

## ROBERT HOLLAND FACULTY SENATE AGENDA

March 12, 2021

1. Call to Order
2. [Adoption of Minutes, February 12, 2021](#) ..... (p. 2)
3. Introduction of Guests
  - Dr. Mark Keenum, University President
  - Dr. Julie Jordan, Vice President for Research and Economic Development
  - Mr. Cedric Gathings, Director of Strategic Planning and Implementation
  - Mr. Joseph Paige, Energy & Sustainability Coordinator
  - Dr. Shaw, Executive Vice President and Provost
  - Dr. John Dickerson, Assistant Vice President for Enrollment and University Registrar
4. [Report of the Faculty Senate President](#) ..... (p. 14)
5. [Report of the Faculty Senate Vice President](#) ..... (p. 17)
6. Report from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
8. Standing Committee Reports:
  1. Academic Affairs
  2. Ancillary Affairs
  3. Charter & Bylaws
  4. Faculty Affairs
    - 8.4.1. [AOP 13.09 Credentials for Teaching](#) ..... (p. 18)
    - 8.4.2. [Instruction Faculty: Survey Update](#) ..... (p. 25)
  5. Student Affairs
  6. University Resources
9. Special Committee Reports
10. Pending Business
11. New Business
  - 11.1. [Faculty Senate Resolution: Support for Adoption of Interstate Passport](#) ..... (p. 26)
12. Adjourn



## **ROBERT HOLLAND FACULTY SENATE**

### **Uncorrected Minutes of February 12, 2021**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Parker Ballroom of the Hunter Henry Center and via Webex at 2:00 p.m. on Friday, February 12, 2021.

Members absent and excused were: Cecelia Cook, Darrin Dodds, Charles Freeman, Derek Marshall, Angela Savage, Paul Spurlin, and Samuel Winer.

The meeting was called to order by Senate President Rebecca Robichaux-Davis.

President Robichaux-Davis asked for any corrections to the minutes of the January 15, 2021 meeting. Hearing no corrections, President Robichaux-Davis accepted the minutes as presented.

### **GUESTS**

**Dr. Dana Franz, Chair, University Committee on Courses and Curricula**

**Dr. Tracey Baham, Director, Office of Institutional Research and Effectiveness**

Dr. Franz and Dr. Baham gave a PowerPoint presentation on the national articulation system, Interstate Passport. This presentation is included at the end of these minutes in Appendix 1. Dr. Franz said she is asking that the Faculty Senate adopt a resolution supporting Mississippi State University moving forward with joining the Interstate Passport group.

Senator Williams said he does not feel he knows enough about the program to vote on a resolution at this point. President Robichaux-Davis asked if Senator Williams would like to have a Town Hall Discussion on this matter before the March Faculty Senate Meeting. Senator Williams replied he would be in favor of a Town Hall discussion of the matter or sending the proposal through a standing committee of the Faculty Senate.

Dr. Franz said the current working groups are finding the student learning outcomes of Interstate Passport to be in alignment with the student learning outcomes suggested by their professional organizations. She said Interstate passport has aligned their criteria to the various national accrediting bodies.

Senator Zuckerman said she is in support of holding a Town Hall discussion on this subject. She said she has been involved with the working group for the social sciences and her understanding of this has evolved through her involvement.

Senator Miller asked if this would allow any student to take any class on campus as long as it applied to the criteria. Dr. Franz replied it is hoped that programs will look at what will be beneficial to their students, but students could take a wide variety of courses. She said it is desired to move away from the cafeteria style we currently have for gen ed. Senator Miller asked what that means for class sizes and prerequisites. Dr. Franz said class sizes are something that is still being considered. She said a signature assignment could be anything from a part of an exam, an open-ended question, a speech, and so on. If we do it correctly, it could spread our students across all of our gen ed courses.

Senator Miller asked if departments would have the ability to mark specific classes as gen ed classes. Dr. Franz replied if there is a good reason to specify which gen ed courses students should take, those courses may be specified. Senator Miller asked if a student from another major wanted to complete one of their gen ed requirements in an Interior Design course, could the Department of Interior Design earmark specific courses for gen ed, or could the student take any of the courses offered by the Department of Interior Design. Dr. Franz replied it would be up to the program areas to determine, but if there are parts of the gen ed curriculum in which it does not matter, that should be specified as well.

Senator Pelaez asked what would happen with the foreign languages. She asked if it would depend on the department or college. Dr. Franz said foreign language will still be a part of humanities and every student will need to take 6 hours of humanities. It is up to the program areas to determine which courses meet the humanities requirement. She said she hopes this initiative provides a framework for the program areas to think strategically and critically about what they are asking their students to take for their general education.

Senator Pelaez asked if this has been successful at other universities. She said something similar was done in Buffalo, NY and it was disastrous for small departments. Dr. Baham said this began with Western Accreditation which is similar to SACSCOC. This has been done at schools on the west coast for many years and is just now starting to spread out across the country creating national articulation agreements. It has been very successful helping students to transfer more easily across programs so colleges are not creating something too specific and tying it into something like a college specific first-year experience course. A student attending a university which is a part of Interstate Passport can reasonably assume they are getting an equivalent education in these courses which would transfer seamlessly to other institutions. The statistics show student performance increased when they transferred between institutions who were in a similar kind of program versus those who were not in a program like this.

Senator Williams asked if, as an example, this shows what a third level Spanish education should look like. President Robichaux-Davis replied it was not that specific. She said it

described broad categories. Senator Williams asked if this would change any of our current curriculum requirements. President Robichaux-Davis replied it would not.

Senator Miller said she is in a small department and they struggle with an overflow of their own students. She said she is concerned if other students across campus take these courses and it creates a competition for seats. Dr. Franz said that this would not require these courses to be offered as gen ed courses. The department can determine this.

Senator Pelaez said she wanted to make sure she was clear that none of the current requirements of the College of Arts & Sciences would have to change as a result of adopting this program. President Robichaux-Davis replied Senator Pelaez is correct, a requirement such as third level language would not have to change.

