



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of April 27, 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, April 27, 2017.

Members absent and excused were: Robert Boyd, Marina Denny, Stacy Haynes, Lelia Kelly, Sundar Krishnan, Rocky Lemus, Fred Musser, Sol Pelaez, Judy Ridner, and Rosangela Sebba.

Members absent were: Kathleen Alley, Cecelia Cook, Deborah Eakin, Ben Harvey, Aaron Kiess, Gregory Martin, Stephen Middleton, Debra Prince, James Sobaskie, Robert Thompson, and Molly Zuckerman.

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

President Coyne asked for any changes to the March 10, 2017 minutes Senator Jones moved that the minutes be accepted as amended. Senator Barefield seconded the motion. The motion to approve the February minutes passed by unanimous voice vote.

GUESTS

Mr. Mike Rackley, Chief Information Officer

Mr. Rackley began by saying that the University is currently implementing BANNER 9. He said that this upgrade involved substantial upgrades to the underlying software an infrastructure of the system. Oracle forms used to be the base for the BANNER software. The new version uses Java as the base. This mainly applies to administrative BANNER, not MyBanner or Banner Web. The upgrade will be phased in over the next year. Once the upgrade is completed in roughly March 2018, the next phase of the upgrade will begin. MyBanner and Banner Web will be upgraded during this phase.

Mr. Rackley said that the University has recently purchased a new digital signage system. He said that McCool Hall was a good example of digital signage. There are pockets of digital signage used across campus, but there has never been any unified system which would allow University messages, such as Maroon Alerts, to be displayed. The University will provide the server space to use digital signage. The colleges and departments would be responsible to pay for the display and small computer that is necessary for the sign.

Mr. Rackley said that a new wayfinding signage was put into place in the new academic building, "Old Main". This technology is very nice, but is somewhat expensive. The programming costs alone for the new building were \$25,000.

The University is, like all internet connected entities, under constant attack from hackers and phishers. All employees are required to complete information security training every two years. The training includes roughly 12 modules, but there are many more modules that are available through the MyState portal.

Recently, the Mississippi Department of Information Technology Services started requiring a comprehensive third-party security risk assessment. This will be required at least every three years. The first assessment is currently underway. The first phase is now complete. The first phase examined the security of the system external from the firewall. Phase two will be conducted from within the firewall. Mr. Rackley said that the results of phase one were better than he expected they would be. There were roughly 20 findings which were easily resolved. This is the first time that MSU has conducted such a test of the system. The cost of the assessment is roughly \$250,000. He added that additional expenses will likely be incurred to rectify the issues found.

The most significant information security issue is individuals falling for email phishes and giving up their netID and password. ITS is adding a two-factor authentication process to the system. Initially, the two-factor authentication will be voluntary. This will eventually be required to log into certain systems.

Vice President Fountain asked if there was a time limit to utilize the digital signage initiative. Mr. Rackley replied that there is no time limit to add digital signage. Once the requirements of the new classroom building are met, the University will have an additional 430 software licenses to use.

Vice President Fountain asked if the two-factor authentication will be able to be used on multiple devices. Mr. Rackley replied that it would be available for multiple devices.

Senator Jones asked if all systems would require two-factor authentication, or if departments could choose. Mr. Rackley replied that all systems that have a umbrella authentication service will easily adapt to the two-factor authentication upgrade.

Senator Potter asked what someone without a smart phone would do when two-factor authentication is required. Mr. Rackley replied that there is another option that uses a fob that is tied to your netID and password. When the user logs in the sequence of numbers and letters that appears on the fob will be entered as the second factor.

Senator Lathan said that her hard drive was compromised when an encryption was performed. She added that she has heard of others having the same problem. Mr. Rackley said that he was not aware of a systemic problem with regards to encryption, but he said that he would follow up.

Secretary Marett said the he heard that some of the phishing attacks had led to peoples direct deposit information being changed. Mr. Rackley replied that there was a phish that roughly 45 people fell for. Four of the individuals had their direct deposit information changed. Mr. Rackley said that this was the second time this has happened in the last two years.

Senator Barefield asked if there were issues with different browsers accessing the new java based BANNER system. Mr. Rackley replied that the new java forms should work with more browsers than the previous oracle forms based software.

Senator Barefield asked Mr. Rackley to explain eduroam as a wireless connection. Mr. Rackley replied that eduroam is a consortium of typically higher ed institutions worldwide. You are able to use your own credentials at other institutions that are subscribers of eduroam to log in to the wireless network. Msu1x will eventually go away.

Senator Wipf asked if the University was considering issuing certificates for things such as digital signatures on pdf files. Mr. Rackley replied that the University currently has the technical ability to do that, but the other resources required to maintain the system is not available. He added that different email programs handle digital signatures differently. This can create issues. There are some improvements that need to be made to bring digital signatures into prime time.

