

ROBERT HOLLAND FACULTY SENATE UNCORRECTED MINUTES OF SEPTEMBER 14, 2012

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Grisham Room of Mitchell Memorial Library at 2:00 p.m. on Friday, September 14, 2012.

Members absent and excused were: Michael Brashier, Mike Brown, Lelia Kelly, Jody Ray, Rebecca Robichaux, Keith Walters, and Joe Wilmoth. Members absent were LaDonne Delgado, Sandra Eksioglu, Stephen Foster, Rocky Lemus, Kim Morgan, and Juan Silva.

The meeting was called to order by the Senate President, Meghan Millea.

The minutes of the April 13, 2012 meeting were approved after the correction of location to the Grisham Room.

GUESTS

DR. JEROME A. GILBERT, PROVOST AND EXECUTIVE VICE PRESIDENT

Provost Gilbert said that MSU hosted an international conference on food security earlier in the week. Dr. Dan Gustafson, an official in the Food and Agricultural Organization of the United Nations, was impressed with MSU faculty and the upbeat outlook he observed. He said that MSU was a university on the move.

Enrollment numbers will be released next week showing that enrollment is down 59 students. The current number is 20,365 students, which is less than a 1% decrease.

He pointed out that there was a new distance education model this year where tuition dollars are distributed to the college in which a student is enrolled automatically.

Associate Vice President Hodges has begun an administrative training over the summer. She has invited anyone interested with administrative appointments. Together, they have discussed with the Office of Research expanding professional development activities and hope to provide more opportunities for faculty and staff.

While in the midst of preparing for our SACS reaffirmation, Dr. Keenum has announced that writing has been the topic selected for our Quality Enhancement Plan (QEP).

Dr. Hodges is continuing with the benchmarking process. We will be sending out information in October about our Agriculture and Forestry departments to similar colleges around the country for feedback.

The 90,000 square foot classroom building is planned to be built behind the YMCA building with a completion date in January 2015. Teaching laboratories were discussed in the planning for that building but it was decided to forgo that option and to talk about a separate laboratory building that would also include research labs. A committee is looking at that and will present what they have found.

President Keenum and Provost Gilbert have discussed faculty and staff salaries and found them to be deficient compared to Southern University Group (SUG) averages with biggest difference at full professor level. Dr. Keenum has committed to put together a committee to look at salary compression with the goal to first look at full professors and to develop a multiyear plan. He hopes to have something in place January 1 to keep separate from merit raises. In a study done by The Hay Group, our staff salaries are also below the minimum for the area market. Dr. Keenum has committed to retroactively increasing staff salaries below the minimum effective September 1.

Dr. Keenum has put together a Promotion and Tenure Task Force in response to the feedback to the Promotion and Tenure document to look at promotion of all faculty. The committee consists of Drs. Millea, Hodges, Vaughn, and Herndon comparable guidelines for faculty and to consider tenure for extension faculty.

Search for new registrar in process. Dr. Chamblee is heading the committee and hopes to have a new registrar in place by the end of the fall semester.

Dr. Gilbert has appointed Dean Sharon Oswalt to head the search for a new Dean of Arts and Sciences.

Senator Toghiani asked if the salary compression activity would be repeated year to year or would it be just one time. Provost Gilbert said that President Keenum has committed to two successive years but it would depend on funding after that time period.

Senator Haupt asked if there was window of eligibility as far as when a professor was promoted.

Provost Gilbert said that the committee would include all categories of faculty and anyone at that level. Zant, Keenum, and Gilbert have discussed that other units may not have the flexibility in their budgets so Dr. Keenum has committed to assist with those increments of adjustment.

Senator Wise asked if there would be any consideration of seniority. Provost Gilbert said that they would be looking at that in evaluation of the gap; they would look at the time in rank and SUG data to attempt to equitably address the gaps.

MR. DONALD BUFFUM, DIRECTOR OF PROCUREMENT AND CONTRACTS AND MRS. SHARON CARR, MANAGER OF THE OFFICE OF TRAVEL SERVICES

Mr. Buffum said that currently MSU has two policies concerning Travel: OP 62.01 and AOP 13.08. In comparing the two, there is little difference and they have come up with a proposed combined OP 62.01.

