

## ROBERT HOLLAND FACULTY SENATE AGENDA

November 12, 2021

1. Call to Order
2. [Adoption of Minutes, October 15, 2021](#)..... (p. 2)
3. Introduction of Guests
  - Dr. Mark Keenum, University President
  - Dr. David Shaw, Executive Vice President and Provost
  - Mr. Greg Havens, Sasaki Associates, Inc.
4. [Report of the Faculty Senate President](#)..... (p. 14)
5. [Report of the Faculty Senate Vice President](#)..... (p. 17)
6. Reports from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
  - 7.1. [AOP 10.08 Classroom Regulations](#) (University Resources) ..... (p. 31)
  - 7.2. [AOP 12.39 Policy on Undergraduate University Scholarship](#) (Ancillary Affairs) ..... (p. 33)
  - 7.3. [Letter of Request: Faculty Senate Meeting Space](#) (University Resources) ..... (p. 37)
8. Standing Committee Reports:
  - 8.1. Academic Affairs
  - 8.2. Ancillary Affairs
  - 8.3. Charter & Bylaws
    - 8.3.1. [Modification of Bylaws: Electronic Meetings](#)..... (p. 19)
  - 8.4. Faculty Affairs
    - 8.4.1. [AOP 13.15 Evaluation of Teaching Performance](#)..... (p. 24)
  - 8.5. Student Affairs
  - 8.6. University Resources
9. Special Committee Reports
10. Pending Business
11. New Business
12. Adjourn



## ROBERT HOLLAND FACULTY SENATE

### Uncorrected Minutes of October 15, 2021

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Bettersworth Auditorium at 2:00 p.m. on Friday, October 15, 2021.

Members absent and excused were Todd Archer, Mike Breazeale, Charles Freeman, Gnaneswar Gude, Alicia Hall, Erdogan Memili, Amanda Stone, and Chinling Wang.

Members absent were Sol Pelaez, Sorina Popescu, and Paul Spurlin.

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

President Robichaux-Davis asked for any corrections to the minutes of the September 10, 2021, meeting. She said she has received one update regarding the spelling of Senator Kelly's name. Hearing no additional corrections, President Robichaux-Davis accepted the minutes as amended.

### GUESTS

#### Dr. Thomas Bourgeois, Interim Associate Vice President for Student Success & Dean of Students

Dr. Bourgeois said one of the first steps to address student success was the listening sessions that were held to determine what student success means to Mississippi State. The obvious metrics are retention and graduation rates, but there are other things that play a role in student success such as earnings to debt ratio, the financial literacy of students, and interpersonal skills. Dr. Bourgeois said mental health issues are off of the charts right now. He said our student counseling center is seeing twice as many students as they did prior to Covid. There are currently 180 students on the waiting list. Dr. Bourgeois said we are hearing from employers that students don't lack academic ability, they lack the interpersonal and conflict resolution skills to be able to sit in a cubicle next to a person who they do not agree with. Dr. Bourgeois said student success encompasses not only academic prowess, but also what is happening outside the classroom in their personal lives, what is happening in their family structure, and most importantly, are they able to get a job. Dr. Bourgeois said one of the things being looked at by not only Mississippi State, but in the student affairs profession in general, is resiliency. He said when he was 12 years old, he would leave his house on his bicycle and did not have a cell phone or someone tracking him. He said he would be unsupervised on a

playground and push a friend and get pushed back. This taught him that he should not push people. He said if he did not like something about someone and wanted to tell them he had to tell them to their face and deal with the feedback from that person. This is not the case for the generation of our students. He said he could drone on about resiliency, but in the end, it is something that all higher education institutions are going to have to face. Dr. Bourgeois said this is not a condemnation of the generation, but a fact of where we are. He said our students are coming to campus having never been in an environment where there was nobody to supervise them. He said they are having to learn how to live with someone. This is a life skill many have not been exposed to up to this point. We need to figure out how we bake resiliency into the classroom. Dr. Bourgeois said when he says resiliency, he does not mean handholding. He said he has been a Dean of Students for over 20 years and the motto in his office is not to get students out of situations, but to get students through situations. We know absences are a key indicator of student engagement. He said whether or not it counts for the courses, it is valuable to be able to collect the data. He said he would like to see the Senate take up this issue at some point.

Dr. Bourgeois said one of the key items that came out of the Task Force report was taking a look at advising. He said this does not mean that advising is terrible at Mississippi State, but it is all over the board. Some colleges have the resources to employ professional advisors, while others utilize new assistant professors who may not know the caveats that could adversely affect students such as losing aid if they drop below a certain number of hours. Dr. Bourgeois said several semesters ago he had a student come to his office with an issue with a staff member. He said he began by asking the student about themselves as he always does when a student comes for help. The student said that he just needed his degree. He already had a job lined up and needed the degree to move forward. Dr. Bourgeois said when he looked at the student's CAPP report he had 140 hours, so he sent the student to the BSIS department. An hour later the student came back to the office and said that he just graduated. Dr. Bourgeois said it wasn't that the advisor was advising poorly. The advisor was advising for the degree program the student was in.

Dr. Bourgeois said the University received a generous, anonymous gift to explore the concept of advising. A new Executive Director of Advising has been hired and will start on October 16<sup>th</sup>. This individual will be working with the constituent groups to determine what advising should be. The concept currently being discussed is to have a pilot program which involves professional advisors who are also trained in other areas such as financial aid, career services, and available resources across campus. Dr. Bourgeois said the gen ed committee is currently looking at FYE courses. He said it would be very expensive to have 60 sections of FYE and have 60 professional advisors, but when doing this frees up money in Financial Aid, Career Services, and the lecture schedule it makes it much more economical. He said part of this is trying to figure out how the Career Center fits into this. Much of what Career Services does is reactionary. Some of these conversations need to be proactive such as asking why a student is in their chosen major. Dr. Bourgeois said he was an undergrad who planned on going to med

school. He said no one is going to go to med school with a 3.0 GPA. Students have to be engaged in these conversations earlier so they can have realistic expectations. Dr. Bourgeois said we are using pilot programs to determine where we need to utilize our resources moving forward.

Dr. Bourgeois said there are many things being looked at in addition to advising. He said it is going to take all of us to address this. Feedback from the Senate would be helpful to identify anything that affects student success. As an example, Covid has showed us that we can deliver different things in different ways.