Senator Pelaez asked what this will gain us. Dr. Franz replied we will be able to say that our gen ed classes are aligned to the notional recommendations of what students should be learning in the particular categories. Discipline specific requirements are not affected by this. Dr. Franz said this is just clarifying what the learning outcome of the different gen ed categories looks like.

Senator King asked if some of the courses currently approved for gen ed could possibly be removed. President Robichaux-Davis replied it was possible. Dr. Franz said every course which is currently gen ed will look at either how to align to the rubric or they will decide to not be offered as gen ed anymore.

Senator Davis made a motion to end discussion until the Town Hall meeting. Secretary Follett seconded the motion.

The motion to end the discussion passed by unanimous electronic vote.

**Dr. Thomas Bourgeois, Interim Associate Vice President for Student Success**

Dr. Bourgeois said he is engaging in a listening tour engaging different groups about what the student success process should look like at Mississippi State. He said there is discussion about what does student success mean at MSU. There are metrics such as retention and graduation rates, but it goes way beyond these. Job placement rates, student satisfaction, alumni feedback, and career services are just some other metrics to be considered. Information is being gathered from all constituency groups regarding student success. Addressing student success is something that is needed at MSU, especially when you look at trends in freshman and sophomore retention and graduation rates. He said he is meeting with these groups to gauge what our metrics should be moving forward. He said he will also be addressing other areas identified by the Task Force such as advising and FYE courses. Student success models need to be integrated into courses. Dr. Bourgeois said he welcomes feedback and will answer questions.

President Robichaux-Davis said there will be faculty listening sessions for faculty to be able to provide feedback to Dr. Bourgeois about student success.

**Dr. David Shaw, Provost and Executive Vice President**

Dr. Shaw said the re-evaluation of gen ed is something that is critically important. He said the more he understands about what the Interstate Passport initiative is going to do, the more excited he is about it. Dr. Shaw said he is not surprised that the senators would like to hold a Town Hall discussion to deliberate on it further. We need to be very deliberative about this and understand the reach and ramifications of these decisions. As we go through this process, we need to think about what are the learning outcomes that we have in mind for our gen ed program at Mississippi State. He said much of the feedback so far is that we are trying to develop critical thinking, mathematical literacy, and critical writing skills. Dr. Shaw said we need to thoroughly discuss this and determine how to move forward in a way that fits Mississippi State University. He asked that faculty ask any question they might have so we can arrive at a unified decision.

Dr. Shaw said Dr. Bourgeois is doing a lot of listening right now. He said there is a lot of difference in thought on this campus about what student success means, approaches that need to be taken, and the outcomes expected. We are not where we should be in terms of our graduation rates, retention rates, and all the factors we use to gauge student success. Dr. Shaw asked the senators to be thinking about how we can help our students achieve the outcomes we want them to have not only in terms of graduation and retention, but by success in life.

Dr. Shaw said the recording of the General Faculty Meeting and the results of the various Task Forces are available online. He encouraged the senators to look at them. The Online Education Task Force is expecting to have a final report next week and the Faculty Evaluation Task Force should be presenting their report either next week or the week after. Dr. Shaw said he is really pleased with the caliber of thought and great faculty involvement on all these Task Forces.

Dr. Shaw said the University is monitoring the weather situation for next week very carefully. He said he wants faculty to be prepared to potentially go to all online instruction if the weather affects our normal operation. This would allow us to maintain continuity and keep everyone safe.

**REPORT OF THE FACULTY SENATE PRESIDENT**

Greetings, Senators! I hope your Spring semester has been productive and successful so far in terms of research, teaching, and service. While we initially saw a spike in the number of COVID cases across our campus, the number of cases seems to have leveled off as we continue to employ the mitigation strategies that have been successful in the past.

Many of the university standing committees on which I serve have met this past month, but weekly COVID-19 meetings have continued to be at the forefront of my work this past month. We have been in discussions about adherence to the face covering policy while inside buildings, particularly in the student union and new signage has been posted concerning this. We have also been in discussion about study abroad opportunities for the summer, as well as summer camps hosted on our campus.

Besides attending meetings of the university standing committees on which I serve and the COVID-19 future planning committee, I also have met with Thomas Bourgeois during this past month to discuss faculty input concerning new student success initiatives. Additionally, I have been asked to meet monthly with Jim Dunne concerning his new role with faculty affairs and development. Our first meeting will be February 17th. I am also serving on a new committee formed by Dr. Shaw which has been charged with developing a new student survey of teaching instrument. Dr. Eric Moyen is chairing that committee. We are hoping to provide Dr. Shaw with a new student survey of teaching instrument by the end of the semester.

I will be attending the 2021 Annual COIA (Coalition on Intercollegiate Athletics) Meeting on February 19th and 20th. The COIA is an organization representing the elected faculty governance bodies of NCAA Division 1 universities in activities that are related to the administration and governance of intercollegiate athletics. The mission of the COIA is to promote academic integrity within member universities and represent the interests of the faculties, student-athletes, and non-athlete students in issues related to college sports. The main topics of this year's meeting will be Name, Image and Likeness legislation, sports gambling issues, and diversity and social justice in athletics.

To celebrate Mississippi State's 143rd birthday, we will launch our Twitter account on February 28, 2021. If you are on Twitter, please follow us. Our Twitter handle will be @msstateRHFacSen. Mondays will be "Motivation Monday" in which we will tweet a motivational quote to help followers get off to a good start to their week. Tuesdays will be "True Talk Tuesday" in which we will tweet a quote from someone on campus (a student leader, staff member, faculty member, administrator) about what's going on in their corner of MSU that week. On Wellness Wednesdays, we will tweet a wellness tip to help followers get over hump day. On Throwback Thursdays, we will tweet about what was going on that week on our campus a year to 20 or more years ago. Then, on Faculty Fridays, we will tweet about individual Senators and the work in which they are engaging. Additionally, we will tweet about upcoming meetings in terms of guest speakers and AOPs or other business that will be brought forward. Links to the Faculty Senate Website will also be included.