Senator Byrd said that extension faculty would like the Office of Travel to travel with them because some of the rules and paperwork does not accommodate work requirements. Mr. Buffum suggested that he work with a representative group that has some issues and potential suggestions. He said that state law and policy must be followed along with MSU policy. Also, the universities best interests and perception must also be considered.

Senator Dunne asked why we do not use federal government per diem rates. Buffum said that the state law requires reimbursement of actual expenses not to exceed the Department of Finance and Administration maximum. Senator Dunne said that the rates that we allow are significantly less than what federal government allows. Buffum said that he could look into it if Senator Dunne could send him an email with the specifics.

Senator Nagel said that the Travel Office website explains things very well, but it's not in the policy but he would like to see that to be included. Buffum said that he is opposed to putting strict guidelines in a policy because of the difficulty to change policy. Typically, policy is written broadly and procedures are written more narrowly. He said that he has met with a travel agency that has a website similar to Expedia that travelers could look at flights; the website would compare the flight to MSU travel rules and then would allow you to book the flight to a ghost account so that the traveler wouldn't have to pay out of pocket up front.

Senator Sullivan said that he was sympathetic to Senator Nagel's comment and liked Mr. Buffum's point to not put too much in the policy. He suggested the addition of wording in the policy to look at the operational procedures online. Mr. Buffum said that currently travel forms are paper based, but he is working on an online travel module that would let travelers know more information. He said he hopes that the module would be available to some test departments in the next three months and to the university within the year.

Senator Rodgers asked about travel reimbursement. He said that he uses his personal credit card and when he returns submit receipts to administrative staff, but sometimes there are mistakes which end up with him carrying the balance for a time. Mr. Buffum said that travelers can get a travel advance so that you aren't out the money yourself, but how departments handle travel is up to the departments themselves.

Senator Byrd said that when a travel reimbursement is made, the faculty member (traveler) is not always notified when adjustments are made. Mrs. Carr said that the Travel Office contacts the departmental travel person submitting the forms and hopes that they relay the message.

REPORT OF THE PRESIDENT

President Millea highlighted some of the notes in her previously submitted report.

Welcome back. We will continue the pace of a very busy year again this year. I am submitting my report as a series of committee highlights since April.

COMMUNICATIONS COUNCIL

Art Cosby is conducting a market research survey of MSU. Members of the council are compiling templates for potential web design which is consistent with the presentation Mike Rackley and Maridith Geuder made to the senate last spring. Related to that, Joan Lucas, Maridith Geuder and I visited with ORED and DAFVM department heads about the current visual identity standards and ask for feedback.

DIVERSITY COMMITTEE

The Diversity Committee revised the MSU Diversity Strategic Plan which was submitted to IHL and is awaiting approval.

SPECIAL EVENTS AND GAME DAY

The Special Events and Game Day Committee has primarily been focused on preparations for the football season. In particular, they worked with Athletics, ITS, and the Alumni Association to develop a game day app and a website to provide information for visitors to the campus and to improve the game day experience. There is one item I want to bring to your attention and that is the pay parking added to the research park. Last year, this was a free parking area with shuttle service. To add security and bathrooms, the lots have been converted to pay lots. Another change, the opening time to the junction tailgating which has moved up to 4:00 from 5:00. The committee felt there were sufficient safety concerns with people leaving campus at the same time tailgate set up was at its peak. Road closures are consistently set for 4 hours before game time.

This committee meets regularly to address issues and feedback we receive from each football game.

ATHLETIC COUNCIL

The Athletic Council is meeting regularly. We received grade reports from the different sports. Steve Turner will come to the Senate next month to deliver similar information to us.

MASTER PLANNING ADVISORY COMMITTEE

The Master Planning Advisory Committee recommended approval of the university's campus master plan document which then received approval at the President's Executive Committee. This document has already served as a guide for planning different projects on campus.

There was quite a bit of discussion about the process for reviewing sorority and fraternity houses and developing a plan to cover the costs of infrastructure development for new houses (roads and land development).

Aramark has a couple of new food facilities opening. Subway will be beside the State Fountain Bakery and a Fresh Foods which will be located on the tennis courts. The courts will be moved to the south side of campus near the rec plex and intramural fields.

