



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of March 11, 2016

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Grisham Room of Mitchell Memorial Library at 2:00 p.m. on Friday, March 11, 2016.

Members absent and excused were: Noel Addy, Matthew Boggan, Michael Brashier, Pasquale Cinnella, Renee Clary, Laura Grace, Missy Hopper, Rocky Lemus, Kent Marett, James Martin, Natasha Randle, Judy Ridner, William Riehm, and Robert Thompson.

Members absent were: Brian Baldwin, Joey Burt, and Jenny Du.

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

President Coyne asked for any changes for the February minutes. Dr. Carskadon asked that the word “perceived” be inserted before the word “validity” on page 19 of the agenda. Senator Wolverton made a motion to approve the minutes as amended. Senator Jones seconded the motion. The motion to approve the February minutes passed by unanimous hand vote.

GUESTS

Ms. Tamara Gibson, Chair, Staff Council

Ms. Gibson began by thanking the Senate for allowing her to address them. She said that she has been with Mississippi State for 20 years. She performs BANNER training on campus. This is Ms. Gibson’s first year as Staff Council Chair. She has been on the board for three years now.

Staff Council is comprised of 26 members from all of the divisions of the University. Council members are nominated by the head of each division. Staff Council terms last three years. Two consecutive terms may be served. The Executive Council is comprised of the Officers and

committee chairs. The committees consist of communications, events, and policy and procedures.

Staff Council has offered health seminars throughout the year. These seminars are to promote health and wellness. The annual jacket sale was also conducted this year. Instead of jackets this year, long sleeved t-shirts were sold. The last sale will be held March 31st. An annual staff survey is sent out each year to gather feedback from staff pertaining to their experience at the University. This year, an ad hoc committee was formed to analyze the data in order to create programs that address areas of interest and concerns that are voiced in the survey. In January a professionalism seminar was held. Another seminar will be held this fall. The Bully Watch program was instituted in January as a result of the survey analysis. Bully Watch is a staff recognition program. Winners are randomly selected each month. Both the nominator and nominee receive a prize if selected.

There is a state-wide organization of staff councils called the Mississippi Association of Staff Council Organizations. In November a policy change was presented to IHL to allow tuition remission for employees at any state institution. The change was a result of individuals working in Extension offices not being able to attend classes in their institution of employment due to geographical separation. Another policy change that is being reviewed with regard to tuition remission would allow employees to take eight hours instead of six hours of credit per semester. Another proposal that is being drafted currently would allow spouses of employees to receive tuition remission. This proposal will be presented in the fall. Recently the educational achievement benefits have been increased. The new amounts will become effective in July. Staff Council has also recently approved a campus wide no smoking policy.

Zacharius award nominations are now being accepted. Nominations close on April 8th. Staff appreciation day, or “Luncheon in the Junction”, will be held Friday May 13th from ten to one. Volunteers are being sought to help serve on staff appreciation day.

Information regarding Staff Council can be found on the website or on Facebook.

Senator Wilmoth asked if there has been any pushback from staff regarding the non-smoking policy. Ms. Gibson replied that she has not heard any negative feedback from the staff representatives. Senator Lathan asked where current smokers are supposed to go to smoke. Ms. Gibson replied that an individual can go to their personal vehicle to smoke. Senator Spain commented that this assumes that everyone has a personal vehicle. Ms. Gibson replied that it does.

Senator Williams said that he has heard rumors that some staff are being forced to take personal time to attend staff appreciation day and asked if that was true. Ms. Gibson replied that Staff Council has begun addressing that and were informed that it was up to the individual divisions to determine their policy on whether leave time must be taken or not.

Dr. Randy Follett, Chair, Ad Hoc Committee on Expansion of Tenure

Dr. Follett began by saying that there has been some confusion about what the charge of his committee is as well as who the committee reports to. On March 30th, 2015 Senate received a letter from Provost Gilbert asking that a committee be formed to examine the possibility of extending tenure to include some currently ineligible faculty positions. The positions being considered would have to be one hundred percent funded by state funds. The two principle divisions that would be impacted by this are Extension and MAFES. No existing faculty can be converted to a tenure track position. This would only apply to new positions. Existing faculty could apply for the newly created tenure track positions.