Senator Williams asked if it had been considered to do wayfinding on smart phones. Mr. Rackley replied that it was out of the scope of the current project, but it could be considered in the future.

REPORT OF THE FACULTY SENATE PRESIDENT

Robert Holland Faculty Senate President Committee Reports

Executive Council

Executive Enrollment Management Council

Design Review Committee

Master Plan Design Review Committee

Information Technology Council	Game Day and Special Events Committee
Athletic Council	Faculty Research Advisory Committee
Diversity Council	Parking and Traffic Regulations Committee
Annual Faculty Review Form Revision (ad hoc)	Campus Access Committee
Anti-Bullying Policy Development Committee (ad hoc)	Sustainability Committee
Maroon and Write QEP Advisory Board	Faculty Housing Appeals Committee
Freshman Convocation Planning and Review	Textbook Adoption Committee
	Alumni Board

General Announcements and Discussion

Faculty Senate Database Archives

- University OP/AOP Archive.....Completed
- Confidence Survey Archive.....Completed (2014-2017)
- SEC Faculty Achievement Award Archive.....Completed

Faculty Senate Archive of Standard Operating Policies (SOP) for Committee Assignments

Faculty Senate College Representation Re-Appportionment
Annual Confidence Survey

Governor Phil Bryant has mandated that all staff and faculty at state institutions of higher learning immediately participate in on-line Sexual Harassment Recertification to be completed by June 30, 2017

University Committee Reports

Executive Enrollment Management Committee

April 18th, 2017

First Annual SEC INSPIRE Conference: Texas A&M

MSU High Impact Practices

- Progressive identification of at risk first time freshman
- Coordinated system of intentional interactions: Living/Learning; Learning Skills; Service Learning/Freshman Success
- Experimental learning opportunities: Day One Leadership;
- GPA Planner offered by Center for Student Success

Spring 2017 Semester Freshman Withdrawals: n = 44

	<u>Pre Group</u>	<u>Fall Final</u>	<u>Spring</u>	<u>Balance</u>
Group 0	-	47	348	-
Group 1	372	339	261	241
Group 2	246	118	108	56
Group 3	178	161	110	61
Group 4	173	144	71	126
Group 5	47	211	122	199

Future Strategy and Plans

- Monitor students not registered for Fall Semester
- Orientation participation and monitoring incoming freshman students
- Expand and Train for Fall Semester

<u>Applications by First-Time Freshman Students for the Fall 2017 Semester:</u>			<u>In-State</u>	<u>Out-of-State</u>
2015	Applications = 12,032	→	5515	6244
2016	Applications = 13,561	→	7230	5993
2017	Applications = 13,577	→	7183	6158
Accountancy +14% / Forest Resources +29%				

<u>Admission of First-Time Freshman Students for the Fall 2017 Semester:</u>			<u>In-State</u>	<u>Out-of-State</u>
2015	Admissions = 8711	→	4065	4562
2016	Admissions = 9502	→	4458	4950
2017	Admissions = 9789	→	4699	5052
Forest Resources +32% / Academic Affairs +8% / Veterinary Medicine +8%				

Admissions Approved for First-Time Freshman Students for Fall 2017 Semester

Non-Residents	2015 = 4351	2016 = 4737	2017 = 4847 (+2%)	
	Florida +30%	Michigan +46%	Ohio +44%	Kentucky = +136%
	Louisiana +20%	Arkansas +34%	Indiana 25%	Total = 4847
	Alabama = 1244	Arkansas = 174	Florida = 341	Georgia = 530
	Tennessee = 1120	Louisiana = 314	Texas = 429	
	Asian +28%	African American +5%	American Indian +6%	
	Forest Resources +32%	Business +4%	Acad Affairs +8%	
	Arts and Sciences = 2505	Engineering = 1922	Ag & Life = 1201	
	Academic Affairs = 1517			

ACT Score Performance for Fall 2017 First-Time Freshman Admitted

ACT 35 increase +16% / ACT 32 increase +12%
 Admitted ACT Score Average = 24.33 (reconstituted)

Fall 2017 Transfer Student Admissions

<u>Transfer Admissions</u>	<u>In-State</u>	<u>Non-Res</u>		
2015	997	824	164	
2016	1111	934	162	
2017	1466	1136	257	
Accountancy +100%	Arts & Sciences +44%	Education +28%	Arch Art Design +27%	
Non-Residents	2015 = 997	2016 = 1111	2017 = 1446 (+30%)	
	Florida +111%	Virginia +100%	Alabama +56%	Kentucky +136%
	Alabama = 89	Arkansas = 174	Georgia = 21	
<hr/>				
	Itawamba CC =155	EMCC = 120	Jones CC = 111	MS Gulf Coast CC = 110