This committee has adopted a standardized form that was developed by Roger Baker for items coming before the committee. A governance document associated with master planning on the campus is currently under review.

CLASSROOM BUILDING COMMITTEE

The plans/schematics for the building are being routing through approval processes through MSU and IHL. The hope is to occupy the building in 2015.

BENCHMARKING

The benchmarking process begins this fall with the Colleges of Agriculture and Life Sciences and Forest Resources. This will involve collecting information by each department, sending summary information to peer and peer plus institutions, identified by the department head for review. Different units will be reviewed each fall according to a cycle established by the committee.

INFORMATION TECHNOLOGY COUNCIL

The Information Technology Council has been reviewing different e-mail alternatives to adopt as a consolidated employee e-mail system.

UNDERGRADUATE ADMISSIONS

The Undergraduate Admissions Committee is examining transfer credits, program admission standards and graduation requirements. Some sticking points have been related to how technical credits transfer and how CLEP credits, AP credits, and Cambridge and International Baccalaureate map to current MSU offerings. The committee discussed listing all credit mappings for the department faculty to review. The committee chair position is being transferred from Donna Reese to Tim Chamblee and we have not met since that transfer has occurred.

In reviewing program admission requirements the committee is requesting academic justifications, as opposed to enrollment management. In terms of graduation, the committee is reviewing potential inconsistencies between individual programs and the university standards.

LABORATORY BUILDING COMMITTEE

This committee is conducting a needs assessment and reviewing long term potential for a multidisciplinary laboratory building. After meeting with representatives from each of the different colleges the committee reported teaching and research laboratory needs to Drs. Gilbert and Shaw.

SEC FACULTY SENATE PRESIDENTS

The presidents from the SEC faculty senates have established an e-mail listserv for communications. LSU senate hosted several of us down in Baton Rouge early in the summer. It was productive meeting attended by LSU, Vanderbilt, MSU, USC and University of Missouri.

ASSOCIATE DEANS COUNCIL

On the one occasion when I substituted in for the Associate Deans Council, they were discussing the summer orientation programming. I did remind them of the report from the senate taskforce about managing faculty workload during the summer advising times. My hope is that these conversations about summer work continue. In particular, ensuring that faculty are included in decisions about how to cover the advising needs of incoming students.

STUDENT ASSOCIATION/STAFF COUNCIL

I have met with Shelby Balias, the president of the Student Association and Cade Smith, president of the Staff Council. Shelby is interested in developing a syllabus bank associated with courses and instructors so that students can effectively manage course load and work load. She is also interested in discussing how to address heavy course credit requirements at the end of the term.

DEPARTMENT HEADS/DEANS MEETING

Near the beginning of the semester, Dr. Gilbert called a meeting of all the university's department heads. Topics of particular interest were the new ways that distance funding is processed and distributed to departments and the limits on the ways the money can be spent. They also asked some questions about the P and T document that was approved by the Senate in April.

PROMOTION AND TENURE

We revised the promotion and tenure document; in the process of the review we received substantive feedback that will inform further revisions. Namely that the restriction that the P and T document applies to tenure and tenure track faculty only makes forming P and T committees inconsistent with practices in the comprehensive departments.

The clinical, research, and extension faculty do not have a comparable document and process. The closest policy that exists in OP 56.06 which the Office of Research and Economic Development has been reviewing and revising in an effort to make the OP more thorough.

I have had a meeting recently with VPs Gilbert, Bohach, and Shaw to discuss the limitations of the OP 56.06 and the Promotion and Tenure document in addressing the evaluation and promotion process for the clinical, research, and extension faculty. A taskforce with representatives from each unit is being convened to address process, procedures, and documents that are inclusive to these faculty categories. I will continue to report on the progress of this group.

In addition, the timing outlined in the P and T document indicates that the document becomes effective July 1 after it has been approved. Because the department and college documents have to be revised to be consistent with the university document, there is the potential to have faculty under consideration when there are inconsistencies between the university, college, and department documents. Therefore a more accurate timeline between approval and implementation needs to be outlined.