Teaching, research, and service are fundamental requirements of any tenure track position. Formal classroom teaching has been the predominant component of teaching for tenure track appointments. The committee must determine if there would have to be changes to the P&T document to allow for other forms of teaching to be considered.

The committee has been trying to identify the positions that would be impacted. Vice President Bohach, Dean Hopper, and Dr. Gary Jackson met with the committee as well as Interim Provost Hodges, Associate Provost Ryan, and interim Associate Vice President Pearson.

Dr. Follett said that he is in the process of assembling a whitepaper to be sent to the general faculty along with an invitation to attend two listening sessions that will be held on April 1st and 4th. Faculty will be asked to provide their thoughts on the possibility of expanding tenure. The sessions are intended to identify any issues that would need to be addressed by the committee before a decision could be made.

Vice President Elder asked if the whitepaper would be distributed to the faculty before the listening sessions. Dr. Follett replied that it would be in the email inviting faculty to the sessions so faculty would understand what was being asked of them.

Senator Dodds asked if existing faculty would be affected by the extension of tenure. Dr. Follett replied that existing faculty would have to apply to a vacant tenure track position to be able to receive tenure per IHL policy.

Secretary Fountain asked if as the lines are created they would be converted to E&G funds. Dr. Follett replied that E&G funds would not be used for a position that was for example one hundred percent funded by Extension. The details of the process are not set at this point. The committee is charged with making a recommendation and the details of the mechanics would have to be determined later.

Senator Wolverton stated that MSU is one of only three land grant Universities that does not offer tenure to Extension faculty. He added that this makes it difficult to recruit quality faculty.

REPORT OF THE PRESIDENT

Senate Vice President/President Committee Reports

Athletic Council
 Executive Council
 Executive Enrollment Management Council

Diversity Council
 Information Technology Council

University Access Committee
 Master Planning Advisory Committee
 Faculty Research Advisory Committee
 Intellectual Property Advisory Committee
 Executive Director of International Institute
 Provost and Executive Vice President Search Committee
 University Anti-Bullying Ad Hoc Committee

Special Events and Game Day Committee
 Design Review Sub-Committee
 Faculty Housing Appeals Committee

University Executive Enrollment Review Council

	Applications	(>%)	Admissions	(>%)
Agriculture/Life Sciences	1584	12%	1084	6%
Arts and Sciences	3663	11%	2287	9%
Engineering	2618	26%	1987	25%
African American	3879	10%	1860	4%
American Indian	88	73%	53	61%
Florida	366	34%	256	31%
Louisiana	433	39%	240	33%
North Carolina	108	62%	80	63%
Alabama	1705	23%	1233	18%
Tennessee	1532	10%	1115	2%
Georgia	701	27%	518	15%
Texas	603	22%	399	4%

	Applications	Admissions
ACT	36 +67%	+67%
ACT	35 +61%	+68%
ACT	34 +39%	+43%
ACT	35 +48%	+50%
ACT	30 +31%	+31%
ACT	16-19 negative	negative

In-State and Out-of-State Entry High School GPA: Relative Composition of In-Coming Freshman

<u>High School</u>	<u>MSU</u>	(Class%)	(Class%)
GPA 4.0	3.7 (In-State) 2003-2009	9%	2015 18%
GPA 2.50-2.74	2.1 (In-State) 2003-2009	11%	2015 8%

85% Grad in 6-yrs
42% Grad in 6-yrs

MSU GPA

GPA 4.00-3.00	1795 students	51.3% of class	93.1% retention
GPA 2.50-2.99	529 students	16.1% of class	85.7% retention
GPA 2.00-2.49	421 students	16.1% of class	81.2% retention