#### **Status of AOPs:**

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

<b>AOP</b>	<b>Title</b>	<b>Date</b>
10.05	Nepotism	12/5/2012
10.08	Classroom Regulations	4/26/2016
11.11	Auditing a Class	11/3/2016
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
13.12	Summer School Teaching	3/28/2016
31.02	Legal Resident Status	2/5/2013

## **Reports from Committees on which I Serve:**

*Athletic Council* – This council met on January 13th. Christine Jackson gave us a report from Athletic Academics. The overall student-athlete grade point average for the previous semester was 3.16 which was the 7th semester in a row of an overall grade point average higher than 3.0. All teams had a team grade point average over 3.0 except football. Men's and women's golf teams had the highest grade point averages for men's teams and women's teams, respectively. Over half of our student athletes (268) made the Bulldog Honor Roll. We won the Halbrook Award for the highest female graduation rate for MS Public Universities. Bracky Brett gave a report from the Compliance Office through which he shared that his office is back to holding monthly meetings for all coaches and staff. Brett Harvey spoke at their January meeting. There is pending NCAA legislation that will open up the one-time transfer exception for sports that do not currently have that (football, basketball, baseball). MS legislators will be drafting a Name, Image & Likeness bill which will be introduced during this next legislative session. John Cohen reported that 42 student athletes earned their SEC Graduate Patch at the December 2020 Graduation.

*COVID-19 Future Planning Task Force* – In response to a question brought up at our January RHFS meeting, the following statement concerning driving while “attending class” was made through a Cowbell Well message sent out on January 29th: “Students enrolled in synchronous online or hybrid classes are reminded that driving while using your video camera to join class is very dangerous. All forms of distracted driving can lead to injurious or deadly results. It also likely means you are unable to engage meaningfully in the class session. If you are in need of a location to join your class remotely, we have identified spaces all around campus where you can do so quietly and safely.” We have recently received concerns from employees in the Student Union about students standing in food lines and not wearing masks. We are addressing this through new signage that indicates in order to be served you must be wearing a mask, as well as through increased monitoring of individuals in the Student Union. We have received 33 proposals for summer camps and conferences so far. Approval of these will be on a one-by-one basis. Our weekly meetings will continue through May 2021 and beyond if needed. We are in discussions about guidelines, requirements, and protocols for summer 2021 study abroad programs, both faculty-led and provider-led. Other information from our meetings continues to be provided through emailed updates from the Provost and Cowbell Well emails sent from the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current COVID-19 situation and protocols, please send them my way or communicate them directly to Drs. Hyatt and Shaw.

*Executive Council* – This council met on January 25th. Julie Jordan presented OP 70:04, Export Control. There were no substantive changes; the only changes were the addition of language to clarify what the OP already stated. The OP was accepted as presented. Dr. Shaw presented five AOPs which all passed: AOP 10.14, The Adoption and Sale of Textbooks and Other Instructional Materials; AOP 12.01, Academic Add-Drop Policy; AOP 12.17, Undergraduate Academic Fresh

Start; AOP 12.22, Undergraduate Student Course Load; and AOP 13.03, Responsibilities in Instruction and Curriculum.

*Executive Enrollment Management Committee* – This committee met on January 29, 2021. We are continuing to see a slight increase in enrollment as compared to the spring 2020 enrollment. We had 2,322 students take advantage of the Winter Session. Both Meridian and Campus 5, our online campus, are both seeing increases in enrollment. We have six new approved online programs – one bachelor’s degree, four master’s degrees and one doctoral degree with several other degree programs and certificate programs in the process of getting approved. Freshman applications for fall 2021 are up as compared to fall 2020. Graduate school enrollment is up almost 180% from spring 2020. COVID-19 seems to have positively impacted graduate enrollment.

*Game Day and Special Events* – The committee has not met since my last report.

*Inclusive Excellence Leadership Council* – This council has not met yet. Our first meeting will be Thursday, February 18th.

*Information Technology Council* – This council met on February 2nd. “Lightning Round Interviews” have begun for the Director of Enterprise Information Systems. On January 14th, our system went offline due to a fire in the basement at the Butler Guest House. It was down for 3 hours. On January 28th, the MSU entire network was down for 3 hours. Employees were notified about this outage via email. Our Network Refresh is now being scheduled for academic buildings and administration buildings with most of the work being completed on Fridays. Faculty who will be impacted by this will be notified ahead of time so that they can plan accordingly. The Canvas to Banner grade transfer function will go live on February 16th. ITS is offering several training sessions for faculty on how to transfer grades from Canvas to Banner. OPA is working to redesign MSU ID cards. The new design will likely be horizontal.

*Master Plan Development and Advisory Committee* – This committee has not met since my last report.

*Parking and Traffic Regulations Committee* – This committee has not met since my last report.

*Sustainability Committee* – This committee has not met since my last report.

Senator Gregory asked for the director of sustainability to address the senate. President Robichaux-Davis replied she would extend an invitation.

### REPORT OF THE FACULTY SENATE VICE PRESIDENT

#### Academic Deans Council –

January 2021 meeting was scheduled for January 21<sup>st</sup>.

- AOP 13.05 Faculty Grievance Procedures
- Meeting was canceled but a vote was still called for the AOP via email.

February 2021 meeting is scheduled for February 17<sup>th</sup>.



#### **Community Engagement Committee –**

Communicated with Dr. Kathleen Thomas. The committee is being restructured and looks to get back to a regular meeting cycle later in the Spring 2021 semester.

#### **Committee on Campus Access –**

First meeting of the Spring 2021 semester was held on February 1<sup>st</sup>.

- Introduction of new/additional members to the committee.
- Discussion of the budget (funding formula) for the committee to use at its discretion.
- Mr. Dumas and Mr. Ramsey detailed the ADA compliant projects and access areas that have been constructed over the past few years.