Senator Gregory said part of our job is to teach students to be successful adults. She said just like us, they have personal issues and things that impede them from doing things. She said she feels faculty need to do a better job of being empathetic to this. She said she has a student that is taking a course in another area. The student missed an assignment due to personal issues. She said both herself and the student reached out to the professor and the professor just said no. She said we need to find ways to have conversations about students to support them. She said we need to teach students how to deal with these issues so they can be successful when they graduate. Part of this is teaching them how to approach superiors in the workplace and talk about personal issues in a way that helps them succeed but deal with the issues and not break down and completely fail. Dr. Bourgeois said for the last 25 years he has struggled with the same thing in trying to find the correct balance of empathy and tough love. He said he thinks it has to be both and it takes investing time in a student. He said with our fraternities, sororities, and other student groups, if the only time he engages them is when they are in trouble, he has not done a good job. He said you have to lay the groundwork. Dr. Bourgeois said he realizes it is a little different in an academic environment, but on the first day faculty can lay the groundwork by listing expectations, telling the students about the various resources available, and generally saying this is what we need. When a faculty member is engaging a student, they are engaging an individual. Dr. Bourgeois said he always tries to convey to faculty that when a student reaches out outside of the classroom, it is a big commitment by the student. He said he realizes we are all very busy, but when a student is in crisis, being put off because we are too busy is almost like a punch in the face. He said even just telling the student that they should contact his office is helpful. He said if faculty notice something not quite right with a student, even if it's minor, they should report it to his office. It could be that the student's parents have previously spoken to his office, or other faculty have reported issues. Your report could be what connects the dots and lets him know that there is something bigger going on. Faculty are on the front-line of this mental health crisis. They see the students two or three times a week and are in the best position to notice changes in behavior. Dr. Bourgeois said his office offers to come and speak to these issues with departments and colleges. Senator Gregory said it may be better to proactively address departments instead of waiting for a request. She said they may learn of things that they did not previously know were an issue. She said she has a lot of students who are afraid to talk about things even though she has

reached out to them. She said they do not want their faculty to think they have excuses even though they have legitimate reasons they are struggling.

Senator Zuckerman said students in her department find employment through networking. She said the undergraduate advisor in her department is very well connected with almost all professional organizations in the field. She asked if there would be a program developed along with professional advising which would provide the professional mentorship that is key to career placement in the smaller fields and disciplines. Dr. Bourgeois said our Alumni Association is already in the process of purchasing PeopleGro which connects people in the field to students. He said other things like this that relate to student success need to be done in tandem with advising. He said mentorship is a key component of student success. He said we need to figure out how to get the student in front of the people who can not only speak to the academic side, but also can show them the pathway to applying a degree program to the tangible skill they can be doing when they graduate.

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

Dr. Shaw said a number of task forces were formed with some having already delivered their reports and some still working. He said one thing that we need to make sure we are not doing is taking a report from a task force and posting it on the website and declaring success. He said Dr. Bourgeois is a perfect example of this. The task force report shows that student success is not just a student affairs or academic affairs issue, it is a university issue. He said bringing Dr. Bourgeois in to serve as the bridge between these two units has been invaluable for himself and the institution. He said there are a lot of ideas being floated and a lot of differences in opinion still. Dr. Shaw said Dr. Bourgeois is doing a great job turning these ideas into actionable plans. While Dr. Bourgeois was speaking, Dr. Shaw said he quickly jotted down a couple of things that are tied to what he is doing and how what he is doing is tied to other things. He said the Faculty Evaluation and Faculty Development Task Forces directly relate to student success. The Instructional Faculty Task Force directly relates to student success. The task forces for gen ed reevaluation, the financial model, teaching evaluation, strategic plan implementation, online education, graduate education, and the strategic planning effort for student recruitment all have ties to student success and vice-versa. He said we are not ignoring the fact that these reports have been filed but are taking these reports and seeing how they touch each other to develop actionable plans.

Senator Zuckerman asked what the plans are for a campus-wide museum. Dr. Shaw replied there is a lot of discussion which is still in the early phases about a campus-wide museum. Dr. Shaw said he personally has long believed we have some phenomenal resources on this campus which are not visible. He said as he has worked with Sasaki, the firm hired to revise our master plan, and has been a strong advocate for a facility or group of facilities that pulls together the opportunities we have with our galleries and museums. Sasaki is taking this into account and creatively thinking about how we can address this as they work on the master plan. Dr. Shaw said the second question is where does the money come from, but we are not constraining the

master planning process by whether or not we have funding. Dr. Shaw said we are still early in this process and there will be town hall meetings later this fall with faculty to present the preliminary plans. Dr. Shaw said he is looking forward to sharing the creativity of Sasaki with campus and for Sasaki to receive feedback from campus as we decide what the next master plan will look like. Dr. Shaw said if we are not able to have a central location for the various galleries and museums, we still must do a better job of promoting them. He said he really wants the senators and all faculty to engage in the Town Hall meetings. He said feedback on this topic and many more is needed as we think about the future plans and changes on campus.

Senator Gregory said the College of Architecture, Art, and Design recently did a 2-week design project with the Cobb Museum to redesign their space. She said the college is happy to provide student design services to help brainstorm ideas. Dr. Shaw thanked Senator Gregory and said we will be utilizing those services as we move forward.

### REPORT OF THE FACULTY SENATE PRESIDENT

Over the last month, I have attended meetings of most of the university standing committees on which I serve. Additionally, I have attended meetings of the Faculty Development Task Force and have continued to attend weekly COVID-19 meetings. I also have remained in contact with MSU administrators concerning various issues brought forward to me. In response to concerns regarding the street lighting in the area of the Music buildings, the Music Building design has been reviewed and the lighting plan is being revised to provide additional lighting along the new sidewalk that is under construction. Additionally, the Pedestrian/Bike Safety Task Force will meet on Friday, October 15<sup>th</sup> to specifically discuss skateboards and scooters on campus. Results of this meeting will be forthcoming.

I have worked with Dr. Brent Fountain, Faculty Athletics Representative, and members of the Athletics Department to plan and announce events throughout the month of October which has been designated as Faculty Athletics Month. Various events have been planned to show appreciation to the faculty and staff for their role as a part of winning the national championship. Specifically, on Monday, October 4, 2021, a photo-op for faculty/staff and their families with the National Championship Trophy was held at the home plate entrance to Dudy Noble Field. About sixty members of the faculty or staff and their families participated in this event. On Tuesday, October 19, 2021, faculty/staff and their families are invited to an open football practice which will include a tour of the Leo Seal Football Complex. Registration for this event is required. On Sunday, October 24, 2021, faculty and staff will be recognized at the MSU volleyball game against Texas A & M. On Thursday, October 28, 2021, faculty and staff will be recognized at the MSU soccer game against Ole Miss. Finally, faculty and staff can get discounted tickets for the Homecoming football game against the University of Kentucky on Saturday, October 30, 2021.