<u>ACT Scores</u>	<u>Fall GPA</u>	<u>6-Year Graduation</u>	<u>Students</u>	<u>Student%</u>
29-36	3.48	78.5%	482	17.9%
26-28	3.16	68.5%	504	18.7%
0-16	1.80	35.7%	105	3.9%

University Executive Council:

- University Executive Council Meeting for February has been scheduled

University Search Committees Initiated/Active/Pending

- Provost and (Executive) Vice President Chair: David Shaw
 - Second meeting scheduled for review of candidate pool developed to date
- Associate Vice President for International Programs Chair: Bill Herndon
 - Video interviews completed with initial group of selected candidates
 - David Schimidt March 7th to March 9th
 - Rick Nader March 21st to March 23rd
 - Jon Rezek March 28th to March 30th
- Assistant Vice President for Enrollment Chair: Jason Keith

University Presentation (Open Forum): Folkes Auditorium, Colvard Student Union

 - John Dickerson February 22, 10:30-11:30 a.m.
 - Rick Barth March 7, 10:30 to 11:30 p.m
 - Lee Young March 23, 10:00 to 11:00 p.m
 - Thomas Speakman March 30, 2:30 to 3:30 p.m

Live stream: <http://vpesearch.mstate.edu>
- Executive Director for Distance Education Chair: Rick Travis
 - Interview of candidates completed week of February 22-26, 2016
- Assistant Vice President for Multi-Cultural Affairs Pending

Provost Search Committee

- A total of approximately 45 application dossiers are currently being reviewed
- Committee members will within a week submit a list of their top 10 selected candidates
- Search committee members will then review a compiled spread sheet of all top 10 lists

Provost Office Committee Assignments

University Anti-Bullying Ad Hoc Review Committee

- Committee will consider being divided into sub-committees with two different charges
- Sub-Committee #1 Training Procedures
- Sub-Committee #2 Consider adoption of a MSU position statement and revision of existing operating policy (OP 03.03 – Non-Discrimination and Anti-Harassment Policy)

DAFVM Tenure Track Category for Extension and MAFES Faculty: Ad Hoc Committee Review

- Vice President Gregory Bohach and Dean George Hopper have recently met with the committee
- Provost Hodges, Assoc. Provost Ryan, Assoc. VP Academic Affairs Pearson Feb. 22, 2016 meeting

- Faculty Senate has forwarded the promotion and tenure policy and procedure for guidelines for Extension faculty to the ad hoc committee chairman in late Spring 2015 and December 2015 from multiple university campuses including Washington State University, Oregon State University, Ohio State University, University of West Virginia, Pennsylvania State University, and Louisiana State University. Analogous documentation may be acquired from the University of Wisconsin and the University of Idaho.

Robert Faculty Senate Committee Assignments

DAFVM Faculty Annual Evaluation Form: Ad Hoc Review Committee

- Committee is seeking to determine if a common form can be utilized across the entire campus
- Digital Measures: integrated database is being evaluated for campus-wide implementation for use in the generation of curriculum vitae, dossiers, resume and bibliography documents
- Some revisions have been included pertaining to the reporting of teaching and instruction
- The subcommittee has forwarded the draft revision to the main committee for further review
- Subcommittee acknowledged discussion points currently under review in Faculty Senate related to Faculty Annual Review Process and recognizes role of FS in the evaluation of their potential merit.

Diversity Council

- Mission Statement and Bylaws have been finalized in order to identify mission and goals
- President's Commission on the Status of Minorities (Question: is there mission duplication?)
- President's Commission on the Status of Women (Question: is there mission duplication?)

