                       | 04-23-2013 | None       |
| 13.01 | Emeritus Appointments                                    | 09-15-2011 | None       |
| 13.02 | Selection of William L. Giles Distinguished Professors   | 07-31-2012 | None       |
| 13.03 | Faculty Responsibilities in Instruction and Curriculum   | 11-21-2013 | None       |
| 13.11 | <a href="#">Academic Freedom</a>                         | 04-12-2012 | None       |
| 13.14 | <a href="#">Grade Appeal &amp; Academic Review Board</a> | 04-28-2009 | None       |
| 13.15 | Evaluation of Teaching Performance                       | 08-02-2006 | None       |
| 13.24 | Annual Faculty Review Process                            | 10-14-2011 | Attachment |

**Academic Operating Policy Revision of Listing**

|       |   |            |      |
|-------|---|------------|------|
| 12.21 | Veterans Academic Status                                | 09-20-2013 | None |
| 13.04 | <a href="#">Attendance at Classes: Teaching Faculty</a> | 07-15-2011 | None |

**REPORT OF THE FACULTY SENATE VICE PRESIDENT**

**Work-Life Balance Committee**

**January 17**

To gather information on several issues of interest to the faculty and staff, the Work-Life Balance committee has created subcommittees to focus on the following specific issues

- Childcare
- Sanderson Center faculty/staff membership reimbursement



- Leave Policy Updates/Allowances
  - Donated leave
  - Major Medical
- Compilation of employee discounts for faculty and staff

Two questions were asked by senators during the January Faculty Senate meeting.

- One senator asked how potential rollbacks of the Affordable Care Act may impact current faculty and staff benefits? Kim Thomas, Associate Director of HRM reported that at the present HRM believes that any changes to the current Affordable Care Act would have no impact on current employee benefits through the university.
- One senator asked about operating hours of the Sanderson Center swimming pool. The swimming pool is closed from 8:00-11:00 am Monday through Friday. For many faculty with flexible teaching schedules, this would be an opportune time to utilize the swimming pool. The Work-Life balance committee agreed with the senator and further discussion is set to take place between the members of the Work-Life balance committee and Sanderson Center administration.

### **Community Engagement Committee**

**January 17**

Due to an overlap of meetings, I was unable to attend the January meeting of the Community Engagement Committee and was unable to find a replacement. The information reported is from Michelle Garraway. Next meeting of this committee is scheduled for February 21.

- Survey Working Group Subcommittee
  - Survey is currently in review to meet Carnegie standards-tentatively set for Fall 2017 launch
- Community Engagement Awards Subcommittee
  - Discussed using President's Service Honor Roll application as a template
  - Created and reviewed working draft of the Community Engagement Awards application
  - Meetings regarding the awards implementation has already taken place between the committee and some of the Vice Presidents. The committee is in the process of requesting a VP Council meeting to present the concept and solicit feedback.
- Education and Outreach Working Group
  - Discussion continues regarding the creation of an educational PowerPoint that would help faculty/staff at the department level better understand Community Engagement
  - Discussion continues on how to incorporate community engagement into existing infrastructures. Possible examples include:
    - Outreach Button on homepage

- Faculty and staff evaluation processes and reporting
- Framing within institutional priorities
- Explicitly connecting CE to We Ring True
- The MSU TV Center has created a storyboard for an educational video on understanding CE and will follow up with CE staff on moving forward

**Upcoming scheduled meetings**

- |  |             |
|--|-------------|
| • Master Plan Development and Advisory Committee | February 9  |
| • Spring General Faculty Meeting                 | February 14 |
| • Deans Council Meeting                          | February 20 |
| • Work-Life Balance Monthly Meeting              | February 21 |
| • Community Engagement                           | February 21 |
| • Master Plan Development and Advisory Committee | March 9     |

**Upcoming planning meetings**

- 2017 Spring Faculty Senate Roundtable-initial discussions regarding the annual responsibility of the RHFS Vice President has begun.
  - Date to be confirmed (usually late April)
  - Topic of roundtable to be confirmed (topic is of interest to both faculty and administration)

Respectfully submitted,

Brent Fountain

RHFS Vice President

## **FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

Senator Addy said that it has been discussed as to how faculty can be informed about ongoing searches. He said that there does not really seem to be a good solution. Senator Addy said that the minutes for Associate Deans Council can be found online. Senator Potter asked if the minutes are available online. Senator Addy replied that the minutes can be found on the Office of the Provost website.

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

1. Lecture Videotaping Inquiry (Ancillary Affairs)
2. Handbook Review (Faculty Affairs)

President Coyne gave some background information pertaining to the items to be assigned to committee. The motion to send the items to their respective committees passed by majority hand vote.

## **STANDING COMMITTEE REPORTS**

**Academic Affairs**                      No Report

**Ancillary Affairs**                      No Report

### **Charter & Bylaws**

Senator Elder, on behalf of the Charter & Bylaws Committee, informed the Senate about the report on Faculty Senate re-apportionment. She noted that due to rounding, Meridian could potentially lose a seat and Extension could gain a seat. She explained that the committee felt that the Meridian campus should retain their two seats since they have to travel to campus to meet.

Senator Wilmoth asked if there were any numbers regarding Extension faculty that have been elected within their departments rather than Extension. Senator Elder replied that she did not have that information. Senator Dodds said that he was elected as a representative of CALS even though he has a 75% Extension appointment. Senator Elder said that an individual can be elected into either Extension or their college. Senator Middleton said that he feels that this re-apportionment method would give Arts & Sciences an unfair advantage. Senator Elder replied that she did not feel that the method gave an unfair advantage due to the fact that it is a direct representation of the number of faculty housed in each college.

Senator Dutta said that he has an issue regarding the uneven distribution of Arts & Sciences seats. He said that there are only four representatives of the sciences and ten representatives of the arts. Senator Elder replied that the elections occur at the college level. She suggested that Senator Dutta encourage his peers to run for Senate positions.

Senator Grace said that at one point she had a three way split between Extension, CFR, and FWRC. She said that she was allowed to run for Senate to represent either Extension or CFR, but not both. Senator Elder said that the list of faculty does not count any person, regardless of their appointment, twice.

Senator Wilmoth said that he feels that Extension is well represented because some of the faculty that represent their home colleges also have Extension appointments.

The motion to accept the report from the Charter & Bylaws Committee to keep the number of seats each college has remains the same passed by majority hand vote.

### **Faculty Affairs**

Senator Baldwin, on behalf of the Faculty Affairs Committee, explained that there has been confusion regarding the handling of promotion and tenure document handling. The portion of the Faculty Handbook that is affected by this topic is line 475. Senator Baldwin explained that some Department Heads have been receiving the letter from the departmental committee and writing their letter either in concurrence with the departmental letter, or point by point refuting the departmental letter. The Faculty Affairs Committee views this as a clarification and not a change. The proposal by the committee is that the document be treated as a peer review grant would be. The reviewers should not collude with each other until it reaches the college level.

President Coyne noted that the candidate would benefit by this in the case of an error. Currently, errors can be perpetuated through the review process. Senator Baldwin said that currently the letter of clarification that is allowed to be written by the candidate is received by the Department Head. The letter of clarification should be addressed to the author of the letter containing the error. The Department Head is entitled to know the outcome of the vote before the dossier moves forward.