As in previous years, the Robert Holland Faculty Senate will host the nominations for the SEC Faculty Achievement Award. You should have received an email this past Tuesday asking for nominations. Please consider nominating colleagues who are Full Professors and have taught

predominantly undergraduates. Details of the nomination requirements were included in the email and are posted on the Faculty Senate website, as well.

**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
12.02	Withdrawal from the University	3/23/2017
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
31.02	Legal Resident Status	2/5/2013

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

*Athletic Council* – This committee met on September 15, 2021. Leah Beasley, Mike Richey and Eric George gave a presentation on the impacts of winning the NCAA Baseball National Championship in terms of branding and licensing and the unprecedented sales of merchandise that occurred within the days immediately following the national championship game. In the first 6 hours, MSU set the record for the highest amount of CWS Champs hot market sales in Fanatics’ history. Maroon shirts were sold out across the United States for a period of time. In one month, 2,100 of the CWS panoramas were sold which is three times more than the number sold within the first month of the most recent Super Bowl. Within two weeks of the National Championship win, \$115,000 was raised through the Bulldog Club which included 175 new donors. Christine Jackson gave a report from Athletic Academics. She shared that the departmental grade point average for spring 2021 was 3.20. This was the eighth consecutive semester that the department grade point average was at least 3.0. Also in spring 2021, 66 student athletes earned a 4.0 grade point average and were awarded “top dawgs.” For the entire academic year, student athletes had a grade point average of 3.18. Currently, two student athletes are Stephen D. Lee Scholars. During the 2020-21 academic year, 126 current and former student athletes graduated. John Cohen reported that new policies allow transfer students to be immediately eligible to play.

*COVID-19 Future Planning Task Force* – The COVID-19 Task Force continues to meet weekly on Tuesday afternoons. Information from each of these meetings is provided primarily through weekly Cowbell Well updates that are provided on Fridays. COVID-19 Vaccine and Flu Shots continue to be available at the Health Center and at various pop-up clinics. MSU is trying to make it as easy as possible for anyone to get vaccinated and get the flu shot. See [www.msstate.edu/covid19](http://www.msstate.edu/covid19) for more information.

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

*Inclusive Excellence Leadership Council* – This council has not met since my last report.

*Executive Council* – This council has not met since my last report.

*Executive Enrollment Management Committee* – The Strategic Enrollment Planning Prioritization Summit was held on September 22-23, 2021. The EEMC spent two days attending this summit. The overall goal of the summit was to determine which enrollment strategies we would adopt as a university. We spent the first day listening to presentations of over 20 strategies. The second day we prioritized those strategies and their accompanying action plans based on specific criteria and then selected the strategies that we would adopt. We adopted the follow 11 recruitment and retention strategies: Comprehensive, university-wide marketing plan; University-wide undergraduate communications plan; Expand and increase market reach; Comprehensive, university-wide international recruitment and partnerships; Comprehensive and holistic review of undergraduate financial aid awarding; Graduate assistant funding; Graduate student pathways expansion including stackable coursework; Coordinated graduate student recruitment communications plan; Enhance and execute an incoming student onboarding experience; Develop broad academic support strategies; and Further develop student success strategies for Campuses 2 and 5.

*Fall Convocation Group* – This committee has not met since my last report.

*Game Day and Special Events* – This committee met on September 15<sup>th</sup>, September 29<sup>th</sup>, and October 6<sup>th</sup> to discuss and approve various Game Day requests. The committee approved a request to allow Step Shows in the Amphitheater and at the Coliseum on the Friday and Saturday of Homecoming Week. On Game Days at Davis Wade, we are very short-staffed. The Athletics Dept is continuing to look for volunteers and/or hourly workers to work on Game Days. The committee approved a request from Southern Traditions Tailgating which asked if they could send their current customers a renewal letter for the 2022 season. The committee also approved a Golf Cart All Access Pass for the ROTC on Game Days. In the most recent meeting, the committee approved of requests to set up tents/tailgates/displays for the Alabama home game. These tailgates/tents/displays will be for National Chemistry Week, a Former Football Player Reunion, and the EcoCar Team, which will have its Camaro on display at the corner of Creelman and Hail State Blvd.

*Information Technology Council* – This committee met on October 5, 2021. ITS is working on a new procurement web form that goes into detail regarding the service/system/equipment that is being procured. The Network Refresh is 83% complete. Through the 2020 CARES Act Higher Education Emergency Relief Fund, 45 classrooms/teaching spaces have had technology upgrades which are now complete. These classrooms/teaching spaces are as follows: 1 in Agricultural Engineering, 3 in the Band and Choral Rehearsal Hall, 2 in Bowen Hall, 5 in Carpenter Engineering Building, 1 in Cobb Architecture Building, 3 in Dorman Hall, 2 in Etheredge Chemical Engineering Building, 3 in the Franklin Center, 1 in Giles Hall, 2 in Griffis Hall, 5 in Hilbun Hall, 6 in the IED Building, 1 in the Jackson Center, 2 in Lloyd Ricks Hall, 1 in Middleton ROTC Building, 1 in Mitchell Memorial Library, 1 in Moore Hall, 3 in Swalm Chemical Engineering Building, and 2 in Thompson Hall Annex. Faculty who are using Wireless



Microphone Belt packs in ITS-Supported classrooms have been leaving their classrooms without turning off their microphones. The microphone stays connected long after the faculty member leaves the classroom and then it connects to other wireless receivers in other classrooms, interfering with the instruction taking place in that other classroom. To avoid this, faculty should turn off their microphones when class is over prior to leaving the classroom. An email explaining this will be sent out to all faculty. A new ID card design has been approved. It has a horizontal design with the person's photo on the left side and a bulldog graphic on the right side. On the back of the ID is a QR Code that can be used with Athletic Department scanners for ticketing and tracking attendance. These new IDs are much more secure and as such are more costly. The new IDs are approximately \$7 more expensive per ID. The new version of DUO Mobile App, Version 4.0, is now available and has a rolling update. An email will be sent out explaining this. For those using iOS, the update window will be Oct. 11 – 18<sup>th</sup>. For those using Androids, the update window will be Oct 11 – 15<sup>th</sup>. Changes to the app include improved accessibility, clearer guidance on restoring an account, and an easier way to find and manage accounts through a simpler interface.

*Master Plan Development and Advisory Committee* – This committee met on September 9, 2021. The committee approved the Design Review Committee's recommendations for the Engineering Student Center. Greg Havens from Sasaki was on campus with us and gave us a Master Plan update. The draft report reflected the framework of open space and the design principles being used embrace our sense of place through our historic buildings and architecture. Other frameworks reflected include campus life, academic and research sharing spaces, landscape, mobility, sustainability, and infrastructure. The big ideas of the design plan include the Campus Heart/Core, Clusters/Nodes, Smart Growth, Westside Connection (Starkville), Outdoor Environments (Social and Academic), Green Corridor (Connecting people through beautification), and Ecological Stewardship.