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

No additional meeting since December 2020.

#### **Textbook Committee –**

In AOP 10.14, one of the things we all voted to include was the location of the current textbook committee. It should be listed in the Directory of Standing Committees page on the MSU website. <https://www.msstate.edu/directory/standing-committees?show=member>. Type in Textbook and here you go! <https://www.msstate.edu/directory/standing-committees?criteria=committee&term=Textbook>

#### **Undergraduate Research and Creative Discovery Committee –**

The committee chairs look to host a meeting in Mid-February.

### **FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

#### **BUSINESS TO BE SENT TO COMMITTEE**

#### **STANDING COMMITTEE REPORTS**

##### **Academic Affairs**

##### **1. AOP 12.04 Final Examination Policy**

Secretary Follett, on behalf of the Academic Affairs Committee, presented the committee report on AOP 12.04 Final Examination Policy.

Senator Tagert asked if the test taking time can still be limited in Canvas even though the test must be available over the specified window. Secretary Follett replied the time available to complete the exam once accessed can be limited.

Senator Pelaez asked if online tests can be given outside the normal meeting time of a synchronous class. Secretary Follett replied a synchronous course is limited to holding the exam during the specified time unless the proper approvals have been granted as outlined in this policy.

The motion to accept AOP 12.04 Final Examination Policy as presented passed by unanimous electronic vote.

## **2. AOP 12.09 Class Attendance and Reporting Absences**

Secretary Follett, on behalf of the Academic Affairs Committee, presented the report on AOP 12.09 Class Attendance and Reporting Absences.

Senator Pelaez asked if adding the word “reasonable” will allow the students to challenge attendance policies more easily. Secretary Follett replied “reasonable” is the purview of the instructor and may actually strengthen the position of the instructor. Instructors must adhere to the restrictions outlined in the policy, but the attendance policy is reasonable if the instructor says it is.

The motion to accept AOP 12.09 Class Attendance and Reporting Absences passed by majority electronic vote.

### **Ancillary Affairs**

### **No Report**

### **Charter & Bylaws**

#### **1. Faculty Senate Reapportionment**

Senator Fontenot, on behalf of the Charter & Bylaws Committee, presented the reapportionment report. No seat redistribution is recommended.

The motion to accept the reapportionment report as presented passed by unanimous electronic vote.

### **Faculty Affairs**

#### **1. Letter of Request: Teaching Loads, Online Teaching: RE: AOP 13.23 Faculty Workload**

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, presented the report on the Letter of Request. She explained the committee feels modifications to AOP 13.23 Faculty Workload address the concerns in the Letter of Request.

Senator Pelaez asked who decides the workloads. Senator Sherman-Morris said there is other language in the policy which states that this is not just a department head decision. She said the added language ensures there is something in writing which describe how workload is affected. Senator Pelaez asked who writes the internal guidance. Senator Sherman-Morris replied the policy does not describe this, but there are probably different procedures in place for different departments and colleges.

Senator Memili thanked the committee for considering this change. He said that shifting the appointment of faculty has an effect on research productivity and teaching.

The motion to accept the report on the Letter of Request and the modifications to AOP 13.23 Faculty Workload as presented passed by majority electronic vote.

**Student Affairs**                      **No Report**

**University Resources**              **No Report**

**SPECIAL COMMITTEE REPORTS**

**PENDING BUSINESS**

**NEW BUSINESS**

Senator Sherman-Morris said Faculty Senate approved AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar, and Visiting Executive Appointments at a previous meeting. The policy was reviewed by Legal Counsel and they struck a sentence the Faculty Senate added and stated we are not allowed to promise state resources. She said the Faculty Affairs committee discussed the removal of this sentence and decided the sentence is not essential to the policy.

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, made a motion to reconsider AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar, and Visiting Executive Appointments with the sentence in question removed.

Senator Williams asked if the issue is that we may not agree to give resources or we just may not commit this to writing. President Robichaux-Davis said there are guidelines on how we appropriate state resources. We can provide resources if doing so adheres to these regulations. Senator Sherman-Morris said we may not promise resources.

The motion of the Faculty Affairs Committee to approve AOP 13.22 with the sentence in question stricken passed by unanimous electronic vote.

Senator Pelaez asked if contracts with Visiting Scholars can contain promises of compensation and other assets such as office space. President Robichaux-Davis replied departments can still include these terms when the resources are available. She said we cannot have policy which requires all departments on campus provide the same types of things or say we are going to do anything.

Secretary Follett made a motion to adjourn. Vice President Barrett seconded the motion.

The motion to adjourn passed by unanimous electronic vote at 3:45 p.m.

Submitted for correction and approval.

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Randy Follett, Secretary

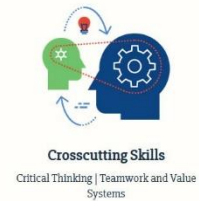
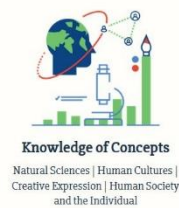
Jason Cory, Administrative Assistant II

## GENERAL EDUCATION UPDATE

DR. DANA FRANZ & DR. TRACEY BAHAM

1

## OPPORTUNITY FOR INTERSTATE PASSPORT



### Excerpt from Oral Communication Rubric Draft

Category 4: Preparation for Performance	Proficient	Emerging	Inadequate
Selects topic that is salient and relevant to audience	Topic selected is interesting and relevant for the audience.	Topic selected is somewhat interesting and mildly relevant for the audience.	Topic selected is not interesting or relevant to the audience.
Selects and critically evaluates appropriate materials	Selects relevant support materials. Tracks to the original sources for key concepts and data.	Selects some supporting material, yet lacks sense of clear citations and overall support.	Does not select supporting material and lacks clear sense of citations and overall support.