Graduate School Admissions

- Applications received for Fall Semester abruptly peak in the months of January and February

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017 (April)</u>
Submitted Apps	3220	2976	2484	2529	2372	1393
Completed Apps	2425	2224	2005	2124	2087	1036

Admissions (Accepted)	1638	1551	1430	1412	1198	542
Enrolled	796	719	662	666	801	Pending

Decision Rate Completed Apps to Decision -&- Submitted Apps to Decision increased to 69% and 51%
 In Department Awaiting Decision Decreased to 31%

April 2017	Fall Semester 2017			Comp App	Sub Apps	Awaiting
	Submitted Apps	Completed Apps	Admissions	to Decision	to Admit	
Engineering	381	253	156	77%	51%	58
Ag & Life Sci	143	102	43	85%	61%	15
Arts & Sci	497	410	199	60%	49%	164
Business	129	102	37	62%	49%	39
Education	180	125	82	73%	51%	34
Forest Resources	34	26	13	73%	56%	7
Vet Med	12	8	2	25%	17%	6
UnClassified	17	10	10	100%	59%	0

April Applications	<u>In-State</u>		<u>Out-of-State</u>		<u>International</u>	
	2016	2017	2016	2017	2016	2017
Engineering	52	41	44	48	371	292
Ag & Life Sci	26	33	47	34	89	76
Arts & Sci	79	82	160	183	212	232
Business	25	23	42	37	54	69
Education	94	99	86	62	25	19
Forest Resources	2	6	17	15	13	13
Un-Classified	10	10	7	3	4	4

Graduate School Recruitment Initiatives

- Recruitment Campaign (E-mail with a total of 188,700 contacts)
- Recruitment Fairs: Jackson State/Delta State/National Societies/National Conferences
- Contact Returning Students
- GRE List Purchase: n = 72,840 (20,162 x 2)
- Engine: n = 90,725 (14,946 x 5)
- MSU High GPA Seniors: n = 11,900 (2380 x 5)

Meridian-MSU

Applied Technology Program:

Current Enrollment n = 13 (will probably increase to 25 to 30 students by Fall 2017)

Health Care will be expanded into a program offering greater multi-disciplinary opportunities

MS Education: projected to enroll 109 students (Fall 2017)

Division of Education: projected to enroll >100 graduate students (evening courses primarily)

Primarily involves Principal and Superintendent training and preparation

Option for Saturday course offerings will be reviewed for implementation

Hybrid weekend course scheduling for MS in education could aid recruitment in Alabama

Distance Education

- Current programs/courses will continue to be offered
- New degree programs have been reviewed for future course offerings
 - o Counseling Master's Degree program
 - o Health Promotion Program
 - o Geoscience and Engineering Program
 - o English Comp 1 and English Comp 2
 - o Ag Econ program is in the process of being reviewed for development (2 faculty attended)
- International specific module has been added to student orientation process

Student Athlete Academic Performance Relative to General Student Body
 Refer to Athletic Council report

Information Technology Council

March 4, 2017

ITS Security / Emergency Policies

Text Messaging for Non-Emergency Communication: Center for Student Success/Office of the Registrar

OP 91.126 – Electronic Communication Student

OP 91.130 – Contacting Students

Members of the ITC have recommended for approval that the Center for Student Success and Office of the Registrar attain authority to contact (text) students by cell phone strictly for strictly for academic related notifications and announcements.

Dual Authentication Security Protocol

- A software contract agreement has been award (finalized week of April 10th-14th)
- Initially the option will be made available on a voluntary basis for enhanced security benefits

Banner 9

New system is now being implemented within individual units (MSU runs IHL Banner 9 system)

ITS website has established a schedule for the transition/conversion to Banner 9 upgrad

Transition involves unique browser dependencies

Internet Explorer is one of two options if it is necessary to navigate between Banner 8 and Banner 9

FireFox and Chrome cannot be utilized effectively for this same purpose

Digital Signage System will be implemented through the use of AxisTV by Visix

Digital Signage System service/access will be provided centrally at no cost to departments

Licenses are available for 430 "players" for digital signs at no cost to departments

Displays will include department content and university relevant content

The Crisis Action Team has access to the system for Maroon Alert messages

Room Schedule Signage: Ad Astra (classroom) or Exchange (conference rooms)

- Displays (15" = \$1750 POE required / 10" = \$1600 POE not required)
- Player software maintenance \$60/year required

General Purpose Signage

- Player computer = \geq \$400 (plus mount = \$50-\$100)
- Player software maintenance = \$121/year required
- Display (32" = \$450/42" = \$862/50" = \$937/55" = \$1349/65" = \$3224/70" = \$3374)