Senator Krishnan said that there is nothing that prevents the Department Head from receiving the formal communication of the decision. Senator Baldwin replied that the term “separate and independent” does preclude the formal letter from being shared with the Department Head before his/her decision is reached.

Senator Musser said that he heard that legal counsel had weighed in on this subject and ruled as directly opposed to what the Senate is proposing. Senator Baldwin replied that legal counsel said that the system could not be changed while the process was ongoing.

President Coyne said that it is possible that legal counsel may have been unaware that the departmental review and the Department Head review occurred simultaneously.

Senator Potter asked if it worked the same way at the college level. Senator Baldwin replied that the process at the college level is sequential and the college committee makes a recommendation to the dean.

Senator Sebba asked if the separation of the letters was to avoid bias. Senator Baldwin replied that it was. He added that the Department Head annual reviews being included in the dossier is seen by Department Heads as biasing the departmental committee. Senator Baldwin said that it is up to the candidate whether to include the annual reviews or not. Senator Elder said that some college documents do require the inclusion of annual reviews.

Senator Wipf suggested that a statement interpreting the document being distributed may allow others to follow the rules as Senate sees them until a change can be made. Senator Baldwin said that he agreed that something like a White Paper would be beneficial. Senator Jones said that she is concerned that using a White Paper and not changing the document would lead to the clarification being ignored. Senator Baldwin replied that if this is viewed as a clarification, it can be put into effect. If it is viewed as a change, the changes would not take effect until a later date. If this is the case a White Paper would be beneficial to get everyone used to the changes that will take effect later.

Senator Middleton said that there is no stated policy on each step of the promotion and tenure process as to how jointly appointed faculty members are to be evaluated. Senator Baldwin replied that former Provost Gilbert was hesitant to put guidelines in the document since it is up to the department to evaluate their peers. Senator Middleton said that this precludes the secondary Program Director or Department Head from having a role in the promotion and tenure process. Senator Baldwin replied that both Department Heads jointly review the candidate in such a case in his department. Senator Middleton asked if the Senate felt that a jointly appointed faculty member should have a formal process for review by all departments that they hold an appointment. President Coyne said that one of the concerns against this is that a Program Director has a keen interest in the success of the faculty. He added that legally a faculty member should not have an extra step in their evaluation versus any other candidate. Senator Elder said that it could be potentially harmful to the candidate if more people are involved. Senator Spain

said that if the home department does not value certain journals as highly as the department holding the joint appointment, it could de-value the candidate's body of work. Senator Thompson said that the jointly appointed faculty should be reviewed for other reasons in each department that an appointment exists, but there is only one department awarding tenure. Senator Fountain pointed out that with the new tenure position for 100% Extension faculty, there will be a time when the Provost and the Vice President will have to make a joint decision.

**Student Affairs**                      No Report

### **University Resources**

Senator Grace gave an update on behalf of the University Resources Committee. She explained that her committee is looking into the mandatory online teaching certification. She said that the committee is working on the wording and should have a report at the March Faculty Senate Meeting.

Senator Williams asked if it was required to have the certification. Senator Grace replied that CTL has made an effort to get those who have not gotten the certification to do so. She said that there are other methods of getting certified besides CTL 101. Senator Sherman-Morris said that the email that she received said that it would be mandatory starting January 2017. Senator Grace replied that the date has been pushed back.

## **SPECIAL COMMITTEE REPORTS**

### **PENDING BUSINESS**

### **NEW BUSINESS**

1. Letter of Request to Review Athletic Scheduling Effects on Academics

President Coyne explained that there is a new University committee that is tasked with reviewing athletic academics. There are several current and past Faculty Senators on the committee. President Coyne said that the Executive Committee motions that the letter of request be forwarded to the new University committee.

Senator Ridner said that she felt the request letter was more about excused and un-excused absences rather than athletic scheduling. President Coyne replied that the Executive Committee felt that this was not an issue for many of the sports. He said that it was looked at as an advising issue. Senator Spain said that she feels that the Senate should handle this matter and not send it to an external committee. She said that some of this pertained to how certain modes of learning are being undercut. Senator Elder asked what the charge of the University committee was. Senator Wilmoth replied that this topic is not something that the committee has looked at in the past. He suggested that Senate should handle the request as well as send it to the University committee.

Senator Krishnan said that he has an issue with someone from the athletic department overriding the decisions that have been made by UCCC.

Senator Follett made a motion to send the request for review to the Academic Affairs Committee as well as send it to the University Committee for informative purposes. Senator Williams seconded the motion. The motion to send to the Academic Affairs Committee passed by unanimous hand vote.

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

After a unanimous voice vote, the meeting adjourned at 4:41 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. Steven Turner, Faculty Athletic Representative  
Mr. Mike Rackley, Chief Information Officer  
Ms. Roxie Raven, Former Student Association President  
Ms. Tyler McMurray, Student Association President

## 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 Design Review Committee   |
| Anti-Bullying Policy Development Committee | Design Review Committee                   |
|  | Sustainability Committee                  |
| Alumni Board                               | Game Day and Special Events Committee     |
| Maroon and Write QEP Advisory Board        | Parking and Traffic Regulations Committee |
| Freshman Convocation Review Committee      | Campus Access Committee                   |
|  | Faculty Housing Appeals Committee         |
|  | Annual Faculty Review Form (ad hoc)       |
|  | Text Book Adoption Committee              |

### Spring 2017 General Faculty Meeting: Colvard Union / Foster Ball Room

University President and Faculty Chairman.....Dr. Mark Keenum  
Executive Vice President and Provost.....Dr. Judy Bonner  
Vice President for Research and Economic Development.....Dr. David Shaw  
Vice President for Agriculture, Forestry and Veterinary Medicine.....Dr. Greg Bohach

### Executive Enrollment Management Committee

**February 13<sup>th</sup>, 2017**

#### Applications and Admissions for First-Time Freshman for 2017 Spring Semester

|      |                       |                   |                                 |
|------|-----------------------|-------------------|---------------------------------|
| 2015 | Applications = 10,668 | Admissions = 7225 |                                 |
| 2016 | Applications = 11,946 | Admissions = 7834 |                                 |
| 2017 | Applications = 12,218 | Admissions = 8248 | <u>Total Enrollment: 21,622</u> |



| <u>Applications and Admissions for First-Time Freshman for 2017 Fall Semester:</u> |                       |                   |   | <u>In-State</u> | <u>Out-of-State</u> |
|--|-----------------------|-------------------|---|-----------------|---------------------|
| 2015   | Applications = 11,396 | Admissions = 8082 | → | 3761            | 4267                |
| 2016   | Applications = 12,792 | Admissions = 8827 | → | 4103            | 4652                |
| 2017   | Applications = 12,888 | Admissions = 8987 | → | 4275            | 4692                |

A collection of strategies have been reviewed to identify how to improve the processing and management of submitted applications

ACT Score Performance for 2017 First-Time Freshman

Applicant ACT Score Average = 23.7

Admitted ACT Score Average = 24.53

Applicants                      Florida +29%      Michigan +22%      Ohio +17%      Kentucky = +89%  
Louisiana +21%      California +11%      Arkansas +14%      Total = 6551