# IMPLICATIONS FOR GENERAL EDUCATION

Adjustments that will be necessary:

**Oral Communication**

**Fine Arts** is transformed to **Creative Discovery**

**Teamwork\***

**Critical Thinking\***

\*One course may fulfill a major category  
AND Teamwork or Critical Thinking

3

## CALL TO ACTION

- Interstate Passport is an opportunity to make general education more flexible for transfer students and benchmarks our courses with national learning outcomes.
- Need a resolution from Faculty Senate to move forward with Interstate Passport.

## INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President  
Dr. Julie Jordan, Vice President for Research and Economic Development  
Mr. Cedric Gathings, Director of Strategic Planning and Implementation  
Mr. Joseph Paige, Energy & Sustainability Coordinator  
Dr. Shaw, Executive Vice President and Provost  
Dr. John Dickerson, Assistant Vice President for Enrollment and University Registrar

## REPORT OF THE FACULTY SENATE PRESIDENT

March Greetings, Senators! I hope you are continuing to have a productive and rewarding spring 2021 semester. Kudos to the entire MSU community as we have successfully made it past the “mid-point” of the semester! The end of the Spring 2021 semester is in sight and hopefully, this summer you will be able to truly take a break.

Most of the university standing committees on which I serve met this past month, including the COVID-19 Task Force. Despite the changes in the governor’s executive orders concerning COVID-19 guidelines for the state of Mississippi, our campus will continue to follow the guidelines that have shown to be successful for the remainder of this semester. Thus, face coverings must still be worn inside campus buildings and outside when social distancing cannot be maintained. The COVID-19 Task Force will consider any changes to these guidelines for the summer sessions and fall semester at the end of the current semester.

On Friday, February 26<sup>th</sup>, many of you joined me for the Town Hall concerning the Interstate Passport. We had a very informative discussion about an important topic. Following this the presentations that Drs. Franz and Baham presented to us were emailed to all of the senators so that those presentations could be shared with all of those who you represent. We will consider a resolution in support of the Interstate Passport general education initiative as part of New Business at the March meeting.

To celebrate Mississippi State’s 143<sup>rd</sup> birthday, we launched our Twitter account on February 28, 2021. If you are on Twitter, please follow us and join our current 28 followers. Our Twitter handle is @msstateRHFacSen and our tweets go out at either 8:00 am or at noon, Monday through Friday. Senator Kent Marett was the featured Senator on Friday, March 5<sup>th</sup>. Upcoming Fridays in March will feature Senators Sherman-Morris, Lathan and Musser.

We hosted two Listening Sessions regarding Student Success on Monday, March 8<sup>th</sup>, one for faculty in DAFVM and one for faculty in Arts & Sciences. Both resulted in good discussions about what student success means and what encompasses academic advising. I hope you will join us for your colleges Listening Session on Wednesday, March 10<sup>th</sup> or during a subsequent Listening Session during the week of March 22<sup>nd</sup>. During that week, we will also co-host a Listening Session for University Staff who work directly with students.

With regards to committees on which I am serving beyond standing university committees, the Student Course Evaluation Survey Committee is making good progress on the creation of a new survey instrument. We are currently in the process of editing and finalizing items within the domains of “Course Instruction,” “Inclusive Pedagogy,” “Student Learning,” and “Student Engagement”. We plan to also include a couple of open response items that focus on the strengths and weaknesses of the course. The Online Task Force submitted its final report to Dr. Shaw at the end of February. It is available at [https://www.provost.msstate.edu/pdf/Online Education Task Force%20final report 2 19 21 .pdf](https://www.provost.msstate.edu/pdf/Online_Education_Task_Force%20final_report_2_19_21.pdf)

#### **Status of AOPs:**

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

<b>AOP</b>	<b>Title</b>	<b>Date</b>
10.05	Nepotism	12/5/2012
10.08	Classroom Regulations	4/26/2016
11.11	Auditing a Class	11/3/2016
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
13.12	Summer School Teaching	3/28/2016
31.02	Legal Resident Status	2/5/2013

#### **Reports from Committees on which I Serve:**

*Athletic Council* – This council met on February 10<sup>th</sup>. Thomas Callans, Assistant Athletic Director and Head Athletic Trainer gave us a report about what our athletic trainers do which includes treating and rehabilitating injuries, diagnosing injuries, and providing immediate and emergency care. He said the sports medicine services are 24 hours, 7 days a week. Christine Jackson shared that every Wednesday there are “Career Information Sessions” across the SEC with each school hosting one of these virtual sessions. These sessions allow student athletes to meet other student athletes who have similar career interests. Bracky Brett from the Office of Compliance shared that we are in a “dead period” in terms of recruiting until the middle of April.

*COVID-19 Future Planning Task Force* – At the request of Dr. Dobbs, MSU Leadership has provided him with our requested number of vaccines in terms of the number of employees who are 50 years of age or older and in terms of the overall total number of MSU employees. This includes all Graduate Assistant, Graduate Research Assistants, Graduate Teaching Assistants, and all Extension employees across the state. Dr. Keenum is going to speak to the governor about including all higher education employees in the group with K-12 educators so that we are all able to get vaccinated as quickly as possible. Other information from our meetings continues to be provided through emailed updates from the Provost and Cowbell Well emails sent from the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current

COVID-19 situation and protocols, please send them my way or communicate them directly to Drs. Hyatt and Shaw.

*Executive Council* – The committee has not met since my last report.

*Executive Enrollment Management Committee* – The committee has not met since my last report.

*Game Day and Special Events* – The committee has not met since my last report.