Wayfinding Signage

- Requirements identical to General Purpose option
- Touch-enabled NEC commercial grade displays (55" = \$4874/65" = \$5039)

ITS is accepting requests from colleges and departments for adoption of systems

Control units are installed to the back surface of video screens

Sustainability Committee

March 29, 2017

Recycling Audit: Efficiency of Recycling Initiative: (only pertains to materials in campus receptacles)

New Recycling Bins and Recycling Trash Bags

Community Garden

Aramark clam shell food service plates

Waldorf Endowment: Scholarships for 6 students to be awarded this spring

Earth Week Events: April 18th to 21st

Take2Miss

Waldorf Speaker

Fair

Community Garden ribbon cutting (April 21)

Freshman Convocation Planning Committee

March 30, 2017

- Modifications are being proposed regarding the organization and synchronization of initiating the ceremony, communicating when the ceremony will end, and making sure students stay seated until the platform assembly has exited the ceremony
- Student Association President will be oriented students to the process after the guest speaker.
- Invited Author (Guest Speaker): Wes Moore

Special Events and Game Day Operations Committee

April 5, 2017

- Golf cart policy and public relations notification
- Commercial Tent (request for proposals)
- Super Bulldog Weekend schedule and planning / street closures / building restroom access

Athletic Council

April 17, 2017

Athletic Department Budget Report

A "True Zero" based budgeting approach has now been adopted for implementation

Every unit now actively participates in building the fiscal

Each unit now develops an annual budget request from "scratch"

Unplanned/unanticipated costs increased expenditures for expenses \$190,000

ESPN package = \$39 million / SEC = \$7 million

A total of 36 student athletes will be graduating the Spring 2017 semester

MSU Women's Track & Field is nationally ranked 25th in country

MSU Women's Golf team has an inside chance of hosting a regional competition

MSU Men's Baseball is nationally ranked 11th in the country

Directors Cup: in 2016-2017 MSU will be ranked in the "40s" for the first time in our history

Baseball Stadium construction will begin in June

Student Athlete Academic Performance Relative to General Student Body

	<u>G1</u>	<u>G2</u>	<u>G3</u>	<u>G4</u>	<u>G5</u>	<u>Total</u>
Student Athletes (#)	14	17	17	27	24	99
General Students (#)	707	654	630	797	584	3372

Student Athletes (%)	14.1	17.2	17.2	27.3	24.2	100
General Students (%)	21.0	19.4	18.7	23.6	17.3	100
Student Athletes (ACT)	26.8	25.4	21.2	18.4	17.7	21.0
General Students (ACT)	29.1	26.9	23.7	21.4	19.1	24.6
Student Athletes (GPA: Sem 1)	3.27	3.37	2.90	3.01	2.58	2.99
General Students (GPA: Sem 1)	3.44	3.17	2.87	2.39	1.72	2.73
Student Athletes (GPA: Sem 2)	3.41	3.39	3.29	2.65	2.40	2.92
General Students (GPA: Sem 2)	3.41	3.14	2.87	2.53	1.96	2.83
Student Athletes (Fall Abs/3-hrs)	1.32	1.73	2.43	1.58	2.21	2.86
General Students (Fall Abs/3-hrs)	1.62	1.98	2.38	2.82	3.93	2.51
Student Athletes (Spring Abs/3-hrs)	2.16	2.22	2.32	1.54	2.05	2.00
General Students (Spring Abs/3-hrs)	1.99	2.33	2.75	3.33	4.83	2.94
Student Athletes (T1 → T2 Retention)	100.0	94.1	94.1	96.3	100.0	97.0
General Students (T1 → T2 Retention)	96.0	96.0	91.3	89.7	80.1	90.9
Student Athletes (T2 → T3 Retention)	92.9	82.4	76.5	88.9	100.0	88.9
General Students (T2 → T3 Retention)	91.5	87.6	83.2	75.4	59.6	79.9

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

Draft copies are available that are either a single stand-alone operating policy document or merged into existing operating policies (OP 03.03, OP 03.02, OP 60.401) Options are being reviewed for final decision in the Office of the Provost.