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

*Sustainability Committee* - This committee met on September 22<sup>nd</sup>, but I was not able to attend because I was attending the Strategic Enrollment Planning Prioritization Summit. Vice-President Hopper attended in my place. The Office of Sustainability is sponsoring Green Week during the week of October 11<sup>th</sup>. This week will feature various events including Yoga on the Drill Field on October 11<sup>th</sup>; Tie Dye on the Drill Field and Student Leadership Panel on October 12<sup>th</sup>; a Faculty Climate Panel in Old Main on October 13<sup>th</sup>; an Environmental Justice Talk and a Sustainability Minor Q&A session on October 14<sup>th</sup>; and Bikes & Smoothies and Wall-E on the Drill Field on October 15<sup>th</sup>.

## REPORT OF THE FACULTY SENATE VICE PRESIDENT

### **Academic Deans Council**

The Academic Deans Council met at 1:00 on September 15, 2021. The following AOPs were approved:

12.12 Credit and Grades,  
13.06: Sabbatical Leave for Faculty Members of State Institutes of Higher Learning,  
10.08: Classroom Regulations,  
13.15: Evaluation of Teaching Performance,  
12.08: Requirements for Degrees, Academic Minors, Certificate Programs, and Academic Consortia/Contractual Agreements.  
No action items.

### **Committee on Campus Access**

The Committee on Campus Access met on September 13. Old business: the crosswalk on Stone Blvd. is moving forward and is now in design phase. New business: the Montgomery Building is a historical building so it can only have one accessible entrance. Other buildings discussed for accessibility were Patterson Engineering and Butler. Many of these buildings were built before ADA compliance was in place. No action items.

### **Community Engagement Committee**

No meetings were held since the last Vice President's report, and no meetings are scheduled to date.

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

The Master Plan Development and Advisory Committee met September 9, 2021. The meeting consisted of an overview of the new master plan for the campus. No action items.

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

No meetings were held since the last Vice President's report, and no meetings are scheduled to date.

### **Sustainability Committee**

The Sustainability Committee met on Wednesday, September 22, 2021. The Sustainability motto is "Maroon Goes Green." Items discussed were:

- 1) Working to educate MSU—Sustainability Social, Newsletter, Cowbell Cleanup
- 2) Energy Update—MSU is always working to update efficiency with heaters, etc. that take less energy. Cleaning coils in air handlers on campus has been a priority to reduce energy consumption.
- 3) Solar and wind initiatives were discussed—both are place dependent
- 4) Water bottle filler stations, have 14 installed with 25 more to go
- 5) Enhance Program—MSU was first to enter voluntary program and was the 1<sup>st</sup> to receive this award
- 6) Green Week October 11-15 with events on campus

No action items.

Updated on October 11, 2021

Respectfully submitted, Missy Hopper

#### FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

Senator Carskadon reported from the Instructional Improvement Committee that the deadline for university teaching awards is November 17<sup>th</sup>. He said there are 3 Grisham Master Teacher Awards, 4 Early Career Outstanding Undergraduate Teaching Awards, and 2 Outstanding Graduate Teaching Awards available this year. He asked the senators to encourage their colleagues who are doing a great job of teaching to apply. He said the process has been streamlined so the candidate can apply and manage their own application.

#### BUSINESS TO BE SENT TO COMMITTEE

1. **AOP 12.08 Requirements for Degrees, Minors, and Certificates (Academic Affairs)**
2. **AOP 13.15 Evaluation of Teaching Performance (Faculty Affairs)**
3. **Faculty Performance Evaluation Task Force Report (Faculty Affairs)**

The motion to send the items to the committees indicated passed by unanimous hand vote.

#### STANDING COMMITTEE REPORTS

##### Academic Affairs

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

Senator Follett, on behalf of the Academic Affairs Committee, presented the committee report on AOP 13.02.

Senator Haynes asked if there was a specific number of letters which should be included in the packet. Senator Follett replied there is no specific number of letters required. He said depending on the source, one letter could address multiple areas of teaching, research, and service. Senator Follett said the inclusion of sample packets on the website should convey to candidates the information necessary for a successful packet.

Senator Haynes asked if the area of “motivating others” could be changed to “mentoring.” Senator Follett replied the proposed language was in the original policy and he believed it was vague by design. He said motivating others could include things other than mentoring.

The motion by the Academic Affairs Committee to accept AOP 13.02 Selection of William L. Giles Distinguished Professors passed by unanimous hand vote.

##### Ancillary Affairs

Senator Barrett said the Ancillary Affairs Committee will be examining the Confidence Survey. He asked the senators to email any feedback they have on the survey.

##### Charter & Bylaws

##### **No Report**

**Student Affairs**

**1. Student Survey of Teaching**

Senator Miller, on behalf of the Student Affairs Committee, presented the committee report on the Student Survey of Teaching.

Senator Haynes said she was elected to the Teaching Evaluation Committee. She said the committee has not met. Senator Haynes asked if there was a reason that this committee was not consulted during the formulation of the proposed survey. Senator Miller replied that she looked into the Teaching Evaluation Committee while she was on the Task Force and found that there is no chair for the committee currently. Senator Haynes asked that the survey be reviewed by the Teaching Evaluation Committee prior to the finalization of the instrument. Dr. Shaw said he agrees that the committee needs to be re-activated. He said we have to use an evaluation instrument this fall and if an instrument does not pass today in Senate, the old instrument will have to be used. He said the Senate will have to decide if they would like to continue with the new instrument and rejuvenate the committee for future input or begin the lengthy process of review and discussion with the committee before acceptance of the new instrument. Senator Haynes said she was just elected to the Senate and did not realize that this needed to be voted on at this meeting.

Senator Williams asked if this instrument would be used for online courses as well. Senator Miller replied it is her understanding that this instrument will be used for all classes. Senator Williams said, as a faculty member who has taught online for some time, he would encourage the consideration of additional questions which would relate directly to online issues. Senator Miller replied the committee did discuss this and it was the reason for the addition of the three questions the faculty could add on their own.

Senator Gregory asked if the three additional faculty created questions would be subject to review. Senator Miller replied she is not sure if the additional questions would be subject to review. She said she would like to think that faculty would include professional questions. She said she would assume that the students would not hesitate to report any inappropriate or unnecessary questions. Senator Gregory said she assumes the results of the survey would still be shared with the department head and they could identify any inappropriate questions, just after the fact. Senator Miller said the sharing of the results would not change and the department heads would be able to see if any inappropriate questions were asked.