*Inclusive Excellence Leadership Council* – This council met on Thursday, February 18<sup>th</sup>. This council seeks to orient its work around identities. The charge of the council is to (1) develop institutional diversity, inclusion and equity initiatives centered on measurable goals; (2) work with colleges and unit to create and implement action plans to promote diversity and inclusion within the framework of the university's mission and strategic plan; (3) assist the university in developing and maintaining strong relationships and pipeline programs with communities, community colleges, K-12 institutions, business, civic and cultural organizations; (4) convene and create a sense of community across various university-wide groups; (5) identify, plan, and support initiatives that will encourage, promote, and recognize diversity on campus; and (6) direct attention to issues regarding diversity on campus and in the surrounding communities. Each council member introduced themselves and shared what their desires for the council are. Commitment to the work of this council requires evaluating practices, protocols, policies, and programs. At the next meeting, we will set goals aligned with what we hope to accomplish.

*Information Technology Council* – This council met on March 2<sup>nd</sup>. Jason Tiffin has been hired as the new Director of Enterprise Information Systems. He will move into this position on March 16<sup>th</sup>. ITS offered several training sessions for faculty on how to transfer grades from Canvas to Banner; 186 faculty participated in these sessions. ITS created a knowledge base article about the Canvas to Banner grade transfer which is available to faculty. Engagement with Jabian is ongoing. Jabian is reviewing all aspects of ITS to learn how we currently do business and how we can do business better. An ITS Strategic Planning Survey will be sent out to everyone on campus within the week. Concerning the Network Refresh, the administrative and athletic buildings are being included within the scheduling of the academic buildings. The academic buildings that will be upgraded during March are the Franklin Furniture Center, all Franklin Laboratories, Lloyd-Ricks-Watson Building, the Academic Computer Laboratory, Thompson Hall and Thompson Hall Annex, Music Buildings A, B, and C and Montgomery Hall. The MSU Inventoried Computer Log-on Notice will be pushed out to all ITS-supported machines on March 9<sup>th</sup>.

*Master Plan Development and Advisory Committee* – This committee met on February 11<sup>th</sup>. I was not able to attend, but Vice-President Barrett attended so he will provide an update from this committee.

*Parking and Traffic Regulations Committee* – This committee met on February 25<sup>th</sup>. We approved of installing a 4-way stop at the intersection of Magruder and State streets. We also



discussed a resolution that was received from the Student Association concerning problems of speeding, accidents and reckless driving on sorority row. Additional monitoring of this area of campus will be put in place.

*Sustainability Committee* – This committee has not met since my last report, but the dates for the 2021 meetings have been set. The first meeting of 2021 will be held on March 24<sup>th</sup>.

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

### **Academic Deans Council –**

February 2021 meeting is scheduled for February 17<sup>th</sup>.

- Canceled due to lack of agenda items.

### **Community Engagement Committee –**

Communicated with Dr. Kathleen Thomas. The committee is being restructured and looks to get back to a regular meeting cycle later in the Spring 2021 semester.

### **Committee on Campus Access –**

March 1 meeting was canceled to give the office time to compile a list of potential projects.

- Mr. Ramsey's group is working on a list of priorities for the committee to review.

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

February meeting was held on the 11<sup>th</sup> at 9:00am for the 'Visioning Presentation'.

Next scheduled meeting is March 11, 2021.

### **Textbook Committee –**

There was no meeting held in February.

### **Undergraduate Research and Creative Discovery Committee –**

There was no meeting held in February.

# REPORT FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

## BUSINESS TO BE SENT TO COMMITTEE

### STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

ANCILLARY AFFAIRS

CHARTER & BYLAWS

FACULTY AFFAIRS

#### AOP 13.09 Credentials for Teaching

**Report to the Robert Holland Faculty Senate**

**Faculty Affairs Committee**

**Report on AOP 13.09 Credentials for Teaching and Program Coordination**

**March 12, 2021**

#### **Background**

The Faculty Affairs Committee recommended changes to AOP 13.09 during the October 2020 meeting. These changes were approved by the Senate. In the January 2021 meeting, AOP 13.09 was reassigned to the Faculty Affairs Committee due to concerns regarding program coordination information that had had been modified and moved to a different AOP by the Faculty Affairs Committee. The committee was reassigned AOP 13.09 so that the necessary information could be included in AOP 13.09 once again.

#### **Recommendation**

The Faculty Affairs Committee recommends adopting AOP 13.09 as modified. Changes include:

- 1) the return of “and Program Coordination” to the title;
- 2) the return of subheadings for Credentials for Teaching and Program Coordination; and
- 3) the addition of the following information about program coordination.

#### **2. Program Coordination**

Program review, curriculum, and assessment are the responsibility of faculty. In addition, ensuring the success of an academic program and its students often requires the expertise of faculty members. To ensure qualified oversight, each department will select a member or members of the faculty responsible for program coordination for each graduate and undergraduate program. The department head, in consultation with the program faculty, will coordinate the selection process. Program coordination will be included in the annual review process as a part of the teaching responsibilities of the assigned

coordinator(s). If circumstances warrant, departments may provide the program coordinator(s) a course release or additional departmental support for another University assigned effort (e.g., additional travel funds). Program coordinators on 9-month contracts may also receive additional compensation if they perform duties for these positions in the summer. Any additional compensation or release from teaching will be agreed upon by the faculty member, department head, and dean.

The number of faculty members responsible for program coordination will vary based on the needs of the department and the size and nature of its programs. One faculty member may serve as coordinator for multiple programs. Any faculty member serving as a coordinator must meet the following qualifications. Collectively, coordinators must meet the following responsibilities. Additional qualifications and responsibilities will be determined by the department head and/or dean.

**Qualifications:**

- Be academically qualified in the field
- Be a member of the graduate faculty (for graduate programs)

**Responsibilities:**

- Ensure each program adheres to all University policies and procedures.
- Lead program faculty in regular curriculum review and development. When changes are needed, coordinate with the curriculum committee to develop new courses, revise existing courses, and review all completed course and curriculum proposals required by the UCCC.
- Facilitate the annual assessment of each program.
- Provide guidance to ensure appropriate academic advising for each program.
- Interact with other faculty or professional staff regarding advising and/or recruitment.
- Interact with current and prospective students.
- Participate in University undergraduate and graduate coordinator workshops.
- Interact with the Dean of the Graduate School to ensure adherence to all Graduate School policies and procedures (graduate programs).
- Review and complete graduate student paperwork as required by the Graduate School (graduate programs).