SEC Faculty Achievement Award Candidate

- Janich Chambers Giles Distinguished Professor is the MSU candidate for the SEC Faculty Achievement Award Competition

Robert Holland Faculty Senate Committee Assignments and Responsibilities

Faculty Senators Completing Term of Service

Brian Baldwin (Plant and Soil Sciences)
Michael Brashier (Clinical Sciences/CVM)

Faculty Senators Elected to First New Term

Kathleen Alley (Curriculum, Instruction, Spec Ed)
Guihong Bi (Plant and Soil Science)

Robert Boyd (Sociology)
Mark Crenshaw (Animal and Dairy Science)
Anastasia Elder (Counseling and Ed. Psychology)
Ben Harvey (Art)
Aaron Kiess (Poultry Science)
Rocky Lemus (Plant and Soil Science)
Stephen Middleton (History)
Judy Ridner (History)

Marina Denny (Human Sciences)
Deborah Eakin (Psychology)
Gregory Martin (Art)
Sol Palaez (Classical/Modern Language)
Raja Reddy (Plant and Soil Science)
Barry Stewart (Plant and Soil Science)
Chinling Wang (Veterinary Medicine)
Molly Zuckerman (Anthropology)

Faculty Senators (Returning Med-Term)

Noel Addy (Accountancy)
Alan Barefield (Agricultural Economics)
Stephanie Bennett (Curriculum, Instruction, Special Education)
Joey Burt (Clinical Sciences/Veterinary Medicine)
Thomas Carskadon (Psychology)
Renee Clary (Geoscience)
Cecelia Cook (Marketing/Quantitative Analysis/Business Law)
C.P. Coyne (Basic Science/CVM)
Brian Davis (Wildlife Ecology and Management)
Darren Dodds (Plant and Soil Science)
Dipangkar Dutta (Physics and Astronomy)
Jenny Du (Electrical and Computer Engineering)
Randy Follett (Electrical and Computer Engineering)
Brent Fountain (Food Science and Nutrition)
Seamus Freyne (Civil and Environmental Engineering)
Laura Grace (Forestry)
Stacy Haynes (Sociology)
Jeffery Haupt (Art)
Wendy Herd (English)
Mary Ann Jones (Library)
Lelia Kelly (North MS Research and Extension Center)
Sundar Krishnan (Mechanical Engineering)
Jamie Larson (Animal and Dairy Science)
Patty Lathan (Clinical Sciences/Veterinary Medicine)
Kent Marett (Management and Information Systems)
Fred Musser (Biochemistry, Molecular Biology, Entomology, Plant)
Edward Potter (Classical/Modern Language)
Debra Prince (Leadership and Foundations)
Natasha Randle (Business/Meridian-MSU)
Lindon Ratliff (Education/Meridian-MSU)
Rosangela Sebba (Music)
James Sobaski (Music)

Andrea Spain (English)
Lesley Strawderman (Industrial & Systems Engineering)
Robert Thompson (Philosophy and Religion)
Byron Williams (Computer Science Engineering)
Kevin Williams (Communications)
Joe Wilmoth (Human Sciences)
David Wipf (Chemistry)

Faculty Senate Meeting Election of Officers

April 27, 2017

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 ≥ 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 *Friday* 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 Relocation

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)	
AOP 12.09 - Student Excused Absence Policy (Assigned February 10, 2017).....	Pending
<u>Student Affairs</u> (Committee Chair: Senator Stacy Haynes).....	
AOP 12.29 - Undergraduate Admissions Requirements (April assign).....	Expedite/Pending
<u>Ancillary Affairs</u> (Committee Chair: Senator Mary Ann Jones)	
Audiovisual lecture recording/uploading onto social media (public access/Copyright).....	Pending
<u>Faculty Affairs</u> (Committee Chair: Senator Brian Baldwin).....	
Charter & Bylaws (Committee Chair: Senator Anastasia Elder).....	None Pending
<u>University Resources</u> (Committee Chair: Senator Laurie Grace)	
AOP 13.09 – Credential for Teaching (Distance Education Certification Addition: Oct Assign)...	Pending
AOP 10.16 – Distance Education (Distance Education Certification Addition: Oct. Assign).....	Pending
AOP 34.01 – Special Teaching Programs.....	Pending

Academic Operating and Operating Policies In Review and Revision: External to Faculty Senate

<u>AOP 12.09</u> - Class Attendance and Reporting Absences	final signature in progress
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Executive Council **February 27, 2016**

<u>AOP 12.17</u> - Undergraduate Academic Fresh-Start	
<u>AOP 12.19</u> - 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
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

<i>Number ▲</i>	<i>Title</i>	<i>Date</i>	<i>Attachment</i>
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	Academic Freedom	04-12-2012	None
13.14	Grade Appeal & Academic Review Board	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	Attendance at Classes: Teaching Faculty	07-15-2011	None

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Dean's Council Meeting

March 20

- AOP 12.29 Undergraduate Entrance Requirements
 - Minor change to allow dual-enrollment for MSU-Meridian students. (Partnership-pathway with admission) under first full admission
 - Discussion regarding deletion of the Undergraduate Admissions Policy Committee