Alabama = 1620      Arkansas = 239      Georgia = 671      Tennessee = 1414  
Louisiana = 503      Texas = 583

ACT Score                                      35      32      29  
Increase (%)                                      20%      9%      7%      Total = 6551

Asian +22% increase      African American +1% and 29% of total

Forest Resources +26%      Accountancy +20%  
Arts and Sciences = 3593      Engineering = 2393      Ag & Life = 1665

Admissions                      Florida +26%      Michigan +25%      Ohio +43%      Kentucky = +150%  
Louisiana +27%      Arkansas +36%      Indiana 25%      Total = 4506

Alabama = 1191      Arkansas = 169      Florida = 308      Georgia = 474  
Tennessee = 1067      Louisiana = 290      Texas = 384

ACT Score                                      35      32      29  
Increase (%)                                      17%      12%      7%      Total = 4506

Asian +23% increase      African American +3% and 20% of total  
American Indian +4%

Forest Resources +32%      Business +5%      Acad Affairs 6%  
Arts and Sciences = 2281      Engineering = 1804      Ag & Life = 1107  
Acad Affair = 1360



| <u>Academic Intervention Programs</u> | <u>Students</u> | <u>Spring Retention</u> | <u>Group 1<br/>Students</u> |   | <u>Spring Retention</u> |
|---------------------------------------|-----------------|-------------------------|-----------------------------|---|-------------------------|
| True Maroon                           | 308             | 89%                     | 93                          | → | 82%                     |
| First Year Experience                 | 542             | 95%                     | 57                          | → | 83%                     |
| Day One                               | 201             | 94%                     | 45                          | → | 87%                     |
| Promise                               | 94              | 96%                     | 7                           | → | 100%                    |
| CASP                                  | 83              | 81%                     | 83                          | → | 81%                     |
| LLC                                   |                 |                         |                             |   |                         |
| FSS                                   | 254             | 81%                     | 249                         | → | 82%                     |
| SI ≥ 1                                | 1195            | 93%                     | 159                         | → | 86%                     |

### Graduate School

Enrollment Funnel: Applications drastically increase in January and February

| <u>Final Data for Each Fall</u>  | <u>2012</u> | <u>2013</u> | <u>2014</u> | <u>2015</u> | <u>2016</u> |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|
| Submitted Applications           | 3220        | 2976        | 2484        | 2529        | 2372        |
| Completed Applications           | 2425        | 2224        | 2005        | 2124        | 2087        |
| Rate (%)                         | 75%         | 75%         | 81%         | 84%         | 88%         |
| Admissions                       | 1638        | 1551        | 1430        | 1412        | 1198        |
| Enrolled                         | 796         | 719         | 662         | 666         | 801         |
| Enrollment Rate Admit to Enroll) | 49%         | 46%         | 46%         | 47%         | 67%         |
| Submitted App to Enroll)         | 25%         | 24%         | 27%         | 26%         | 34%         |

|                      | <u>Engineering</u> | <u>Ag&amp;Life</u> | <u>Arts&amp;Sci</u> | <u>Bus</u> | <u>Edu</u> | <u>Forest Res</u> | <u>Vet Med</u> | <u>Total</u> |
|----------------------|--------------------|--------------------|---------------------|------------|------------|-------------------|----------------|--------------|
| Submitted            | 219                | 88                 | 328                 | 82         | 96         | 16                | 6              | 843          |
| Completed*           | 128                | 48                 | 233                 | 66         | 58         | 10                | 1              | 546          |
| Admissions           | 60                 | 12                 | 54                  | 9          | 8          | 3                 | 0              |              |
| Rate (Comp*)         | 47%                | 25%                | 23%                 | 14%        | 14%        | 30%               | --             |              |
| Rate (Submit)        | 27%                | 14%                | 16%                 | 11%        | 8%         | 19%               | --             |              |
| Applications (16-17) | -28%               | +4%                | +8%                 | +15%       | +16%       | +60%              | 0%             |              |

### Graduate Enrollment Advisory Committee

Early Admission for accomplished Freshman and transfers ← UG Enrollment in Grad Courses  
 Graduate Policy review Accelerated programs  
 Doctoral production Early admissions  
 Early admission with early enrollment

### 2017 Spring Semester Student Retention

|      | Spring Return<br>(Freshman) | Fall Cumm.<br>GPA | Below 2.5<br>(%) | ACT  | High School<br>GPA |
|------|-----------------------------|-------------------|------------------|------|--------------------|
| 2001 | 92%                         | 2.7               | 34%              | 23.5 | 3.2                |
| 2016 | 90%                         | 2.9               | 27%              | 24.4 | 3.4                |

## **University Committee Reports**

**General Spring Faculty Meeting (Folkes Auditorium, Colvard Union)** **February 14, 2017**

### **Information Technology Council**

**March 7, 2017**

ITS Security / Emergency Policies

Text Messaging for Non-Emergency University Communication

OP 91.126 – Electronic Communication Student

OP 91.130 – Contacting Students

### **Associate Deans Council**

**February 8<sup>th</sup>, 2017**

Financial Aid Attribute on Student's Banner Account

Accelerated Programs Registration

Learning Communities

International Institute

### **Sustainability Committee**

**March 29, 2017**

Pending

### **Campus Access Committee**

**February 27, 2017**

Pace Seed Lab/Computational Biology Institute visitor parking arrangement

### **Athletic Council**

**February 15, 2017**

Chairman Stephen Turner has assembled a team composed of Athletic Council members (n = 5 total) that will review the Athletic Academic Department. Each member will be assigned a specific responsibility during the review process which is scheduled to be completed by May 1, 2017.

Student Athletic NCAA Academic Metrics

A total of three football teams with 5/7 records (including MSU) were selected to play in bowl games because of the total number of bowl opportunities available. Final approval and the receipt of invitations was dependent NCAA's allowed for losing university teams that have the most competitive Academic Progress Rates (APR).

The SEC Network Distribution Report has been issued and described during the meeting

In FY2015 there was a \$10 million increase to due network related allocations

FY2012 = \$20 million

FY2017 = \$39.9 million (SEC Network = \$13.8 million) / Supplemental revenue = \$939,000  
 Salaries = \$21,982,000 which is the lowest salary pool in SEC by far  
 The highest salary for a university employee is \$250,000  
 Scholarships = \$10 million  
 Travel = \$5.9 million  
 Facilities and Operations = \$4.9 million  
 Total \$63,401,571  
 Transfer of more than \$2.79 million in FY17 back to the MSU campus  
 FY17 SEC distribution is expected to only increase between \$911J and \$1.5 million from FY2016

Homecoming Football game day has been determined along with identification of the visiting team  
 The MSU Women’s Basketball team is now 25-1 overall (ranked #3 nationally)  
 The MSU Mens Basketball team is the youngest in the nation out of 351 Division 1 teams  
 The MSU Womens Track team is ranked in the Top 25 nationally  
 Womens Golf: Ms. Peng won a golf tournament and the MSU Women’s Golf team won 3<sup>rd</sup> place  
 Both Womens and Mens Tennis teams are ranked nationally  
 Bully Pulpit radio program produced by Matt Wyatt will feature Dak Prescott

**University Anti-Bullying Ad Hoc Committee: Policy and Procedure February 21, 2017**

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 an independent policy and procedure document
- Related existing policy and procedure include the following
  - OP 03.03 - Non-Discrimination and Anti-Harassment Policy
  - OP 03.02 - Equal Opportunity and Affirmative Action
  - OP 60.401 - Guidelines for Employee Conduct

A draft document has been composed that described the procedure and process for informal resolution, reporting, and investigation of persistent infractions. Additional revisions are currently being sought from committee members and the OP XX.XXX will be presented of Executive Council for review, revision and ultimately approval for adoption and implementation.