Senator Gregory said that she appreciates that the committee discussed that student evaluations are just one small part of the evaluation of teaching. She said she knows that student evaluations currently carry significant weight in the review for Grisham Master Teachers and Giles Distinguished Professors. She asked if there was discussion about how student evaluations are used in the review for these designations. Senator Miller replied that

she brought this to the attention of the committee. She said conversations about this are currently ongoing. Senator Carskadon said he serves as the chair of the committee for teaching awards. He said he has been involved in this process for many years and some of the award winners have stellar student reviews, while others do not. He said other metrics such as observations factor into the decision when choosing award recipients. Dr. Carskadon said faculty should not worry about student evaluations being too heavily weighted in the awards process.

Dr. Carskadon said the last action taken by the Teaching Evaluation Committee was to recommend to the Provost that we go to electronic administration of the survey instrument. After this recommendation the Task Force to review the evaluation of teaching became active so the standing committee took a step back to wait for the recommendations of the Task Force. Dr. Carskadon said the review process of this instrument has gone on for two years and he believes it is now time to hit the print button on it. He said after the two-year review period for the new survey, the question will go to the standing committee.

Senator Wood asked that the color scale be reviewed for accessibility for color-blindness. Senator Miller said she was not aware that the scale had been reviewed for accessibility and would ask that this be done.

The motion of the Student Affairs Committee to accept the report on the Student Survey of Teaching passed by unanimous hand vote.

#### **University Resources**

Senator Stokes said the committee would be reaching out to continue the discussion on the cancellation of journals now that there has been a new dean hired for the University Libraries.

### **SPECIAL COMMITTEE REPORTS**

#### **PENDING BUSINESS**

#### **NEW BUSINESS**

Senator Gregory asked about the status of the request sent to the Charter & Bylaws Committee regarding hybrid meetings. President Robichaux-Davis replied the request is still under review by the Charter & Bylaws Committee.

Senator Gregory said she noticed that President Robichaux-Davis has an office in Howell Hall which is a building that is not the greatest and will one day be renovated, but she is also concerned that the space the Faculty Senate meets in is not distinguished enough for the Faculty Senate. She asked if this is something that could be sent to committee to identify a space that the Faculty Senate and the Student Association could share as a meeting space with more comfortable seating and which allows for more interaction. She said the u-shaped tables in the Grisham room are temporary, the seating is not comfortable, and it is not conducive to meeting in the way she would hope we would like to meet. She said we are in Bettersworth today due to Covid precautions, but she would like to address how, in the future, we can have a

more distinguished place for our President and Vice President to work and for the Senate and the Student Association to meet on a regular basis. President Robichaux-Davis asked Senator Gregory to provide a request in writing so it could appear on the agenda of the November meeting.

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

The motion to adjourn passed by unanimous hand vote at 3:28 p.m.

Submitted for correction and approval.

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Stephanie King, Secretary

Jason Cory, Administrative Assistant II

## INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President  
Dr. David Shaw, Executive Vice President and Provost  
Mr. Greg Havens, Sasaki Associates, Inc.

## REPORT OF THE FACULTY SENATE PRESIDENT

During the last month, many of the university standing committees on which I serve did not meet. However, other university standing committees on which I serve met more than once. I have also attended meetings of the Faculty Development Task Force and have continued to attend weekly COVID-19 meetings. Throughout the past month, I have remained in contact with MSU administrators concerning various issues brought forward to me.

As you know, the month of October was designated as Faculty Athletics Month. Thanks to each of you who participated in the various events held to show the Athletics Department's appreciation for what we do. These events were quite successful with about sixty members of the faculty or staff and their families attending the National Championship Trophy photo op, thirty-eight members of the faculty and staff along with their families, an additional 86 guests, attending the open Football Practice at the Leo Seal Practice Facility, and great WINS by our soccer, volleyball, and football teams at the three games which were part of Faculty Athletics Month.

With regards to the implementation of the Student Course Survey that we approved during our October meeting, I have collaborated with Dr. Shaw and Dr. Tracy Baham in OIRE and the survey that will be implemented will have the 11 items that we approved. Unfortunately, because of a lack of time and an approved process, faculty will not be able to add their own three items to the survey this semester, but in preparation for next semester, if you know you would want to add items to the surveys for the courses you teach, please prepare those items between now and early February so that when the process for adding items is established and the request for those items is made, you will be ready. It was just too late in the semester to individualize the survey in this way for this semester. You will notice that the scale will go from strongly disagree on the left to strongly agree on the right. In terms of the coloration of the scale, Class Climate meets ADA accessibility requirements. The particular red and green shades that we will be using are more widely visible even among those with visual issues. These particular shades do not catch everyone with color blindness, but in addition to the colors, we have the words listed above each option, as well as the gradient and size tool to connote the positivity. These scales meet accessibility standards for screen readers and other accessible devices. Because we are using more than color alone to communicate the values of the scale and response options, even those with this particular color blindness could read the scale without the need for screen reading devices. The option for “abstain” has been changed to “ABSTAIN/N.A.” Also, the drop down menu for the question that asks about the number of hours spent outside of class engaged in class activities will contain numbers 0 to 20. I have also discussed with Dr. Shaw the concern about the survey items not addressing some of the experiences of Campus 5-only students and in the near future, we will be looking at the previous items that were used strictly for Campus 5 students and adding either those items to the survey or a version of those items. However, for this semester, the survey that will be implemented will be exactly what the RH Faculty Senate approved.

As a reminder, we are still accepting nominations for the SEC Faculty Achievement Awards. The deadline for nominations is Nov 19, 2021. You should have received a reminder email this past Monday asking for nominations. Please consider nominating colleagues who are Full Professors and have taught predominantly undergraduates. Details of the nomination requirements are posted on the Faculty Senate website.

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

*Athletic Council* – This committee met on October 13, 2021. Dr. Fountain shared that the NCAA is looking at a new constitution. Christine Jackson shared that they are in the midst of interviewing three candidates for a position within Athletic Academics. Twenty-seven student athletes have applied for December graduation. The M-Club has lots of service activities going on during October and November. A Pink Dawg Walk for cancer was held on October 26<sup>th</sup>. Bracky Brett of the Compliance Office shared that earlier that day Dr. Keenum spoke to all of the athletic coaches during their regular monthly compliance meeting. Dr. Keenum gave them an update on everything going on around MSU. John Cohen shared that Baseball Alumni

Weekend will be October 29 – 30<sup>th</sup> in conjunction with the National Championship Team being recognized at the Homecoming Football Game. The first Women's Basketball Game will be on Tuesday, November 9<sup>th</sup> and the first Men's Basketball Game will be on Wednesday, November 10<sup>th</sup>.