Information Technology Council (ITC)

University of Alabama had experienced a fraud scheme involving access to monthly salary checks
UVA Notifies Some Employees of Illegal Access to Personally Identifiable Information

IT Council

March 2, 2016

Information Technology Council February 2, 2016

General Report

Phishing scams/password distribution/compromised accounts (realized by user or detected by ITS)
Copyright infringements from downloading music and videos
Faculty issues are referred to Department Heads, HRM and/or the Office of the Provost
Student issues are referred to the Dean of Students

IT Procurements

Parking Management System costing \$4 million over 10 years
Software Quality Assurance (NSPARC) costing \$2.2 million over 5-years
Emergency Notification System (RFP is active preparation for a system capable of sending out large numbers of Maroon Alerts –and- social media messages.
Campus Standard for digital signage (part of the new classroom project)
MSU Police ITS and Procurement (RFP to establish a campus standard for video security system)
Other Independent security camera systems will be merged into the new system

IT Security Assessment/ IT Audit

MDITS Board effective July 1 2015 required state agencies including IHL universities to have comprehensive 3rd-party IT security assessment every three years. The IHL is directing MSU Internal Audit and Procurement to increase or elevate IT audits.

Filelocker

The previous system used to facilitate the exchange of large files have been replaced by a more secure web-based file exchange system (filelocker.msstate.edu). All files transferred through Filelocker are encrypted while being transmitted -and- while “at-rest”. The default filelocker quota is 4 gigabytes with a default retention time of 2 weeks.

Ellucian Mobile

A MyState Mobile App demonstration is currently under development that has an un-authentication segment that will allow university information be available to the public. The authentication portion of the system available to students, staff and faculty requires the use of a NetID/Password and will become available latter in FY2016.

PageUp People

Human Resources Management and ITS will be assisting with making available the new talent management system PageUp People (replaces PeopleAdmin) and will require some training for use.

Information Technology Council: March 1, 2016

Classroom ID Cards

Systems installed in 24 classrooms and are regularly used by faculty and students
Office of the Provost has approved 14 more classrooms for installation by Fall 2016
In addition, each room in the new Classroom Building will have scanner devices (n = 16 to 22)

Lecture Room Clicker Devices

Clickers are most frequently utilized for quizzes, student responses, determining attendance.
New vendor option for clickers is Turning Point Technologies (Old vendor is no longer a viable)
Software will expire June 30th 2016
Instructional Technology Committee is reviewing the process and will be hosting a survey
Question that will be asked is if the technology is still needed
Top Hat Monocle is another possible vendor option that is popular
Lecture clicker application has drastically declined in recent years mainly due to presence of scanner systems
Only about 12 to 24 faculty are still using lecture room clickers

Banner / Blackboard / E-Form / MyState portal

Luminis 4 will be converted to Luminis-5 between Spring and Summer 2016 semesters.
Primary difference is that Luminis-5 is a responsive design (better integration with mobile phones)
Luminis-5 integrates with Ellucian Mobile quite well
Channels, “protlets” and content will be retained.
Tabs options are a little different
No significant down time and there is technically no migration involved

Comprehensive Security Risk Assessment Guidelines

Third Party Security Risk Assessment (every 3 years with 1/3 of the process performed each year)

Objective: Identify and validate weaknesses in an agencies security architecture and posture from both an internal and external vantages point. Comprehensive assessment requires management of all agency systems.

Documentation Review

Architecture Review

Log Review

Network Sniffing

Ruleset and Security Configuration Review

Wireless Scanning (extraneous device detection to reduced interference with wireless networks)

Network Discovery and Vulnerability Scanning

Automated and manual vulnerability scanning

Agency utilization of automated vulnerability scanning to detect code and configuration vulnerability

Password Cracking

Social Engineering (“Stings” to determine mood and level of adherence to security measures)

Penetration Testing

External and Internal systems penetration testing to identify vulnerabilities and attach vectors.

Penetration testing must originate from outside the “agency”

ITS recommends including social engineering

ITS recommends agencies perform regular external and internal penetration tests

Vulnerability scanning and penetration testing should be done in concert.

APT Assessment: Holistic assessment and identification of weaknesses

Log Review: Review security control audit logs to determine effectiveness in capturing information

A company will be under contract to perform penetration testing

If significant penetration is possible then there will a remediation process or set of actions

Statements may next need to be added to RFP documents

ITS Board states that the process must be performed or procurements will no longer be approved

Projected Cost: between \$50,000 to \$250,000

Faculty Research Advisory Committee

The Office of Research and Economic Development have been reorganizing to better facilitate enhanced review and revision of external grant proposal applications in preference to a previously recommended proposal to hire an external advisory/consulting firm for this purpose.