I suspect the P and T document will be returned to the Senate to consider some of the feedback received.

SACS ACCREDITATION

The Faculty Handbook that we approved in the April meeting has been reviewed by the Office of Institutional Research and Effectiveness to ensure that it can fulfill the needs of the accreditation team as a significant support document. It has also been reviewed by President Keenum and Provost Gilbert.

CLOSING REMARKS

This is yet another year of opportunity for the senate to address issues of concern to the faculty and to work productively with the students, staff, and university administration to improve the overall institution. Please actively participate in the deliberations of your committee and of the senate as a whole. Bring up issues of concern and participate in healthy debate. Your participation forms the voice of the faculty. I look forward to another great year.

Respectfully Submitted,



Meghan Millea
September 10, 2012

Senator M. Hopper asked if there were any changes in the near future in regards to Summer Orientation Advising. President Millea said that no changes were made in the last semester because the report of the task force was submitted in April. She said that there are a lot of differences in how units across campus handle summer advising and sees that as part of the discussion of AOP 13.23 Faculty Workload. She requested to have it first in the review cycle because she thought that the Senate would have more substantive changes.

VICE PRESIDENT REPORT

Vice President Emison highlighted some of the points in his previously submitted report.

Deans' Council August 20, 2012

Announcements

The president has asked the Provost to form a group to examine ways to reduce salary compression for academic faculty. It is to begin at the professorial level and then proceed to associate and assistant professors.

The Provost solicited deans' views concerning raising the minimum enrollment in a class from eight for graduate students and 12 for undergraduates.

Faculty Consulting

David Shaw briefed the deans on University efforts to comply with conflict of interest requirements, especially those imposed on the University by the federal government. ORED will take the lead in developing a policy that bills on the existing policy contained in OP 56.02. Emphasis will be on fairness and achieving disclosure.

Academic Operating Policies

- AOP 13.09—Credentials: There was considerable discussion concerning the proposed prohibition on using graduate students who are qualified through commensurate experience. The discussion moved to procedures concerning qualifications through commensurate

experience for all faculty, not just graduate students. This discussion resulted in the AOP being tabled for further discussion at another deans' council.

Master Plan Advisory Committee

New Laboratory Building

Meghan Millea and I participated in a number of meetings of the committee studying the needs for a new laboratory building. These meetings involved sessions with each of the colleges to discuss specific laboratory requirements. Major issues that have emerged concern the mix of physical science laboratories and more general laboratory space, whether teaching and research laboratories should be co-located and the general amount of laboratory space needed by the colleges.

New Food Service Building

In the master plan development advisory committee Meghan Millea and I participated in a discussion of the alternative locations for a new food service building for the south side of campus. The committee endorsed placing this building at the site of the current general use tennis courts. To compensate for the loss of these courts, new tennis courts will be constructed on south farm near the recreation sports fields. Also the north part of campus will be examined for possible sites for tennis courts there.

Senator Berk asked if Master Plan Advisory Committee make recommendations or just endorses decisions. VP Emison said that because of the time constraints of this particular decision, the committee just endorsed President Keenum's decision, but typically the committee makes recommendations. Senator Berk asked if there is a clear governance procedure as the committee moves forward. He commented that a lot of work went into the plan and wanted to be sure that MSU follows the plan. VP Emison said that there is a governance procedure. President Millea said that it is relatively new committee and has back log of things to review. The committee is working on governance document that lays out deadlines for approvals and a process to expedite a decision but it will be a difficult hurdle to climb.

Senator Elder mentioned that that area has traffic pattern issues already and expressed concern about construction causing more traffic issues. She asked about timeframe of the project. VP Emison said that the new tennis courts will be in place before demolition and construction begins. Senator Elder then asked if there had been talk to resurrect a faculty area for eating or if that could be suggested.

Senator Byrd asked if there has been any news on Aiken Village. VP Emison said that it has not been mentioned.