**SEC Faculty Achievement Awards Selection Timeline**

- Tuesday, March 14, 2017 – Completed ranking ballots due to SEC office from Provosts [Approximately two weeks for Provosts to evaluate packets]
- Tuesday, March 14, 2017 – Top three ranked recipients provided to Provosts
- Wednesday, March 15, 2017 – SEC Professor of the Year Award selection teleconference
- Faculty applicants will have their dossiers entered into a database pool for automatic consideration in subsequent years.

### **William L. Giles Distinguished Professors**

- Criteria for nomination and selection are contained in AOP 13.02
- Format for recommendation is the same as that used for promotion.
- Submission: Office of the Executive Vice President and Provost
- Receipt Date: January 31, 2017
  - o Established record as scholar
  - o Demonstrated research achievements
  - o National and international prominence
  - o Excellence in teaching
  - o Excellence in service
  - o Established concern for others that motivates students/colleagues
  - o Continuing achievement in research
  - o Continuing commitment to excellence in teaching
  - o Continuing commitment to excellence in service
  - o MSU for 5 years

### **Preplanning and Design Committee**

**February 22, 2017**

North Parking Garage: Professional Review

### **Master Plan, Design Advisory Committee**

**February 9, 2017**

Master Plan Design Advisory Committee

- |  |          |
|--|----------|
| i. Stone Blvd. Traffic Control                                       | Approved |
| Creelman stop sign traffic control at Stone Boulevard and Bost Drive |          |
| ii. Giles Bus Shelter  | Approved |
| iii. Partnership School Safety Entrance                              | Approved |
| iv. Engineering/Science Building Site                                | Approved |
| Renderings approved by Design Review Committee                       |          |
| 60,000 square feet   |          |
| Addition of two chemistry laboratories                               |          |

### **University Campus Project Updates:**

Campus Services Capital Projects

- i. Classroom Building
  - March 30, 2017 is the current projected completion date
  - Road will be completed in near future
  - Mississippi Bureau of Construction met with the contractors recently
- ii. YMCA Renovation
  - January 28, 2018 is the current projected completion date
  - One change order is in effect (discovered an unknown stairwell)
- iii. Library Addition

Construction currently estimated to be 92% complete  
February 2017 is the projected completion date  
ADA compliance and concrete work in front of building site is pending  
Exhibit space by separate contractor will be complete by August 2017

iv. Partnership School

Rendering of building will be forwarded to IHL sometime in February 2017  
Starkville and Oktibbeha County will be meeting with the contractor  
Estimated size of 125,000 square feet

v. Russell Street Improvements

A "Notice-to-Proceed" has been issued  
Projected completion date is August 2017  
General Contractor is Prairie Construction

vi. Engineering and Science Building

Schematic plans and renderings will be forwarded to IHL for approval  
Design and Development (DD) will occur in 2017

vii. Eckies Pond

Projected completion date March 18, 2017 barring further additional weather delays  
Some trees have been removed and water level is being monitors  
Once weather improves completion will require 4 weeks of modifications

viii. NSPARC

Initiated September 16, 2016 / projected completion date of July 13, 2017  
Cement foundation slab has been poured followed by pillars and roof

ix. Music Building

RFQ has been sent out to the Mississippi Bureau of Construction  
Short list of professionals will be assembled soon  
Interviews will take place in Jackson  
Ground breaking will probably occur in approximately 1 year (April 2018)

x. Dudy Noble Renovation

January 22, 2017 the final CD was reviewed  
Advertisement for professional will occur in the near future  
June 2017 is the current projected date of initial construction  
Scoreboard is already operational

xi. Junction Sidewalk

January 30, 2017 a "Notice-to-Proceed" as issued by April or May

xii. Kress Plaza

Development began December 26, 2016  
Projected completion date of April 2017 ("soft cutting" completed)  
Plumbing has been or will be installed in near future  
Problems with water have been solved

Agriculture, Forestry, & Veterinary Medicine Projects

i. Meat Lab

Building construction is approximately 35% complete

Construction budget is \$8 million

Construction began June 1, 2016 with a completion date of June 1, 2017

Occupancy scheduled for August 2017

ii. South Entrance Road

Construction is 65%-75% complete with good progress made to date

Construction budget is \$18 million

Projected completion date is Fall 2017 which will likely be September 2017

East side of road will have a bike path the full length of the South Entrance Road

iii. Wetland Education Theater

Location will be on corner lot at Stone Blvd and Bully Blvd intersection  
(north of Thompson Hall)

Construction budget allocation is \$1.5 million

A 4-foot perimeter fence is projected to be built

Concerns exist that there are “non-defensible” sites within enclosure

Surveillance cameras and additional lighting may become necessary

Renderings have been approved by IHL

A “Notice-to-Proceed” will be issued June 1st, 2017

Structure construction will be completed within an 8-month period

Planting will continue of the following 2-3 year period

iv. Animal and Dairy Science Building

Mississippi Bureau of Construction will open bids February 16, 2017

Projected allocations for the construction budget is \$13 million

## **Robert Holland Faculty Senate Committee Assignments and Responsibilities**

### **Monthly Meeting Schedule for the Month of April**

April 20<sup>th</sup> meeting n = 32 faculty senators are able to attend

April 20<sup>th</sup> meeting n = 7 faculty senators will not be able to attend

April 20<sup>th</sup> and April 21<sup>st</sup> = 3 faculty senators that will not be able to attend either date

Faculty Senators n = 9 non-responders

**Note:** please be prepared to review dates in the month of April for scheduling a meeting



Faculty Senators Completing First 3-Year Term

Brian Baldwin  
Robert Boyd  
Ben Harvey  
Stacy Haynes  
Aaron Kiess  
Jamie Larson  
Judy Ridner  
Andrea Spain  
Robert Thompson  
David Wipf

Faculty Senators Completing Second 3-Year Term

Michael Brashier  
Anastasia Elder  
Rocky Lemus

Faculty Senators Completing Partial Replacement Term

Mark Crenshaw  
Dipankar Dutta  
Stephen Middleton  
James Sobaskie

**April Faculty Senate Meeting Election of Officers**

Following March college elections of new senators, 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.