- Undergraduate admission requirements to the university are set forth by IHL
 - Entrance requirements for departments/programs are determined by the department and/or program.
 - Sections changed to include removing language regarding the Undergraduate Admissions Policy Committee
 - Deletion of first paragraph under Policy/Procedure section
 - Rewording of 2nd bullet to current language.
 - Motion was approved by Dean's Council and sent back to Faculty Senate for review.
- Complete to Compete (IHL initiative)
 - Offered to former students of Mississippi IHL universities
 - Purpose: To increase number of degrees in the work force with the goal of increasing the attractiveness of Mississippi workforce to businesses.
 - Potential audience
 - Students who have met degree requirements but haven't applied for graduation.
 - Students who left early but could complete the degree requirements with additional coursework.
 - Students out for 2 years and not attended another 2/4 during the 2-yr span. Going back 15 years.
 - Possible options: Systems-wide degree program to meet the special needs of this population.
 - Next Steps:
 - Email survey (101 up to 150 questions) to all students 21 and above and students 25 and above to identify.
 - March 30 submit information to IHL
 - Provide feedback on what MSU is doing/needs to be doing to reach audience.
 - Initial estimate at time of meeting:
 - 2,700 students from MSU with 120 hours
 - Student would have input on university with systems-wide degree.
- Programs flagged with low-productivity.
 - Dr. Bonner-board and legislators are concerned about low-performing programs (3-years).
 - Recommendation to flagged programs: suspend to allow program to reopen,
 - Programs which are closed are very difficult to reopen.

- Brett Harvey SHARP (Sexual Harassment and Related Issues)
 - Required by the Governor
 - Mississippi State University will have to provide completion by all employees by June 30, 2017
 - Dr. Bonner and Brett Harvey both firmly expressed the need for every Mississippi State University employee to complete the training by the deadline or earlier to avoid possible suspension of salary
 - Approximately 35 minutes to complete
 - Email from MSU announcements was sent on April 21 at 3:57. It is recommended that you refer to this email or a departmental/unit specific email for further information
 - SHARP Training is accessed through page up system.
- John Dickerson Commencement committee review
 - Need: Issues related to-seating, parking, length of ceremony
 - Two Spring 2017 graduations ceremonies will be largest at MSU,
 - Recommendations
 - Move to two ceremonies in the fall
 - Move to three ceremonies in the spring
 - Ceremonies on weekday instead of weekend
 - Anticipated result
 - Cut ceremonies by 30-45 minutes
 - New commencement schedule will begin with Fall 2017 commencement
- Tim Chamblee Association of Public & Land-Grant Universities (APLU) Excellence in Assessment
 - At the request of President Keenum, MSU plans to submit
 - 10 broad categories down to 5 fits 95% of all student learning outcomes.
 - 5 university-wide learning outcomes.
- Mike Rackley/Tommy Parker Information Technology Services
 - Proposed additions to Banner
 - Advising assignment under faculty and departments, users tab
 - Only those with permission to assign advisors will make changes to the tab all will see the tab. Not college dependent
 - Audit trail to see what happened by faculty member
 - Faculty will be able to see names of advisees
 - Students will be able to see name and contact for primary/secondary advisors
 - Currently for undergraduate/Dean Bruce requested that similar function be available to graduate students.
 - Email to students and parents when updates to grades are reported

- Final grade check boxes (potentially progress grades)
- Once grade is updated, students and those identified in parent portal will receive a standard email stating that the grade has been changed and instructions on how to access grade from Banner portal.
- No grade or other course information is provided in the email.

Spring Faculty Senate Roundtable

April 21

- Topic: **Mississippi State University-Strengthening Community Engagement**
- Roundtable Participants:
 - *Cody Coyne**, *RHFS President, moderator*
 - *Brent Fountain**, *RHFS Vice President, moderator*
 - Judy Bonner, Provost and Executive Vice President
 - Leslie Strawderman*, Associate Professor, Industrial & Systems Engineering
 - Cade Smith, Asst. Dean and Director, Student Leadership
 - Kenneth Anthony, Assistant Professor, Curriculum, Instruction, and Special Edu.
 - Sharon Oswald, Dean, College of Business
 - Mary Ann Jones*, Associate Professor, Library
 - Greg Bohach, Vice President for Agriculture, Forestry and Veterinary Medicine
 - Noel Addy*, Associate Professor, School of Accountancy
 - Kevin Williams*, Associate Professor, Communication
 - Jessica Tegt, Assistant Extension Professor, FWRC
 - Jason Ward, Associate Professor, History
 - Gary Packwood, Associate Professor & Director of Choral Activities
 - Regina Hyatt, Vice President for Student Affairs
 - Patty Lathan*, Associate Professor, CVM, Clinical Science
 - George Hopper, Dean, College of Ag and Life Sciences, Dean, CFR
 - Reuben Burch, Assistant Professor, Industrial & Systems Engineering
 - Dipangkar Dutta*, Professor, Physics & Astronomy
 - Cory Gallo, Associate Professor, Landscape Architecture
 - Teresa Gammill, Assistant Vice President Research
 - Sid Salter, Chief Communications Officer

- Joel Collier, Associate Professor, Marketing/Qualitative Analysis/Bus. Law
 - Alexis Gregory, Associate Professor, School of Architecture
- *denotes Robert Holland Faculty Senator

- Results of the roundtable will be posted to the Faculty Senate website shortly.