Research Awards Program 2016

-Sponsoring Offices

- Office of the Vice President for Research and Economic Development
- Vice President for Agriculture, Forestry and Veterinary Medicine

-Award Categories: Faculty/Research Staff/Graduate Students/Undergraduate Students

-Each college, center or institute may nominate a single candidate for each category

-Nomination Receipt Date: February 8, 2016

-Complete Application Packet Receipt Date: March 1, 2016

-Letters of support are required (n =3)

South East Conference Faculty Achievement Awards (2015-2016): Applications-to-Date

- SEC Faculty Achievement Awardee for MSU has been selected (notification letter pending)
- Monday, February 29, 2016 – Nomination packets due to SEC office [Last business day of February]

- Wednesday, March 2, 2016 – Nomination packets and ranking ballot provided to Provosts
- Tuesday, March 15, 2016 – Completed ranking ballots due to SEC office from Provosts
 - o [Approximately two weeks for Provost Office to evaluate packets]
- Tuesday, March 15, 2016 – Top three ranked recipients provided to Provosts
- Wednesday, March 16, 2016 – SEC Professor of the Year Award selection teleconference

William L. Giles Distinguished Professors

- Submissions have been forwarded to Office of the Executive Vice President and Provost
- Evaluation and review process is currently active and the final selection is pending

Master Plan and Design Advisory Committee / Design Review Subcommittee

- Women’s Soccer Field House/Locker Room
 - Polk-Dement Stadium at Dudy Noble Field
 - Meat Science and Muscle Physiology / Poultry Science Animal and Dairy Science Buildings
 - o Ground orientation / Floor blue prints / parking lot adequacy / brick color
 - Design and Construction Guidelines for University Greek Houses – Roger Baker
 - Campus Building and Renovation Project Updates:
 - o Classroom Building – Tim Muzzi.....possible April 2016 opening
 - o Mill at Mississippi State – General Counsel.....hotel and garage open
 - o Fresh Foods Facility – Tim Muzzi/Bill Broyles.....open
 - o Roberts Building – Tim Muzzi.....studs and electrical installed/open in April
 - o YMCA Renovation – Tim Muzzi.....architects/May ads/June bids/July construction
 - o New BSU – General Counsel: Exterior materials installed/ahead of schedule
 - o Project Wetlands Center– Sadik Artunc.....Landscape Arch/funding nearly finalized
 - o Library Addition – Tim Muzzi.....on schedule/January 2017 move-in date
 - o Softball Stadium Renovation – Athletics.....Jan. 30th completion date/ seats have arrived
 - o Center for Am Veterans - Tim Muzzi.....attractive building/3-4 weeks behind schedule
- Contractor and architects are function well together and doing good job

Mississippi University Senate Joint Position Statement: Redesign Request for Mississippi State Flag

- Faculty Senate presidents tentatively will be assembling to discuss the proposition of establishing a joint position statement requesting the re-design of the state flag for Mississippi.

- | | | |
|---------------------------------------|----------|-------------------|
| • University of Mississippi for Women | approved | |
| • Mississippi Valley State University | approved | |
| • University of Mississippi | approved | signature pending |
| • University of Southern Mississippi | approved | |
| • Alcorn State University | approved | |
| • Delta State University | approved | |
| • Jackson State University | approved | |
| • Millsaps University | approved | |
| • Tougaloo College | approved | |

Faculty Senate Committee Resolutions / Revisions / Reports: Pending Adoption

Academic Affairs (Committee Chair Noel Addy)

AOP 12.02 - Withdrawal from the University (January Assignment).....(March)

Student Affairs (Committee Chair Stacy Haynes)