*COVID-19 Future Planning Task Force* – The COVID-19 Task Force has met three times since my last report. Information from each of these meetings is provided primarily through weekly Cowbell Well updates that are provided on Fridays. Our current mask requirement is masks must be worn in classrooms, lab, studios or other instructional space, and individual employees can require masks in their office spaces if they choose. Employees are now required to be vaccinated or have a medical, religious or other exemption on file. Vaccine requirement information is to be uploaded at <https://covidvaccine.msstate.edu/employee-upload/index.php> The COVID-19 Vaccine and Flu Shots continue to be available at the Health Center and at various pop-up clinics in the Student Union's Dawg House. We are trying to make it as easy as possible for anyone to get vaccinated and get the flu shot. See [www.msstate.edu/covid19](http://www.msstate.edu/covid19) for more information.

*Design Review Committee* – This committee did not meet since my last report, but we considered and approved of one item via email discussion and review of documents. We reviewed plans and construction details for the construction of a paved parking lot (currently gravel) to the east of Leo Seal Football complex and to the north of Dudy Noble. After some discussion concerning the need to include 7 ADA parking spaces to be in compliance with the required percentage of ADA spaces, the committee unanimously voted to approve of this project.

*Inclusive Excellence Leadership Council* – This council has not met since my last report.

*Executive Council* – This council has not met since my last report.

*Executive Enrollment Management Committee* – The committee did not meet since my last report.

*Fall Convocation Group* – This committee has not met since my last report.

*Game Day and Special Events* – This committee met on October 13<sup>th</sup> and October 27<sup>th</sup> to discuss and approve various Game Day requests. New stop signs have been installed in two location on Famous Maroon Band St. Famous Maroon Band St. will still be blocked to traffic, though, on football game days. A Press Release was sent out via email, social media, and news outlets notifying everyone that on-campus policies for golf carts and low speed vehicles have not changed, although new policies were adopted by the city of Starkville. Violations of the stated laws and policies will result in ticketing, booting, towing, and revocation of parking and access privileges. Concerning football tailgates, people are leaving entire tailgates set up past the midnight deadline for removal. Any tailgates and/or content of tailgates still on campus at 7:00 the next morning gets thrown away when campus is cleaned for the start of the new week.



*Information Technology Council* –This committee met on November 2, 2021. You should be aware that a Phishing Campaign began on Monday, November 1, 2021. As of November 2<sup>nd</sup>, 4% of those employees who had received the phishing email fell for it completely and gave out their password. Please be aware of this. If you haven't completed the Information Security Training, please do so at this time. This is an annual training that all employees must complete. Only 40% of MSU employees had completed it when we met. The majority of the meeting was focused on ITS' IT Transformation Work Intake and Prioritization Pilot program. This program is a work in progress. It is a multi-phased project with one of the phases being a "discovery process" where ITS researches the project prior to doing anything. The project aims to expand the coordination and collaboration between ITS and the university and to establish clear delivery responsibilities and expectations across all stakeholders. ITS should be involved with technology issues as soon as they arise. This pilot project was prompted because of the sheer number of projects being requested. One of the biggest changes that will result from this is that the Vice-Presidents will now prioritize all ITS projects. Each month the VPs will review where all existing projects are in terms of completion and prioritize all new requests.

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

*Parking and Traffic Regulations Committee* – This committee met on October 28, 2021 to discuss two main items. First, we discussed and approved a "Gated Parking Expansion" project which would allow us to control traffic on Hardy Blvd and make it primarily pedestrian. With the expanded gated parking, the gates for all gated parking lots would be relocated further "out" and therefore there would be fewer such gates. All gated permits would work in any gate so once "inside" the gated area of campus, one would have the choice as to which lot to park in.

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

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

### **Academic Deans Council**

The Academic Deans Council meeting was cancelled due to lack of agenda items and travel schedules of key personnel.

### **Committee on Campus Access**

No meetings were held since the last Vice President's report, and no meetings are scheduled to date.

### **Community Engagement Committee**

No meetings were held since the last Vice President’s report, and no meetings are scheduled to date.

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

The Master Plan Development and Advisory Committee did not meet when scheduled due to no new business.

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

No meetings were held since the last Vice President’s report, and no meetings are scheduled to date.

#### **Sustainability Committee**

No meetings were held since the last Vice President’s report, and no meetings are scheduled to date.

Updated on November 8, 2021

Respectfully submitted, Missy Hopper

### **REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

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

1. [AOP 10.08 Classroom Regulations](#) (University Resources)..... (p. 31)
2. [AOP 12.39 Policy on Undergraduate University Scholarship](#) (Ancillary Affairs)..... (p. 33)
3. [Letter of Request: Faculty Senate Meeting Space](#) (University Resources) ..... (p. 37)

### **STANDING COMMITTEE REPORTS**

ACADEMIC AFFAIRS

ANCILLARY AFFAIRS

## CHARTER & BYLAWS

### **1. Modification of Bylaws: Electronic Meetings**

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

#### **Charter & Bylaws Committee**

#### **Report on Faculty Senate Bylaws Revision to Allow for Electronic Meetings**

**November 12, 2021**

#### **Background**

In the August meeting of the Robert Holland Faculty Senate, Senator Gregory submitted a recommendation for revision of the bylaws attendance statement to allow for hybrid (online/in-person) meetings as conducted in the 2020-2021 academic year. In the discussion, Senator Follett pointed out that the bylaws had to be suspended during this time because a provision was not included in the bylaws to allow for electronic/remote and/or hybrid meetings.

#### **Recommendation**

We recommend changes to the bylaws on page 25 of the Faculty Handbook (see attached document) to allow for electronic/remote meetings in times of emergencies. These changes include accommodations for remote attendance and secure electronic voting. Because it may be difficult or impossible for the entire faculty senate to convene to vote during an emergency, we recommend that the move to remote meetings be determined by a majority vote of the executive committee.

#### **Discussion**

The committee met twice via Microsoft Teams to discuss the issue and edited and shared documents and research materials via Microsoft Teams and Google Documents. The committee examined the guidelines for electronic meetings in the current (11th) edition of Robert's Rules of Order. Committee members searched the websites of twelve sister and SEC universities to determine their current and ongoing meeting format and to examine their bylaws for statements regarding online/remote meetings (see attached documentation). Committee members reached out to Faculty Senate officers responsible for organizing hybrid meetings in the 2020-2021 academic year with questions regarding the challenges of running online and hybrid meetings using the WebEx program in the 2020-2021 academic year. Additionally, ITS was consulted with questions regarding WebEx capabilities.