Respectfully submitted,

Brent Fountain

RHFS Vice President

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEES

1. AOP 12.29 Undergraduate Entrance Requirements (Student Affairs)

President Coyne said that the Executive Committee has chosen to send AOP 12.29 to the Student Affairs Committee. Due to the short time frame that the policy is required to be approved, the policy has already been reviewed by the Student Affairs Committee and will be reported on during standing committee reports. The motion to send AOP 12.29 to the Student Affairs Committee passed by unanimous hand vote.

STANDING COMMITTEE REPORTS

Academic Affairs

1. AOP 12.09 Class Attendance and Reporting Absences

Senator Addy, on behalf of the Academic Affairs Committee presented an update on the request to review athletic absences. Senator Addy explained that the schedules of student athletes can sometimes interfere with a student athlete's ability to successfully complete a course. This is dependent on the instructor's policies as well as the courses content. The Academic Affairs committee decided that the best way to prevent any issues was to have the student athlete and the faculty member communicate directly to determine the appropriateness of the student to take the course.

Senator Strawderman said that she believed that “multiple excused absences” should be defined. She added that she did not feel that a form is necessary if the student is only going to miss 2 classes. Senator Addy replied that he felt that the phrase would be define as 2 or more. If a student comes to an instructor and the instructor has no issue with the absences, the instructor could simply say that it was okay.

Senator Barefield asked if this would be included in a syllabus so the responsibility would rest with the student and not the faculty member. Senator Addy replied that he thought that this could eventually be included in the template syllabus that all faculty use. Senator Barefield said that he believed that there should be a way to include other non-athlete students that could miss a substantial number of days due to judging teams or conferences. Senator Wilmoth said that he felt including something about this in the template syllabus would include non-athlete students.

Senator Williams said that he believed that a University wide excused absence form could be beneficial. He said that it could be used to automate notices to faculty that students that will have multiple absences in their class. Senator Elder said she was unsure who had the jurisdiction and authority to create a form. Senator Addy replied that the department head or higher approves excused absences.

Senator Haupt said that ultimately what matters is whether or not the student grasps the material. Senator Baldwin agreed and said that the burden on the instructor is to either provide make-up material or just not count the missed work for an excused absence.

Senator Elder said that she thought that the first two sentences of page 52 could be struck. Senator Follett replied that he thought that the sentences just precluded an instructor from having an attendance policy that penalizes the student.

Senator Jones asked if adding the word “anticipated” would clarify. Senator Addy replied that it would help, but would not address Senator Elder’s concern.

Senator Carskadon said that if an instructor has a large number of students, it can become impractical and time consuming to provide alternative exams.

Vice President Fountain asked who would generate the form that would be signed at the beginning of the semester. Senator Addy said that he felt that the faculty member would generate the form.

Senator Carskadon made a friendly amendment to strike the second sentence on page 52, “Use of a drop grade will be considered as a penalty”. The Academic Affairs Committee accepted the friendly amendment.

Senator Freyne said that he thinks that anticipated and unanticipated absences should be defined and used throughout the document.

Senator Wilmoth said that he would like to strike the first sentence on page 52 as well. Senator Bennett said that she felt that there would be a potential grade penalty due to the material that was missed. Senator Larson said that she thought the sentence should solely deal with attendance penalties. Senator Addy said that the second paragraph on page 52 provides guidance to the instructor if too many excused absences are accrued. Secretary Marett asked if the deletion of the first sentence would allow students with excused absences to be penalized. Senator Elder replied that it would allow faculty members to penalize students for excused absences, but it would just be attendance points.

Senator Bennett said that she is concerned that some students would get caught needing to take certain courses for their major, but not being able to successfully complete the requirements due to their scheduled excused absences. She said that this would postpone graduation for the student. Senator Addy replied that when student athletes are entering the University they have to choose either a major that works with their schedule, or put off graduation to accommodate their sport schedule.

Senator Carskadon said that the crux of this discussion is the meeting between the student and faculty member at the beginning of the term. He said that he felt that this would allow the student to decide if they wanted to remain in the course knowing that their drop grade would be used. Vice President Fountain said that he feels that the initial meeting allows the student and instructor to reach an agreement.