AOP 13.15 – Evaluation of Teaching Performance (August Assignment).....(March)
Ancillary Affairs (Committee Chair Mary Ann Jones)
AOP 10.02 - Academic Administrators and Directors (August Assignment).....(March)
Faculty Affairs (Committee Chair Stan Bullington)
AOP-13.02 Selection William L. Giles Distinguished Professors (February Assignment).....(April)
 Letter of Request: Annual Faculty Review Process (January Assignment).....(April)
Charter & Bylaws (Committee Chair Ed Potter)
 None Pending.....(None Pending)
 Census of College Faculty (Senate Bylaws)
University Resources (Committee Chair Laurie Grace)
 None Pending.....(None Pending)

New Faculty Senate Business

Executive Committee (Committee Chair: C.P. Coyne)
AOP 13.12 - Summer School Teaching(March)
 Robert Holland Faculty Senate ByLaws: Census of faculty in years without reapportionment.....(March)

Tenure Track Faculty Category for Extension and MAFES Report (ad hoc committee).....Randy Follett
 President Spring Faculty Round Table: Collaboration in Departments and Colleges.....April 29, 2016
 Confidence Survey Spring 2016 (Faculty Senate: Ancillary Affairs.....(On Schedule)
 Notices have been forwarded to colleges requesting election of new senate representatives.....(3/31/16)
 Robert Holland Faculty Senate plaque in Allen Hall will have the engraved plates updated Robert Holland
 Faculty Senate plaque in Allen Hall will have the engraved plates updated.....Pending

Faculty Senator Positions Currently Vacant

Rene Clary	Sabbatical	Arts and Sciences	Notified	(ends 2018)
Robert Thompson	Sabbatical	Arts and Sciences	Notified	(ends 2017)
John Wyatt	Board of Directors (Resigned)	Education	Notified	(ends 2017)

REPORT OF THE VICE PRESIDENT

Search committee for Associate Vice President for Enrollment: in the midst of candidate interviews; two already interviewed (John Dickerson & Richard Barth). Upcoming candidates and visits:

- Lee Young; Wednesday, March 23 ; 10:00 - 11:00 a.m., Open Forum (seminar and q&a), Fowlkes Auditorium, Colvard Student Union
- Thomas Speakman; Wednesday, March 30; 2:30 - 3:30 p.m., Open Forum (seminar and q&a), Fowlkes Auditorium, Colvard Student Union

One duty of the Vice President is to organize the Spring Faculty Senate Roundtable. This is a group discussion among faculty and administrators held at President Keenum’s house on a

specific topic. Invitations will be sent via email. This year's topic is on Promoting and Improving Collaboration. If you have a particular interest in this area, please contact me.

Graduate school has been working on modernizing their marketing, redesigning their website, and investigating why students who are admitted do not attend.

- a. Total graduate students-Starkville (Flat or down over a decade)
 - b. Returning graduate students has been declining for nearly a decade also.
 - c. There was an 8% increase in new graduate students for 2015/16
 - d. Graduate applications has increased 1% for 2015
 - e. A survey showed the following results of those who initially applied to MSU but decided to attend a different school:
 - i. The financial assistance commitment was the number one reason they chose to attend elsewhere
 - f. Coordinating with Foundation for scholarships and fellowships
- Thank you to Brent Fountain for attending a meeting on my behalf.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEES

STANDING COMMITTEE REPORTS

Academic Affairs

1. AOP 12.02 Withdrawal from the University

Senator Wilmoth, on behalf of the Academic Affairs Committee, presented the committee report for AOP 12.02. Senator Wilmoth explained that further review was performed on the policy since the publishing of the agenda. Senator Wilmoth said that the number of days had changed for the shorter terms.

Senator Lathan asked if a grade of w meant that there was no grade and the credits are not counted. Senator Wilmoth replied that Senator Lathan was correct.

The motion to accept AOP 12.02 passed by unanimous hand vote.

Ancillary Affairs

1. AOP 10.02 Academic Administrators and Directors

Senator Jones, on behalf of the Ancillary Affairs Committee, presented the committee report. Senator Jones said that the first major revision split the document into a policy and a procedure

section. New policy requires the Provost to provide a mechanism for both open and confidential comments. Any non-responses will be counted as missing data. The second major revision eliminates all non-academic administrators from the policy. It also adds a requirement for written justification for any decisions where the reviewer and affected faculty and staff disagree. The third major revision outlines the procedures for administrator review.