Following discussion of the merits and drawbacks of online/hybrid meetings, the committee was unable to reach a consensus regarding holding meetings online/in hybrid format for all

future meetings. However, the committee did agree on the need for a bylaws amendment to allow for remote attendance during emergency situations.

**Committee Members:** Robin Fontenot (Chair), Beth Baker, Matthew Brown, James Chamberlain, Alicia Hall, Melissa Moore, Sorina Popescu, Paul Spurlin

# Page 24-25 of Faculty Handbook

## Meetings

- 1 The faculty senate shall hold regular meetings in August, September, October, and November during the fall semester and in January, February, March and April during the spring semester. All meetings shall be held in the second week of each month, except when there is a conflict with scheduled holidays or other significant university events, such as graduation, in which case the meetings shall be scheduled on the Friday before or after the conflict. The August meeting will be held on the first Friday in August after classes have begun, i.e. normally the third Friday in August. If extraordinary circumstances cause a meeting to be cancelled (e.g., inability to meet because of natural disaster), the meeting should be rescheduled. Any changes to the regular senate meeting schedule should be communicated to the members as early as possible.
- 2 All meetings shall be open unless by a two-thirds vote of the senators present the senate should otherwise direct for any meeting or part thereof.
- 3 The senate, by a specific vote and for a specific purpose, may allow itself to be addressed by a non-member. The vote must be a majority of those present.
- 4 While the senate has authority to make rules and regulations concerning the orderly manner and the time limitations thereof, no part of these bylaws or of such rules and regulations as shall be made by the senate shall ever prevent, obstruct, or inhibit the right of a senator or a member of the general faculty from personally bringing a matter to the attention of the senate during that portion of the meeting devoted to new business.
- 5 Urgent meetings of the senate can be called to consider a matter which is felt to warrant immediate attention without the usual three-day notice of the meeting being given and the urgent matter shall be the agenda of the meeting; but such a meeting shall be null and void unless its purpose shall have been clearly stated to each senator available for notification of the meeting.
- 56 In such cases as the university goes to emergency operating procedures, meetings may be convened in a remote or hybrid format as determined by a vote of the executive committee.
- 67 For elected senators to be counted as present, they must be physically present for all regularly scheduled faculty senate meetings, except for hybrid or remotely convened meetings during emergencies as stated above, unless granted an excused absence.
- 78 When a senator has three consecutive unexcused absences of regular meetings of the senate, his/her dean shall be notified by the president of the senate and a new election will be held to replace the recalled member.

## Voting

- Voting on the adoption of recommendations, external resolutions, amendments to the bylaws, and the appeal of rulings of the president shall be by a show of hands. The charter requires secret voting for the election of senate officers. In any other matter another method of voting may be used except that if one-third of the senators present request it, the vote must be by show of hands. In the case of hybrid or remotely convened meetings as mentioned above, voting may be carried out using secure electronic means.
- The affirmative vote of two-thirds of the senators present shall be sufficient to suspend provisions of the senate's bylaws in order to expedite the handling of a particular matter, but the provisions of the bylaws on vote and voting shall not be suspended.
- Only senators may vote, and the vote of a majority of successive members voting "aye" or "nay" shall be sufficient in all instances not otherwise provided for by the senate charter or its bylaws.

# Peer/Sister Institution Practices

**Peer institutions Faculty Senate meetings: by-laws and practices** (accessed 9/7/21 – 9/14/21)

## **SEC Faculty Senate meetings:**

University of Alabama: Hybrid (past and current). No by-laws provision.

<https://facultysenate.ua.edu/faculty-senate-bylaws/>

Auburn University: Meeting virtual only via Zoom. No by-laws provision.

<https://sites.auburn.edu/admin/universitypolicies/Policies/AuburnUniversityFacultyHandbookPolicies.pdf>.

University of Arkansas: Meeting virtual only via Zoom. No by-laws provision.

<https://provost.uark.edu/faculty-handbook/1-administration-governance/05.php>

University of Florida: has been meeting in person

University of Georgia: September meeting held on Zoom; others have been in person

University of Kentucky: Currently meeting online, but normally allows for hybrid meetings. Does not seem to be part of the Bylaws.

"Due to the ongoing COVID pandemic, the October Senate meeting will be held via video conference. (The executive body of the University Senate, the Senate Council, will make a decision about the modality for the Senate's November meeting about one week prior to that meeting.)"

"University Senate meetings begin at 3 pm unless indicated otherwise on a specific agenda; meetings may last for up to two hours. The Senate Council, which sets Senate agendas, will determine the modality for specific Senate meetings about a week prior to each Senate meeting. See individual agendas for the location and/or video conference information."

<https://www.uky.edu/universitysenate/meetings>

Louisiana State University: All meetings are virtual and in-person. Provision - With unanimous approval by the FSEC or by approval by fifteen percent of the authorized Senate members, regularly scheduled and special meetings of the Faculty Senate may be held through internet conferencing software if exceptional circumstances or timeliness of business to be conducted prevent in-person meetings.

<https://www.lsu.edu/senate/files/constitutionandbylawsoct.29.2020.pdf>

University of Missouri: Meeting on Zoom.

Rules of order were amended May 2021: "The Faculty Council shall meet on Thursdays as scheduled by the Executive Committee, with sessions beginning at 3:30 p.m. and adjourning as close to 5:00 p.m. as is possible, given the business at hand in each particular meeting. The

# Peer/Sister Institution Practices

Council may change the time of meetings by a majority vote, and special meetings may be called by the Executive Committee, or by a majority vote of the Council. Faculty Council meetings will ordinarily be in person, but meetings may be held virtually by synchronous electronic or telephonic means. The Executive Committee will have power to determine whether to hold meetings virtually rather than in person."

<https://facultycouncil.missouri.edu/key-resources/>

University of Mississippi: During the pandemic meetings will be held via Zoom. No by-laws provision. [https://olemiss.edu/faculty\\_senate/bylaws.html](https://olemiss.edu/faculty_senate/bylaws.html)

Texas A&M University: Virtual Via Zoom. No by-laws provision.

<https://facultysenate.tamu.edu/FacultySenate/media/Media/Miscellaneous/Bylaws-Revised-Approved-2021-01-11.pdf>

University of Tennessee: Meeting via Zoom

Guidance on Web-based Conferencing for Faculty Senate Meetings: "Faculty Senate meetings occur with the expectation that senators will attend all meetings in-person, unless requested otherwise."

2020 - 2021 Faculty Senate Resource Guide: "Due to COVID-19, Faculty Senate meetings will be conducted by Zoom until further notice."