- Written nominations are to be forwarded to the Faculty Senate Office or election officer (outgoing president) for inclusion on the April ballot (candidates must have served  $\geq 1$  year as a senator).
- Candidates submit electronically a 1-page statement-of-qualifications and reasons for seeking election to the specific senate office *-and-* a vita for distribution no later than 5 p.m. 1 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 (5 working days)
- Absentee ballots are permitted on the first ballot only, which must be request from the elections officer no later than Tuesday at 12:00 noon (2.5 days) prior to elections and must be submitted no later than Wednesday at 5:00 p.m. (1.5 days) prior to elections. Absentee ballots may be submitted to Robert Holland Faculty Senate or emailed directly to the 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.
- Election of officers will be conducted immediately after the report by the senate president.
- When only one candidate has submitted an application, other candidates may seek election at the April meeting but must provide a qualification-statement and vita for distribution (April meeting).
- All candidates shall have five (5) minutes to speak prior to the first ballot for their position.
- Casting of votes will be conducted by a secret voting process.

- If no person receives a majority vote, 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.
- 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.
- 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.

**Faculty Senate Office**

The MSU administration has asked Faculty Senate about the feasibility of moving their office to a different site on campus due to the need to expand the Command Center in the Alumni Center. University Houses / Hunter Henry / Memorial Hall Small Auditorium / Lee Hall / Union / Griffiths Hall / Ruby Hall. The graduate school has an office, four medium sized classrooms and a lecture/presentation room in Griffiths Hall. Another possibility that has been suggested for consideration is the M-Club. Provost Bonner has indicated the Vice President Amy Tuck has reviewed optional locations with her staff and will be providing approximately 5 different office space areas that could potentially be utilized.

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

|   |              |
|---|--------------|
| <u>Academic Affairs</u> (Committee Chair: Senator Noel Addy).....                                     | None Pending |
| <u>Student Affairs</u> (Committee Chair: Senator Stacy Haynes).....                                   | None Pending |
| <u>Ancillary Affairs</u> (Committee Chair: Senator Mary Ann Jones) .....                              | None Pending |
| Audiovisual lecture recording/uploading onto social media (public access/Copyright).....              | Pending      |
| <u>Faculty Affairs</u> (Committee Chair: Senator Brian Baldwin)                                       |              |
| Faculty Handbook: Promotion and Tenure Policy and Procedures section (Feb Assign).....                | Pending      |
| <u>Charter &amp; Bylaws</u> (Committee Chair: Senator Anastasia Elder)                                |              |
| College Faculty Census and Reapportionment.....   | Pending      |
| <u>University Resources</u> (Committee Chair: Senator Laurie Grace)                                   |              |
| <u>AOP 13.09</u> – Credential for Teaching (Distance Education Certification Addition: Oct Assign)... | Pending      |
| <u>AOP 10.16</u> – Distance Education (Distance Education Certification Addition: Oct. Assign).....   | Pending      |
| <u>AOP 34.01</u> – Special Teaching Programs.....   | Pending      |

**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 February 27, 2016**

AOP 12.17 - Undergraduate Academic Fresh-Start

AOP 12.19 - Undergraduate Academic Amnesty rescind and merged into AOP 12.17

AOP 12.02 - Withdrawal from the University

OP 01.15 - Cellular Communication Devices and Plans

**Associate Deans Council**

College Department Syllabus Posting

Distance Program Certification

Redistribution of English Composition: Request to enroll students in Comp II during spring semester for improved balance and use of faculty

|   |                  |
|---|------------------|
| <u>AOP 13.03</u> - Responsibilities in Instruction and Curriculum, Attendance at Classes.....   | Pending          |
| <u>AOP 13.04</u> - Attendance at Classes: Teaching and Faculty (Merge/Rescind).....             | Pending          |
| <u>AOP 13.24</u> - Faculty Workload (Executive Committee recommendation for text transfer)..... | Pending          |
| <u>AOP 12.17</u> - Undergraduate Academic Fresh-Start   | November 9, 2016 |
| <u>AOP 12.19</u> - Undergraduate Academic Amnesty   | November 9, 2016 |
| Course Syllabus Posting   | November 9, 2016 |
| English Composition Redistribution  | November 9, 2016 |
| <u>AOP 12.17</u> - Undergraduate Academic Fresh-Start   | August 10, 2016  |
| <u>AOP 12.19</u> - Undergraduate Academic Amnesty   | August 10, 2016  |
| <u>AOP 12.20</u> - Undergraduate Academic Forgiveness   | August 10, 2016  |
| <u>AOP 12.09</u> - Class Attendance and Reporting Absences                                      | April 13, 2016   |
| <u>AOP 13.03</u> - Responsibilities in Instruction and Curriculum, and Attendance at Classes    | April 13, 2016   |
| Grief Counseling  | November 9, 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

**Academic Operating Policies (AOP) Extended Beyond 4-year Cycle Review**

| <u>Number ▲</u> | <u>Title</u>  | <u>Date</u> | <u>Attachment</u> |
|-----------------|---|-------------|-------------------|
| 10.03           | Deans Council and Associate Deans Council                           | 04-12-2012  | None              |
| 10.05           | Nepotism  | 12-05-2012  | None              |
| 10.15           | Substantive Changes   | 08-13-2013  | None              |
| 11.05           | Requirements for Shortened-Format Courses                           | 11-21-2013  | None              |
| 11.06           | Study Abroad  | 11-06-2012  | None              |
| 12.02           | Withdrawal from the University                                      | 06-01-2010  | None              |
| 12.08           | Requirements for Degrees, Academic Minors, and Certificate Programs | 12-05-2012  | None              |
| 12.12           | Credit and Grades   | 08-12-2013  | None              |

| <u>Number ▲</u> | <u>Title</u>   | <u>Date</u> | <u>Attachment</u> |
|-----------------|--|-------------|-------------------|
| 12.23           | Cooperative Education Program                        | 09-20-2013  | None              |
| 12.25           | Pass-Fail Option                                     | 02-05-2013  | None              |
| 12.26           | Undergraduate Credit by Examination                  | 04-12-2012  | None              |
| 12.30           | Developmental Studies                                | 04-23-2012  | None              |
| 12.36           | Repeat Policy  | 04-12-2012  | None              |
| 12.38           | Undergraduate Academic Advisement                    | 04-23-2012  | None              |
| 13.05           | Faculty Grievance Procedures                         | 05-18-2012  | None              |
| 13.07           | Academic Promotion and Tenure                        | 08-27-2013  | None              |
| 13.20           | Exit Interviews of Departing Faculty                 | 05-11-2012  | None              |
| 13.21           | Faculty Released Time for Specified Committee Chairs | 09-15-2011  | None              |
| 21.01           | Graduate Admission Criteria                          | 04-12-2012  | None              |
| 32.01           | Mississippi State University Library                 | 12-01-2006  | None              |
| 34.01           | Special Teaching Programs                            | 12-01-2006  | None              |

### **Operating Policies (OP) Extended Beyond 4-year Review Cycle**

| <u>Number ▲</u> | <u>Title</u>   | <u>Date</u> | <u>Attachment</u> |
|-----------------|--|-------------|-------------------|
| 01.07           | Whistleblower Policy                                     | 08-04-2009  | None              |
| 01.09           | Principles for University Governance                     | 09-12-2013  | None              |
| 01.20           | Use of Copyrighted Works for Education and Research      | 02-14-2008  | None              |
| 60.103          | Recruitment and Selection                                | 10-02-2012  | None              |
| 60.104          | Employment Authorization                                 | 10-02-2012  | Attachment        |
| 60.320          | Office Hours-Work Schedule                               | 10-02-2012  | None              |
| 60.401          | Guidelines for Employee Conduct                          | 10-22-2012  | None              |
| 60.501          | Workforce Development                                    | 10-02-2012  | None              |
| 91.109          | Dissent, Disruption and Academic Freedom                 | 09-26-2011  | None              |
| 91.150          | Satisfactory Academic Progress Policy                    | 01-23-2012  | None              |
| 91.177          | Extended Orientation for International Students          | 07-16-2012  | None              |
| 91.178          | Policy on University Scholarship Programs and Procedures | 05-23-2013  | None              |