Senator Strawderman called the question and asked that the friendly amendment be voted on separately from the policy. Senator Herd seconded the motion.

The motion to strike the second sentence on page 52 passed by majority hand vote.

Senator Larson made a friendly amendment to combine the second and third sentences in paragraph three on page 50. The Academic Affairs Committee accepted the friendly amendment.

The motion to approve AOP 12.09 Class Attendance and Reporting Absences as amended passed by unanimous hand vote.

Ancillary Affairs No Report

Charter & Bylaws No Report

Faculty Affairs No Report

Student Affairs

1. AOP 12.29 Undergraduate Entrance Requirements

Senator Randle, on behalf of the Student Affairs Committee, outlined the revisions to the policy. She explained that the Undergraduate Admissions Policy Committee no longer exists because their task could be completed at the college level and was therefore struck. She noted that the other big revision was to allow concurrent admission between the Community College and MSU Meridian campus for those students enrolled in the Partnership Pathway program.

Senator Potter asked who would be responsible for assigning AP and CLEP credit with the removal of the Undergraduate Admissions Policy Committee. Vice President Fountain replied that the department would assign the credit.

Senator Spain asked about the composition and tasks of the Undergraduate Admissions Policy Committee. Senator Elder replied that the committee was made up of faculty and administrators. Vice President Fountain said that the committee was non-functional and as a result was delaying admissions decisions. He said that the Office of the Registrar would now be handling the work.

Senator Potter asked why the list of subject matter that is required has been struck. Senator Follett replied that IHL sets all of those requirements.

Senator Wipf made a friendly amendment to change “hold” to “pass” in the policy. The Student Affairs Committee accepted the friendly amendment.

The motion to accepted AOP 12.29 as amended passed by majority hand vote.

University Resources

Vice President Fountain moved that the review of mandatory certification for online teachers be taken from the table. Senator Baldwin seconded the motion. The motion to take from the table passed by unanimous voice vote.

1. Mandatory Certification for Online Instruction

Senator Grace, on behalf of the University Resources Committee, presented the committee report. She explained that since the last time the report was discussed, she has determined that certification is required based solely on method of delivery.

Senator Spain asked for a definition of “academic unit”. Senator Grace replied that it could be a department or a school. It would have a department head or school director. Senator Spain said that she is against the removal of “departments and colleges”. Senator Baldwin said that there are situations on campus that “department and college” does not accurately cover. Senator Spain made a friendly amendment to keep “department” and add “school” to “academic units”. The University Resources Committee accepted the friendly amendment.

Senator Potter asked why “faculty” was struck on page 69. Senator Barefield replied that it referred to programs. Senator Spain said that faculty are also responsible for academic endeavors as well. President Coyne said that in the workload document department heads are

responsible for covering a course if the instructor is unable to do so. They are also responsible for the content.

Vice President Fountain made a motion to strike the second part of the last sentence under “Programs” and add “departments, schools, “. Senator Jones seconded the motion. The motion to amend passed by majority hand vote.

The motion to accept the committee report as amended passed by majority hand vote.

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

ELECTION OF OFFICERS

President Coyne, acting as election officer, announced the nominations that were received by the deadline. Dr. Brent Fountain has been nominated for President. President Coyne asked if there were any nominations from the floor. Hearing none, President Coyne proceeded with the vote. Senator Follett made a motion to accept Dr. Fountain as Faculty Senate President by acclamation. Senator Williams seconded the motion. The motion to accept by acclamation passed by unanimous voice vote.

President Coyne asked for nominations from the floor for Vice President. Senator Follett nominated himself for Vice President. Hearing no more nominations, President Coyne proceeded with the vote. Senator Williams made a motion to accept Dr. Follett as Faculty Senate Vice President by acclamation. Senator Burt seconded the motion. The motion to accept by acclamation passed by unanimous voice vote.

President Coyne asked for nominations from the floor for Secretary. Vice President Fountain nominated Senator Mary Ann Jones for Secretary. Senator Jones accepted the nomination. Hearing no more nominations, President Coyne proceeded with the vote. Senator Williams made a motion to accept Senator Jones as Faculty Senate Secretary by acclamation. Senator Lathan seconded the motion. The motion to accept by acclamation passed by unanimous voice vote.

Vice President Fountain presented outgoing President Cody Coyne with a commemorative plaque. President Coyne thanked the assembly.

Senator Lathan made a motion to adjourn. Senator Williams seconded the motion.

After a unanimous voice vote, the meeting adjourned at 5:18 p.m.

Submitted for correction and approval.

Kent Marett, Secretary

Jason Cory, Administrative Assistant II