Senator Barefield made a motion to add “returned evaluations will constitute the whole of the faculty and staff evaluation”. Secretary Fountain suggested adding “after the second deadline”. He said that if a majority of the faculty/staff did not respond, the received responses would not be discounted.

Senator Wipf made a motion to add “All received responses will constitute the whole of the faculty/staff evaluation.” Senator Williams seconded the motion. The motion passed by unanimous hand vote.

Senator Lathan called the previous question. Senator Flick seconded the motion. The motion to call the question passed by a greater than two thirds hand vote.

The motion to amend passed by majority hand vote.

Senator Spain said that the Provost is required to meet in a private and confidential forum instead of a public forum. She added that the Provost is not required to meet with faculty if a written rationale is provided. Senator Williams replied that the policy states that the Provost will meet with the affected faculty.

Secretary Fountain said that keeping a forum confidential is difficult when multiple people are involved. Senator Williams said that he did not believe that there could be any policing other than asking people not to discuss what was said.

Senator Spain asked how affected faculty were determined. Senator Jones replied that the same people that the data was solicited from would be the ones that are invited to the forum.

Senator Larson said that the forum was not to collect more information for the evaluation, but was for the Provost to discuss the evaluation.

Senator Larson asked if by eliminating non-academic administrators there needed to be more policy created. Senator Jones replied that that would fall under the purview of an OP and not an AOP.

The motion to accept AOP 10.02 as amended passed by majority hand vote.

Charter & Bylaws No Report

Faulty Affairs

1. AOP 13.02 Selection of William L. Giles Distinguished Professors

Senator Bullington, on behalf of the Faculty Affairs Committee, presented the report from committee. Senator Bullington said that there were two changes to the policy. First, the term

“Distinguished Professor” was changed to “Giles Distinguished Professor”. Secondly, the term of service was changed from a minimum of five years to a minimum of ten years.

Senator Wolverton said that he believed all of the Giles distinguished Professors already met the new term of service requirement. Senator Bullington replied that he believed that was the case.

The motion to accept AOP 13.02 passed by unanimous hand vote.

2. Request to Review Annual Faculty Review

Senator Bullington, on behalf of the Faculty Affairs Committee, presented the report from committee. Senator Bullington explained that the proposals that were presented to Senate for review included allowing an optional two or three year evaluation cycle for Associate and full Professors, the appropriateness of how the ranking category titles are implemented during the annual review process, and to examine the intent and application of the annual review.

Senator Bullington reported that his committee recommends that no action be taken on the subject of optional two or three year reviews. Furthermore, the committee recommends that the five current review categories remain, but the definitions of the categories be defined to improve clarity and consistency. With regard to the proposal regarding the use and intent of the annual review, the committee recommends that the Faculty Senate take no action.

Senator Bullington stated that the Faculty Affairs committee recommends that the Office of the Provost develops and promulgates more specific guidance for administrators who conduct annual reviews so that reviews can be performed and utilized in a more consistent fashion across campus.

Senator Bullington asked that the Senate consider each of the four recommendations individually.

Senator Potter said that if the option to have a two or three year review cycle was approved, there could be pressure to opt in to this cycle to reduce administrative burden.

Senator Lathan said that she felt that an abbreviated annual review would be beneficial. Senator Williams said that the new online measures could potentially allow this. Senator Bullington said that the current guidelines do not direct reviewers to provide any certain amount of feedback.

Senator Marsh said that she supported no action since the proposal identifies rank as part of its structure.

Senator Jones said that digital measures does not allow for a narrative and that a narrative can be a large component of an evaluation.

Secretary Fountain asked if there was flexibility with regard to how evaluations are performed. Senator Wolverton said that he believed that there was flexibility and that as a department head he would be more concerned about evaluating junior faculty and helping them achieve tenure.