### **Academic Operating Policy Extended Beyond 4-Year Review Cycle (Currently in Review??)**

|       |  |            |                 |
|-------|--|------------|-----------------|
| 10.02 | Academic Administrators and Directors                    | 04-28-2009 | None            |
| 10.07 | Veterans Administration: Students                        | 11-26-2005 | None            |
| 12.17 | Undergraduate Academic Fresh-Start                       | 12-05-2012 | None            |
| 12.19 | Undergraduate Academic Amnesty                           | 12-05-2012 | None            |
| 12.20 | Undergraduate Academic Forgiveness                       | 04-23-2013 | None            |
| 13.01 | Emeritus Appointments                                    |            | 09-15-2011 None |
| 13.02 | Selection of William L. Giles Distinguished Professors   |            | 07-31-2012 None |
| 13.03 | Faculty Responsibilities in Instruction and Curriculum   |            | 11-21-2013 None |
| 13.11 | <a href="#">Academic Freedom</a>                         | 04-12-2012 | None            |
| 13.14 | <a href="#">Grade Appeal &amp; Academic Review Board</a> | 04-28-2009 | None            |
| 13.15 | Evaluation of Teaching Performance                       | 08-02-2006 | None            |
| 13.24 | Annual Faculty Review Process                            | 10-14-2011 | Attachment      |

### **Academic Operating Policy Revision of Listing**

|       |   |            |      |
|-------|---|------------|------|
| 12.21 | Veterans Academic Status                                | 09-20-2013 | None |
| 13.04 | <a href="#">Attendance at Classes: Teaching Faculty</a> | 07-15-2011 | None |

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

### **Dean's Council Meeting**

**February 20**

- Meeting cancelled

### **Master Plan Development and Advisory Committee**

**March 9**

- Cancelled due to lack of agenda items.

### **Spring Faculty Senate Roundtable**

**April 21**

- Planning for the Spring Faculty Senate Roundtable has begun
  - Date: Friday, April 21, 2017
  - Location: President Keenum's home

- Time: TBA
- Topic: TBA
- Meeting to finalize topic with President Keenum is scheduled for March 21
- The Roundtable will host 24 attendees
  - 8 current Robert Holland Faculty Senators
  - 8 members of the Mississippi State University faculty
  - 8 Mississippi State University administrators
- Next Steps
  - Invitations will be sent to faculty and faculty senators with the Spring roundtable topic and a request to participate.
  - Closer to the event, a brainstorming guide regarding the topic will be shared with the confirmed roundtable participants.
  - Coordinate with the faculty senate office to prepare necessary supplies and the President’s office to coordinate logistics for the Spring Roundtable.
- If you are interested in participating in the Spring Faculty Senate Roundtable, please let me know. As in the past, we will seek representation from faculty senators and faculty across the campus community. As is the custom, President Keenum will identify and invite the administrators.

**Upcoming scheduled meetings**

- |   |          |
|---|----------|
| ● Deans Council Meeting                             | March 20 |
| ● President Keenum-Spring Faculty Senate Roundtable | March 21 |
| ● Work-Life Balance Meeting                         | March 22 |
| ● Master Plan Development and Advisory Committee    | April 13 |
| ● Deans Council Meeting                             | April 17 |
| ● Spring Faculty Senate Roundtable                  | April 21 |

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. Update on Request to Review Athletic Absences

**MISSISSIPPI STATE  
UNIVERSITY™**

**Policy and Procedure**

**ACADEMIC OPERATING POLICY AND PROCEDURE**

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

DATE: July 12, 2000  
Revised March 26, 2003 /Approved 9/18/03  
Approved: November 05, 2007

SUBJECT: AOP 12.09 - Class Attendance and Reporting  
Absences

**PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the policy related to student class attendance 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**

Upon registration, the student accepts the responsibility of attending all classes and completing all in-class and out-of-class work that the instructor formally assigns. When absence from class is essential, the student must inform the instructor through a designated means of communication and provide satisfactory documentation of the impending absence unless prescribed otherwise in the syllabus. If possible, all arrangements should be made prior to the absence. The student should discuss and document the scope and time frame for completion of missed work with the instructor in an agreed-upon timely manner. **Students who anticipate that they will have multiple excused absences during the semester must meet with their respective professors the first week of class to determine if it is possible to establish a course of study for successful completion of the course, and must be approved by both parties in writing.**

An attendance policy is the purview of an individual instructor, subject to the limitations described later in the document. A policy should include, but is not limited to, how the instructor defines class attendance, particularly as it pertains to in-class responsibilities that go beyond the student's mere presence in the classroom, how attendance relates to student learning outcomes, the extent of credit or penalty, how excused and unexcused absences are measured, and how all absences are recorded.

Each instructor must describe his or her attendance and participation policy on the course syllabus. If the instructor has a prescribed policy, he or she should describe that policy, **including the impact of absences, whether excused or unexcused, on the students' successful completion of the course. Instructors must also inform** students in writing how attendance will be measured; maintain current, verifiable attendance records; and recognize that failure to comply could constitute grounds for grade appeal.

It is the responsibility of the university to ensure the highest academic standards; to recognize that events occur beyond the personal control of students or faculty; to establish procedures that apply equally to on-campus and distance-learning students; to acknowledge that diverse course offerings and student learning outcomes mandate diverse attendance policies; and to provide procedures that assure appropriate resolutions of disputes.

Best practices would dictate if attendance and participation are used in the evaluation of a student's performance, passing or failing a course should not rest solely on class attendance and participation.

The instructor's department head will supervise all class attendance policies so as to assure compliance with departmental standards and university policy.

## PROCEDURES



## Excused Absences Defined

These approved excused absences are not subject to instructor discretion in course attendance penalties:

- Participation in an official university activity with authorization from an appropriate administrator sponsoring the activity (e.g., Department Head or higher). If the validity of the activity is questionable, the matter should be referred to the Office of the Provost and Executive Vice President for final resolution.
- Death in a student's immediate family to include a student's parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a student's immediate family (to include parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children) is eligible for excused absences, but is subject to the instructor's discretion.

University or other organized events intended to provide personal enrichment or entertainment will not be considered university authorized activities as it pertains to course attendance and will not qualify as an excused absence.

It is the student's responsibility to obtain valid documentation from a physician or clinical psychologist that contains the date and time the student sought medical consultation and/or treatment and present that documentation to the instructor upon returning to class. The instructor may ask the student to obtain verification of their excused absence through the Dean of Students Office.