UNIVERSITY DESIGNATES ON UNIVERSITY COMMITTEES

Senator Leug said that Open Enrollment for employee benefits will be October 1-24. Any online changes must be accompanied by paperwork to take effect. Delta Dental will be going down in premiums because there are more participants across the state. As part of the new healthcare legislation, the Medflex maximum contribution in 2013 will be \$2500. Any new benefits added will default to pre-tax which reduces tax liability and increases take home pay. All benefits with exception of life, long term care. You would need to opt for after-tax if that is desired. Also, with pre-tax, participants are locked in for the year and will impact calculations for social security. Senator Fountain asked if the change to Medflex would apply to Careflex. Senator Leug said no.

Senator Miller asked if there will be an email reminder. Senator Leug said there would be an open enrollment email that will explain everything but participants currently an after-tax enrollee will also receive an email inviting them to consider pre-tax benefits. There will be a change in our prescription company but only in name and we will not be getting new cards

CONSENT AGENDA

Business to be sent to Committees:

- AOP 10.05 Nepotism (University Resources)
- AOP 12.21 Veteran's Academic Status (Student Affairs)
- AOP 12.23 Cooperative Education Program (Student Affairs)
- AOP 13.06 Sabbatical Leave for Faculty Members of State Institutions of Higher Learning (Faculty Affairs)
- AOP 13.08 Travel by Faculty and Staff/OP 62.01 Travel (Ancillary Affairs)
- AOP 13.10 Other Employment (University Resources)
- AOP 13.23 Faculty Workload (Faculty Affairs)
- Dr. Chamblee's letter re: Lecturer evaluation (Faculty Affairs)

Senator Byrd made a motion to accept the consent agenda. Senator Follett seconded the motion. The motion passed by unanimous voice vote.

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS	NO REPORT
ANCILLARY AFFAIRS	NO REPORT
CHARTER AND BYLAWS	NO REPORT
FACULTY AFFAIRS	NO REPORT
STUDENT AFFAIRS	NO REPORT
UNIVERSITY RESOURCES	NO REPORT

SPECIAL COMMITTEE REPORTS

OLD BUSINESS

Faculty Handbook

President Millea noted changes including wording in the paragraph regarding search committees on agenda page 52. Senator Sullivan asked if it was acceptable to have a department function as a committee of the whole. It would bypass the formal status of a committee. President Millea asked who would serve as chair. Senator Sullivan said that the department head has in this case but it was

not a search committee. President Millea pointed out that this wording was only for search committees not for all departmental committees.

Senator Wise said that would be in favor of spelling out that department committee of the whole chaired by department head would be illegitimate as a search committee. Vice President Emison noted that the wording states that participants must be elected to serve on the committee rather than appointed.

Senator Byrd asked if this was consistent with the promotion and tenure document. President Millea said that the P&T document says that there must be a search, but it does not lay out how the search committee is composed.

President Millea noted another change in the wording in the paragraph regarding the graduate council on agenda page 56.

Senator Nagel pointed out that the graduate council can make policy without Faculty Senate involvement according to the wording. Senator Wise said that the Graduate Council is akin to the Faculty Senate; it is the executive body of the graduate faculty and not all members of the faculty are members of the graduate faculty.

President Millea then noted a change on agenda page 59 regarding how amendments can be made to the Faculty Handbook. She pointed out that the change is requiring a simple majority rather than a 2/3 majority. When handbook was written, votes had to be conducted within a general faculty meeting; the window of time has been opened and broader participation is allowed through online voting.

Senator Berk noted that in the listing of the colleges, the College of Architecture, Art and Design is current. Senator Follett noted that another change would be Bagley College of Engineering.

Senator Rude noted that the sections at the end of the handbook serve as references to policies.

President Millea said that the links are to the respective departments that maintain those policies such as Human Resources and the Office of Internal Audit.

Senator Peacock asked if the change in voting majority would have changed the outcome of the Instructional Faculty vote. President Millea said that it would have and would have also allowed a larger window of time for voting.

Senator Fountain noted some of the hyperlinks not working properly.

President Millea said that it was the recommendation of the Executive Committee to accept the Faculty Handbook as presented. The motion passed by voice vote with one nay.

NEW BUSINESS

Senator Peacock noted that Biological Anthropology has been added as a life science with lab option in the catalog.

Senator Miller made a motion to adjourn. Senator Byrd seconded. The meeting adjourned at 3:23 p.m.

Submitted for correction and approval.

Brian Rude, Secretary