Vice President Elder said that she likes the idea of senior faculty being evaluated on a multi-year cycle to allow administrators more time to allot to helping junior faculty.

Senator Potter said that it could be problematic if raises were based on the annual review and an individual was not reviewed annually.

The motion to accept the report of the Faculty Affairs Committee passed by unanimous hand vote.

The motion to take no action regarding the possibility of multi-year evaluations passed by majority hand vote.

Senator Marsh said that the new annual review form has had the definitions of the ranking categories revised. She suggested that the Senate review the definitions when the document returns to Senate.

Dr. Carskadon said that he believed that there should be a three category system that matched promotion and tenure. He said that the five category system was excessive.

Senator Crenshaw said that the five category system allows the individual reviewing more flexibility. He said that with promotion and tenure there is a committee reviewing and not just one individual.

Senator Jones said that as a supervisor, she liked the five category system.

The motion to maintain five categories and improve the definitions of the categories passed by majority hand vote.

The motion to take no action on the proposal to clearly define the intent and application of the annual evaluation passed by unanimous hand vote.

Senator Sherman-Morris said that the Senate should consider waiting until the new evaluation form is released before guidance is provided by the Provost's Office.

The motion to accept the committee recommendation to ask the Provost's Office to provide guidance to evaluators passed by unanimous hand vote.

Student Affairs

1. AOP 13.15 Evaluation of Teaching Performance

Senator Haynes, on behalf of the Student Affairs Committee, presented the committee report on AOP 13.15. Senator Haynes explained that a paragraph has been added to the policy. The paragraph states that the instructor of record may opt for either a paper or online evaluation.

President Coyne said that he was approached by a representative from Dean's Council regarding the access to qualitative comments for administrators. A letter is being written to Senate from the Dean's Council to request the consideration of allowing access for administrators to qualitative evaluation comments.

Dr. Carskadon said that he felt the Senate should act now on the policy to show how Senate feels on the issue of allowing access to qualitative comments.

Vice President Elder pointed out that as the AOP is currently written, it does not allow for the release of the comments.

Senator Wipf said that he was concerned that departments would be charged if instructors opt for paper evaluations. Senator Haynes replied that she had contacted OIRE and they informed her that they are trying to accommodate the instructor's decision to use paper or online. She added that there was no mention of potential fees for using the paper evaluations.

Senator Williams asked if the language in the policy allowed OIRE to not do the statistical analysis. Senator Haynes said that the language could be modified to include the fact that OIRE had to analyze the results.

Vice President Elder made a motion to add "and OIRE will provide evaluation results comparable to the online evaluation. Senator Jones seconded the motion.

The motion to amend the policy passed by majority hand vote.

The motion from the Student Affairs Committee to approve AOP 13.15 as amended passed by unanimous hand vote.

University Resources No Report

PENDING BUSINESS

NEW BUSINESS

1. AOP 13.12 Summer School Teaching

President Coyne explained that Senate was asked to review AOP 13.12 rapidly so the policy could be in effect for the coming summer semester. President Coyne said that the change was to increase the percentage of pay for teaching summer school courses.

Senator Wolverton made a motion to adopt AOP 13.12. Senator Williams seconded the motion.

The motion to accept AOP 13.12 passed by unanimous hand vote.

2. Faculty Senate Census Reporting

President Coyne said that it was found that the Charter & Bylaws Committee is required to take a census every year. He explained that re-apportionment is only done in odd number years. The proposal is to eliminate the requirement of a census every year and only require it in re-apportionment years.

Senator Wolverton made a motion to adopt the updated language in the Senate bylaws. Senator Lathan seconded the motion.

The motion to edit the Robert Holland Faculty Senate bylaws passed by unanimous hand vote.

Senator Williams made a motion to adjourn. Secretary Fountain seconded the motion.

After a unanimous voice vote, the meeting adjourned at 4:46 p.m.

Submitted for correction and approval.

Brent Fountain, Secretary

Jason Cory, Administrative Assistant II