**Discussion**

SACSCOC requires that qualified faculty oversee program coordination, including curriculum review and development and assessment of programs. This information must be in university policy. During the last revision, the Faculty Affairs Committee modified the information about program coordination in order to not impose new responsibilities on graduate and

undergraduate coordinators, as had been proposed when the AOP was first assigned to committee. In the recommended version above, the committee aggregated responsibilities assigned to program coordinators (including graduate and undergraduate coordinators) into one list of responsibilities. Departments may choose how to allocate the responsibilities among qualified faculty.

The committee also specified that these responsibilities are typically associated with teaching. Activities associated with program coordination such as curriculum review and assessment are currently reported under teaching in institutional effectiveness. Elements of program coordination are also referenced in the Faculty Handbook description of teaching as it relates to promotion and tenure. For example, the following elements of teaching could apply to program coordination activities: “conduct of other academic programs that confer university credit;” “other teaching activities as defined by the academic units;” “counseling, advising, or motivating” [students]; and “impart[ing] the knowledge, methods, and standards of the discipline.”

Committee Members: Kathy Sherman-Morris (Chair), Kimberly Kelly, Stephanie King, Lyndsey Miller, Todd Mlsna, Joel Paz, Amanda Stone, Chinling Wang



**AOP 13.09: CREDENTIALS FOR TEACHING AND  
DEGREE PROGRAM COORDINATION**

**PURPOSE**

The purpose of this Academic Operating Policy (AOP) is to define the credentials for an individual to teach courses.

**POLICY/PROCEDURE**

**1. Credentials for Teaching**

**Standard Faculty Credentials for Teaching**

The instructor of record for each academic credit course offered at Mississippi State University must possess the proper credentials for the discipline in which he or she is teaching. Credentials are determined as follows:

1. Undergraduate courses: The instructor of record must possess a doctorate or master's degree with at least 18 graduate semester hours in the teaching discipline.
2. Graduate and post-baccalaureate courses: The instructor of record must possess an earned doctorate/terminal degree in the same or related teaching discipline.
3. Online instructors of record must either acquire or demonstrate proficiency in suitable online education methodologies by **one of the following**:
  - a. Successful and verified completion of the MSU Center for Teaching and Learning (CTL) course focusing on best practices in online education methodologies (Online Teaching 101) before or during the first semester of teaching an online course.
  - b. Successful and verified completion of a course equivalent to Online Teaching 101 before or during the first semester of teaching an online course. The appropriateness of a proposed substitute will be determined by the CTL.
  - c. Successful and verified completion of 4 hours of workshops and/or seminars focused on online teaching methodologies and best practices **and** successful completion of module 2 from the Online Teaching 101 course, "*Regular and Substantive Interaction*." Suitable workshops or seminars include CTL online teaching workshops, Center for Distance Education (CDE) pedagogical lunch and learns, College/Department-led workshops offered by individuals certified by Quality Matters and/or professional development courses provided by disciplinary professional associations.

- i. Module 2, *Regular and Substantive Interaction*, from the Online Teaching 101 course must be completed before or during their first semester of teaching an online course at MSU.
  - ii. The remaining 4 hours of workshops and/or seminars must be completed by online instructors of record within 2 years of the beginning of their initial online class at MSU.
- d. Instructors who have recent (within the last three years), extensive experience teaching online courses (defined as teaching either the same course at least three different times or different courses a combined total of at least six times) may substitute the above requirements with a successful evaluation of their course(s) and the methodologies used in the course(s) from the CTL. CTL in conjunction with the College will elect credentialed evaluators proficient in the assessment of online teaching methodologies to perform the evaluation.

**Graduate Teaching Assistants as Instructors of Record.**

Graduate teaching assistants may serve as instructors of record only for undergraduate courses. These graduate students must possess a master's in the teaching discipline, or at least 18 graduate semester hours in the teaching discipline and obtain classroom certification from the Graduate School. Graduate teaching assistants must receive direct supervision by a faculty member experienced in the same teaching discipline, regular in-service training, and planned periodic evaluations. Graduate teaching assistants cannot serve as instructors of record for graduate level courses, regardless of qualifications.

**Alternative Certification through Commensurate Experience.**

An individual may be certified to teach courses at the undergraduate or graduate level based on commensurate experience in the same or related discipline. Professional certification, licensure or documented record of professional practice will be utilized to evaluate commensurate experience. The alternative certification of an instructor should be requested in a letter of justification by the department head, recommended by the academic dean, supported by Institutional Research and Effectiveness, and approved by the Provost.

**Instructor of Record.**

An official transcript for each degree earned, along with any other documentation required or associated with the discipline that demonstrates experience or expertise (e.g. licensure, certification) must be on file with Human Resources Management in order for the individual to be listed as the instructor of record for any academic credit course.

**Assignment of Instructor of Record.**

The official instructor of record must be assigned for each academic credit course by the end of the 10th day of classes during each fall and spring semester. The official instructor of record for each academic credit course offered during any summer term must be assigned by the end of the 3rd day of classes.

**Primary and Secondary Instructors**

In the case of two or more instructors being assigned to teach a course, there will be a primary instructor and one (or more) secondary instructors. The primary instructor must be an individual who is credentialed to serve as the instructor of record for the course. The primary instructor has full

responsibility for all aspects of the development and delivery of the course, and determination of final grades for the students. If utilized, a secondary instructor provides support to the primary instructor. In this capacity, a secondary instructor may teach lectures and/or labs, grade papers or provide other support functions. In the case that the secondary instructor is credentialed to serve as an instructor of record for the course, he/she would have the same rights and responsibilities as the primary instructor.