## Excused Absences and Grades

Excused absences shall not result in attendance or grade penalties. Use of a drop grade will be considered as a penalty. When excused absences occur on days of scheduled exams and/or quizzes or other measures of academic progress (e.g., assignments) listed on specific dates in the course syllabus, the instructor will provide a student with an opportunity for a comparable evaluation prior to or after the absence. It is the student's responsibility to initiate a request of making up missed exams or other measures of academic progress in a timely manner, and the

instructor should communicate a response to such requests in a timely manner.

If a student accrues a significant number of excused absences and/or unexcused absences, then the instructor should contact the student about the best course of action regarding the timely completion of the course or withdrawal from the course.

### Reporting Absences

Attendance should be reported for all students. Faculty are encouraged to report absences, especially for freshmen, in a timely manner. The university information system (Banner) supports the ability to report absences at any time as frequently as desired. An excused absence is still reported as an absence.

All absences and last dates of attendance (where applicable) will become a part of the student's file in the Registrar's Office. Instructors may report absences to the Division of Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued consecutive absences.

### Attendance of Online classes

Student attendance in an online class should be explained in the course syllabus. A student will be considered to be in attendance in an online class when the student; a) participates in a course activity (e.g., discussion board); and b) is in communication with the course instructor regarding a course topic within a specified time frame. Logging into an online course without active participation does not constitute attendance. When students who are enrolled in an online course are aware of necessary absences, they should inform the instructor as soon as is possible so that other arrangements can be made.

### RESPONSIBILITIES

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

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 BY:

\_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

**ANCILLARY AFFAIRS**

**CHARTER & BYLAWS**

**FACULTY AFFAIRS**

**STUDENT AFFAIRS**

## **UNIVERSITY RESOURCES**

1. Report on Mandatory Certification for Online Instruction

### **UNIVERSITY RESOURCES**

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

#### **University Resources Committee**

**March 10, 2017**

### **BACKGROUND**

Following a request to review the Mandatory Certification for Online Teaching, President Coyne requested that the University Resources committee review and consider changes to multiple AOPs, most notably AOPs 10.16 (Distance Education), 13.09 (Credentials for Teaching), and 34.01 (Special Teaching Programs). After consultation with the Provost's office and the interim director of the Center for Teaching and Learning, the committee met on multiple occasions to make modifications to the existing policies. The committee offers the following recommendations:

### **RECOMMENDATIONS**

1. The University Resources Committee recommends to rescind AOP 34.01, which has been previously approved to be rescinded.
2. The committee also recommends several amendments to AOP 10.16 and to accept the AOP as amended. Some of the revisions are to improve the consistency of language used in other AOPs as well as improve consistency within AOP 10.16. The revisions are detailed below:

#### **Revision #1**

Updated hyperlink to the SACS Guidelines for Distance Education in Policy/Procedure section.

MSU uses the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) definition of distance education.

(~~<http://http://www.sacscoc.org/pdf/081705/Guidelines%20for%20Addressing%20Distance%20and%20Correspondence%20Education.pdf>~~~~[www.sacseoc.org/pdf/Distance%20and%20Correspondence%20policy%20final.pdf](http://www.sacseoc.org/pdf/Distance%20and%20Correspondence%20policy%20final.pdf)~~)

### Revision #2

Delete redundant paragraph in Compliance Guidelines section.

~~The colleges and departments that choose to offer distance degree programs, courses, minors, and certificates have full control over their content. The respective teaching faculty instructional core members are responsible for all academically related functions.~~

### Revision #3

Modify the following paragraph in the Policy Compliance section.

Only instructors of record (as defined by AOP 13.09), ~~persons holding a faculty position,~~ approved and assigned by their department academic unit head, may teach distance classes. The required academic credentials for an instructor of record for distance courses and on-campus courses must be identical, and appropriate for the discipline in which they are teaching. Course instructors of record should ensure that best practices are used to ensure the highest standard of academic integrity in the preparation of exams and other graded activities in distance courses.

### Revision #4

Modify the following paragraph in the Policy Compliance section.

Contingent on programmatic needs and upon approval of ~~their~~ the college academic dean(s) responsible for the department academic unit from which the course is being offered, all qualified ~~faculty-instructors of record or ps members~~ may teach distance classes as part of their normal teaching assignment and performance evaluation. Academic units that choose to offer distance degree programs, courses, minors and certificates have full control over content. The respective instructors of record are responsible for all academically-related content.

### Revision #5

Modify the Evaluation, Assessment, and Recognition section.

Distance education courses will use the same course evaluation ~~procedures-standards~~ as on-campus courses. Each distance education program shall be assessed at the same frequency as that of programs offered on campus. Student learning in distance education programs must compare favorably to that in on-campus based programs. ~~Faculty-Instructors of record~~ will receive recognition for teaching and scholarly activities for distance education commensurate with those for traditional activities and programs.

### Revision #6

Modify the Library Support section.

~~Faculty-Instructors of record for distance education courses~~ are encouraged to use the resources of the library ~~resources~~ in their ~~distance education~~ courses.

### Revision #7

Rename the Faculty and Faculty Services section as the Distance Education Support Infrastructure and modify the section as follows.

Distance Education Support Infrastructure. The university will assure an effective and efficient distance education support infrastructure that provides development opportunities for ~~faculty-course instructors~~ that will increase their awareness of distance education methodologies and improve their instructional skills. Instructors of record should either acquire or demonstrate proficiency in appropriate distance education methodologies by one or more of the following:

- a. Successful completion of the MSU Center for Teaching and Learning (CTL) course focusing on best practices in distance education methodologies (CTL 101).
- b. Successful completion of a course(s) equivalent to CTL 101. The appropriateness of a proposed substitute should be determined in consultation with the Director of CTL.

c. Instructors who have previous experience teaching distance education courses should request an assessment of their course(s) and methodologies used in the course(s) from the Director of CTL or another individual proficient in the assessment of distance education teaching methodologies.

The university will also provide adequate equipment, software, and communications access to faculty-instructors of record to support interaction with students, cooperating institutions, and other faculty for approved programs and courses.

### Revision #8

Modify the Technology section.

MSU will provide a central learning management system that ~~departments and colleges~~academic units are encouraged to use. Selection of technology for electronically-delivered distance education courses and programs shall be the responsibility of the faculty instructor of record and the ~~department~~academic unit offering such courses and programs, and shall be based primarily on pedagogical objectives, student demographics, and available information technology resources.

# MISSISSIPPI STATE UNIVERSITY™

## Policy and Procedure

### ACADEMIC OPERATING POLICY AND PROCEDURE

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

DATE: March 5, 2014

SUBJECT: AOP 10.16 – Distance Education

#### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding of the procedures for the development, implementation, and maintenance of formal distance learning degree programs, courses, minors, and certificates offered for academic credit at Mississippi State University (MSU).

#### **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, if any, presented to the Provost and Executive Vice President for Academic Affairs.

#### **POLICY/PROCEDURE**

MSU uses the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) definition of distance education.