When there is a primary and one or more secondary instructors assigned to a course, it is the responsibility of the department head each semester to ensure that each individual has a complete understanding of their role and responsibilities. In such cases where a secondary instructor is not credentialed to serve as the instructor of record, the dean's office of the college will maintain a signed record of the primary and secondary instructors' acknowledgment of their roles and responsibilities. A copy of the signed acknowledgment will be maintained in the Faculty Credentials database.

### **Multidisciplinary and Interdisciplinary Instruction**

Multidisciplinary and interdisciplinary programs need to follow the Standard Faculty Credentials for Teaching; however, further information is needed to explain how the instructors' disciplines are related to the mission of the program. Each program may submit one justification letter stating the mission of the program and the types of disciplines that support this mission. This letter must be submitted by the department head, recommended by the academic dean, supported by Institutional Research and Effectiveness, and approved by the Provost. A brief summary of qualifications for each instructor of record will be needed in the Faculty Credentials database, and a letter of justification is only needed if the instructor does not meet the Standard Faculty Credentials for Teaching.

### **Non-Degree Program Instruction**

Certificate programs, developmental courses, and courses that do not contribute to a degree program (e.g., English as a Second Language) have unique missions that may not fit the Standard Faculty Credentials for Teaching. In these cases, the course content may be more valuable to students when the instructor has commensurate experience rather than academic qualifications. Each program may submit one justification letter stating the mission of the program and the types of commensurate experiences desired to support this mission. This letter must be submitted by the department head, recommended by the academic dean, supported by Institutional Research and Effectiveness, and approved by the Provost. A brief summary of qualifications for each instructor of record will be needed in the Faculty Credentials database, and a letter of justification is only needed if those qualifications do not clearly align with the commensurate experience detailed in the program justification letter.

## **2. Program Coordination**

Program review, curriculum, and assessment are the responsibility of faculty. In addition, ensuring the success of an academic program and its students often requires the expertise of faculty members. To ensure qualified oversight, each department will select a member or members of the faculty responsible for program coordination for each graduate and undergraduate program. The department head, in consultation with the program faculty, will coordinate the selection process. Program coordination will be included in the annual review process as a part of the teaching responsibilities of the assigned coordinator(s). If circumstances warrant, departments may provide the program coordinator(s) a course release or additional departmental support for another University assigned effort (e.g., additional travel funds). Program coordinators on 9-month contracts may also receive additional compensation if they

perform duties for these positions in the summer. Any additional compensation or release from teaching will be agreed upon by the faculty member, department head, and dean.

The number of faculty members responsible for program coordination will vary based on the needs of the department and the size and nature of its programs. One faculty member may serve as coordinator for multiple programs. Any faculty member serving as a coordinator must meet the following qualifications. Collectively, coordinators must meet the following responsibilities; additional qualifications and responsibilities may be determined by the department head and/or dean.

Qualifications:

- Be academically qualified in the field
- Be a member of the graduate faculty (for graduate programs)

Responsibilities:

- Ensure each program adheres to all University policies and procedures.
- Lead program faculty in regular curriculum review and development. When changes are needed, coordinate with the curriculum committee to develop new courses, revise existing courses, and review all completed course and curriculum proposals required by the UCCC.
- Facilitate the annual assessment of each program.
- Provide guidance to ensure appropriate academic advising for each program.
- Interact with other faculty or professional staff regarding advising and/or recruitment.
- Interact with current and prospective students.
- Participate in University undergraduate and graduate coordinator workshops.
- Interact with the Dean of the Graduate School to ensure adherence to all Graduate School policies and procedures (graduate programs).
- Review and complete graduate student paperwork as required by the Graduate School (graduate programs).

### REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs (APAA) with recommendations for revision to the Provost and Executive Vice President.



## REVIEWED:

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Associate Provost for Academic Affairs

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Provost and Executive Vice President

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President, Robert Holland Faculty Senate

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Assistant Vice President and Director  
Institutional Research and Effectiveness

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General Counsel

## APPROVED:

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President

### Instructional Faculty Update

Report to the Robert Holland Faculty Senate

Faculty Affairs Committee

Report on the survey regarding new faculty titles

March 12, 2021

### Background

The Faculty Affairs Committee conducted a survey to gauge whether faculty would be supportive of adding additional ranks for instructional faculty.

## Report

The following are results from the quantitative portion of the survey. Additional review will be conducted on open-ended responses.

375 responses were recorded with at least five faculty members responding from each of the colleges or units provided.

A majority of faculty supported the addition of each of the new titles. The following are the percentages who answered the question “Do you support the addition of...” and replied ‘yes.’

Position titles	Percent in support (n of N)
Teaching Professor/Professor of Practice	69.2% (254 of 367)
Instructor promotion*	88.5% (278 of 314)
Clinical Instructor promotion*	78.7% (111/141)
Extension Instructor promotion*	83.8% (62 of 74)

\*of those who work in a unit that employs instructors/clinical instructors/extension instructors

## Discussion

The Faculty Affairs Committee will make a formal recommendation in April.

Committee Members: Kathy Sherman-Morris (Chair), Kimberly Kelly, Stephanie King, Lyndsey Miller, Todd Mlsna, Joel Paz, Amanda Stone, Chinling Wang

## STUDENT AFFAIRS UNIVERSITY RESOURCES

## SPECIAL COMMITTEE REPORTS

## PENDING BUSINESS

## NEW BUSINESS

### Faculty Senate Resolution: Support for Adoption of Interstate Passport

The Robert Holland Faculty Senate recognizes the importance of Mississippi State University’s General Education course offerings and the potential benefits afforded to the undergraduate students of Mississippi State University of being competent in Oral

Communication, Written Communication, Quantitative Literacy, Natural Sciences, Human Cultures, Creative Expression, Human Society and the Individual, Critical Thinking, and Teamwork and Value System. Therefore, we, the Robert Holland Faculty Senate, support the adoption of Interstate Passport, provided that the administrators and other leaders of the General Education initiative at Mississippi State University continue to collaborate with faculty directly responsible for General Education courses.

**ADJOURN**