(<http://www.sacscoc.org/pdf/081705/Guidelines%20for%20Addressing%20Distance%20and%20Correspondence%20Education.pdf>[www.sacseoc.org/pdf/Distance%20and%20correspondence%20policy%20final.pdf](http://www.sacseoc.org/pdf/Distance%20and%20correspondence%20policy%20final.pdf))

1. **Students:** A distance education student is defined as one who has been admitted into a distance education program at MSU. Although geographically dispersed, distance students meet the definition of a “student at Mississippi State University” as defined under OP 91.101 Definition of a Student.
2. **Programs:** All Institutions of Higher Learning (IHL) Board of Trustees and Mississippi State University policies, standards, and guidelines for on-and-off campus instruction apply to distance education, unless otherwise stated. Any academic unit may provide distance education programs, courses, minors, or certificates that serve populations of students with a demonstrated need, who are not on campus, and whereby the curricula can be developed and effectively delivered in a distance format. All such academic endeavors are housed within their respective colleges and academic units, and are the responsibility of the assigned ~~faculty~~ and academic unit administrators.

### 3. **Compliance Guidelines:**

- All distance education degree programs, courses, minors, and certificates must be consistent with the role and mission of both Mississippi State University and the units providing them.
- All distance programs, courses, minors, and certificates are subject to the same University curricula approval processes, guidelines, and requirements as is required for on-campus programs and courses. This includes on-campus programs and courses that are reconfigured for delivery via distance education methods.
- Programs, courses, minors, and certificates will comply with all requisite approval processes of state, regional, or other agencies or associations germane to the conduct of the academic program at MSU. Distance education programs must comply with all on-campus program and course requirements.
- Academic units must demonstrate and maintain equivalency between on-campus and distance degree programs relative to academic rigor, breadth, and expected outcomes.

- ~~• The colleges and departments that choose to offer distance degree programs, courses, minors, and certificates have full control over their content. The respective teaching faculty/instructional core members are responsible for all academically-related functions.~~
- Only instructors of record (as defined by AOP 13.09), ~~persons holding a faculty position~~, approved and assigned by their department/academic unit head, may teach distance classes. The required academic credentials for an instructor of record for distance courses and on-campus courses must be identical; and appropriate for the discipline in which they are teaching. Course instructors of record should ensure that best practices are used to ensure the highest standard of academic integrity in the preparation of exams and other graded activities in distance courses.
- Contingent on programmatic needs and upon approval of ~~their/the~~ college academic dean(s) responsible for the department/academic unit from which the course is being offered, all qualified ~~faculty/instructors of record/corps members~~ may teach distance classes as part of their normal teaching assignment and performance evaluation. Academic units that choose to offer distance degree programs, courses, minors and certificates have full control over content. The respective instructors of record are responsible for all academically-related content.
- Ownership of intellectual property developed for distance courses will be determined by the MSU Intellectual Property, Policy and Procedure Statement (OP 76.01).
- Distance education students must have access to a range of student services that are comparable to those provided for on-campus students; (e.g., academic career advising, and general library and reserve materials).
- Once a distance degree program is implemented, ~~the~~ academic units and MSU are committed to ongoing financial and technical support, and to ensure that all admitted students are allowed an appropriate timeframe to satisfy the program requirements.
- ~~• Faculty must use best practices to ensure the highest standard of academic integrity in the preparation of exams and other graded activities in distance courses.~~

- All distance courses must comply with the guidelines of the Americans with Disabilities Act and Rehabilitation Act of 1973.
- The University Policy on Use of Copyrighted Works for Education and Research OP 1.20 applies to all distance education degree programs, courses, minors, and certificates.

**4. Evaluation, Assessment, and Recognition:** Distance education courses will use the same course evaluation ~~procedures-standards~~ as on-campus courses. Each distance education program shall be assessed at the same frequency as that of programs offered on campus. Student learning in distance education programs must compare favorably to that in on-campus based programs. ~~Faculty-Instructors of record~~ will receive recognition for teaching and scholarly activities for distance education commensurate with those for traditional activities and programs.

**5. Library Support.** ~~Faculty-Instructors of record for distance education courses~~ are encouraged to use the resources of the library ~~resources~~ in their ~~distance-education~~ courses.

**~~6. Faculty and Faculty Services~~Distance Education Support Infrastructure.** The university will assure an effective and efficient distance education support infrastructure that provides development opportunities for ~~faculty-course instructors~~ that will increase their awareness of distance education methodologies and improve their instructional skills. Instructors of record should ~~to~~ either acquire or demonstrate proficiency in appropriate distance education methodologies by one or more of the following:

- Successful completion of the MSU Center for Teaching and Learning (CTL) course focusing on best practices in distance education methodologies (CTL 101).
- Successful completion of -a course(s) equivalent to CTL 101. The appropriateness of a proposed substitute should be determined in consultation with the Director of CTL.
- Instructors who have previous experience teaching distance education courses should request an assessment of their course(s) and methodologies used in the course(s) from the Director of CTL or another individual proficient in the assessment of distance education teaching methodologies.

The university will also provide adequate equipment, software, and communications access to ~~faculty~~ instructors of record to support interaction with students, cooperating institutions, and other faculty for approved programs and courses.

**6.7. Student Services.** The rights of and services provided to distance students will be comparable to those offered to on-campus students.

Distance education students shall receive clear, accurate, complete, and timely information needed to complete their studies. All information regarding application, admission, enrollment, course activities, and so forth, for any distance education program must be easily accessible and provided in a well-organized and complete manner.

**7.8. Technology.** MSU will provide a central learning management system that ~~departments and colleges~~ academic units are encouraged to use. Selection of technology for electronically-delivered distance education courses and programs shall be the responsibility of the ~~faculty~~ instructor of record and the ~~department~~ academic unit offering such courses and programs, and shall be based primarily on pedagogical objectives, student demographics, and available information technology resources.

**8.9. Financial Administration and Teaching of Distance Classes.** For details regarding financial administration and teaching of distance classes, please refer to the guidelines located under the Provost and Executive Vice President's Office web site at the following link:

<http://www.provost.msstate.edu/resources/staff/distance/>

**RESPONSIBILITIES**

| <u>Position</u>   | <u>Section</u> | <u>Year</u> |
|---|----------------|-------------|
| <a href="#"><u>Associate Provost for Academic Affairs</u></a> | Review         | 2018        |

**RECOMMENDED BY:**

/s/ Steve Taylor \_\_\_\_\_ 03/12/2014 \_\_\_\_\_ Executive  
Director Center for Distance Education Date

**APPROVED:**

/s/ Peter L. Ryan \_\_\_\_\_ 03/12/2014 \_\_\_\_\_ Associate  
Provost for Academic Affairs Date

/s/ Jerome A. Gilbert \_\_\_\_\_ 03/13/2014 \_\_\_\_\_ Provost  
and Executive Vice President Date

/s/ Gerald Emison \_\_\_\_\_ 03/19/2014 \_\_\_\_\_ President,  
Robert Holland Faculty Senate Date

**REVIEWED:**

/s/ Lesia Ervin \_\_\_\_\_ 04/17/2014 \_\_\_\_\_ Director,  
Internal Audit Date

/s/ Joan Lucas \_\_\_\_\_ 05/09/2014 \_\_\_\_\_ General  
Counsel Date

**APPROVED:**

/s/ Mark Keenum  
President

05/19/2014  
Date

**SPECIAL COMMITTEE REPORTS**

**PENDING BUSINESS**

**NEW BUSINESS**

**ADJOURN**