<https://senate.utk.edu/governing-documents/>

University of South Carolina: meeting online:

Faculty Manual amended September 9, 2020: "Meetings Held Electronically. Except as otherwise provided in these bylaws, meetings conducted through use of Internet meeting services designated by the Faculty Senate Steering Committee will support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Faculty Senate shall be subject to all rules adopted by the Faculty Senate, to govern them, which may include any reasonable limitations on, and requirements for, Faculty Senate members' participation. Any such rules adopted by the Faculty Senate shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Faculty Senate. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

[https://www.sc.edu/about/offices\\_and\\_divisions/provost/docs/faculty\\_manual/faculty\\_manual\\_columbia\\_6\\_25\\_2021.pdf](https://www.sc.edu/about/offices_and_divisions/provost/docs/faculty_manual/faculty_manual_columbia_6_25_2021.pdf)

Vanderbilt University: Meeting online

# Peer/Sister Institution Practices

Constitution amended 2020: "At the discretion of the Chair of the Faculty Senate, a regular or a special meeting, including the last regularly scheduled meeting of the Senate each year, as authorized by Article II. B. 2. and special sessions as authorized by Article II. B. 4. of the Faculty Senate may be called as a face-to-face meeting or as an electronic meeting as long as the electronic meeting provides for simultaneous aural communication among all participating members of the Faculty Senate equivalent to those of meetings held in one room or area."

<https://www.vanderbilt.edu/facultysenate/constitution-documents/article-II.php>

## Other Peer Institutions

Clemson University: nothing in by-laws, met via team in August

North Carolina State University: nothing in bylaws but all meetings this year are online

Oklahoma State University: no information in by-laws, seems to be meeting in person

University of Minnesota: Meeting Virtually due to pandemic for 2021

Pennsylvania State University: In person senate meetings, committee meetings virtual

The Ohio State University: Virtual via Zoom

## FACULTY AFFAIRS

### 1. AOP 13.15 Evaluation of Teaching Performance

#### Report to the Robert Holland Faculty Senate

#### Faculty Affairs Committee

#### Report on AOP 13.15 Evaluation of Teaching Performance

November 12, 2021

## Background

The Robert Holland Faculty Senate was charged to review AOP 13.15 Evaluation of Teaching Performance. AOP 13.15 was assigned to the Faculty Affairs committee on October 15, 2021, to review and discuss amendments to AOP 13.15 from the Evaluation of Teaching Task Force.

## Recommendation

We recommend that the changes be made indicated in the AOP included in this report. This includes the edits made by the Evaluation of Teaching Task Force to bring AOP 13.15 into compliance with IHL Board Policy 407.02.

## Discussion

The Faculty Affairs committee met to discuss the AOP on Nov. 1st, 2021. via Teams and e-mail. Many of the edits were made to the AOP were not of this committee. Most of the edits were completed in or by



May 2021 by the Evaluation of Teaching Task Force and consisted of restructuring the AOP to come into compliance with IHL policy 407.02.

This IHL policy 407.02 states that “The method of annually evaluating the quality of teaching may employ multiple sources of data appropriate to the discipline. At a minimum, students enrolled in the course shall have the opportunity to provide written feedback about the faculty member’s teaching effectiveness to the faculty member, department chair/head and academic dean.”

The Faculty Affairs committee then discussed these changes to the AOP. The general consensus after reviewing the edits for the task force was to leave these edits as is, as they were completed to align with the IHL policy.

From the committee, it was suggested that the phrase “greater certainty of the” in the first paragraph be stricken.

The ambiguity as written in the updated AOP allows various procedures to be implemented as needed by the university.

**Committee Members: Robert Banik (Chair), Alexis Gregory, Kimberly Kelly, Stephanie King, Todd Mlsna, Adrian Sescu, Amanda Stone, Chinling Wang**



## AOP 13.15: EVALUATION OF TEACHING PERFORMANCE

### PURPOSE

The following policy guidelines have been adopted by the University to provide the faculty with a greater certainty of [BR1] the procedure that will be used in the evaluation of teaching performance at Mississippi State University.

### POLICY/PROCEDURE

Numerous measures of teaching performance can be used to assist in the process of faculty improvement and for personnel decisions [GA2]. The results of the evaluation should be combined with other measures of teaching performance and be used for both personnel decisions and to assist in the process of faculty improvement. [GA3]

Personnel decisions in this case will include annual raises, annual evaluations, and promotion and/or tenure decisions. Students will be informed that the student evaluation results should so be used.

Faculty members are expected to provide the department head and dean with information to support the evaluation of their teaching performance. A faculty member can choose among the following criteria to provide information to support evaluation of his or her teaching performance [GA4]:

- a) Peer evaluations (internal or external)
- b) Self-evaluation or report
- c) Classroom observation report
- d) Student learning outcomes
- e) Student course surveys
- f) Faculty response to student course surveys
- g) Faculty response to mid-term student course surveys
- h) Scholarly research/publications/presentations related to teaching
- i) Examples and/or analysis of course materials including course syllabi, assignments and exams
- j) Teaching grants and awards
- k) Additional student input in the form of letters, emails, faculty nominations, etc.
- l) Curriculum development and innovation
- m) Evidence of significant professional development in teaching
- n) Additional evaluation materials.

Student course surveys will be administered uniformly across all courses each semester, but they shall not be the only criterion used to review teaching performance. Used alone, survey results may or may not provide accurate and appropriate information upon which to base judgments about teaching effectiveness. By themselves, student surveys of teaching may indicate trends and provide faculty members with useful information about methods of instruction and practices. Used in combination with other types of information about teaching performance, student course surveys can yield useful

information about teaching effectiveness.[GA5] ~~Students~~[GT6] ~~will be informed of how the student course survey results will be used.~~

1.—

~~a) Student)~~ Student course surveys may be conducted using any mode(s) (e.g., electronic, paper) provided by and supported by the university.[GA7]

1.—Student Evaluations

~~Student evaluations will be conducted as either a web-based instrument or as a paper instrument at the discretion of the instructor.~~

2.—Development of the Survey

3.—~~b) The survey will~~ investigate[GA8] aspects of each of the following categories: (i) the course and (ii) the instructor. The Teaching Evaluation Committee generally will[GA9] be responsible for updating and changing the student course survey.~~The survey will measure aspects of each of the following categories: (i) the course, (ii) the instructor, and (iii) the method of delivery.~~

c) All procedures and processes for statistical reporting shall be developed and reviewed by the Teaching Evaluation Committee. The Teaching Evaluation Committee will consult with the Student Association.[GA10]

~~a.—The Teaching Evaluation Committee generally will be responsible for updating and changing the student evaluation form.~~

4.—Reporting the Results

~~All procedures and processes for statistical reporting shall be developed and reviewed by the Teaching Evaluation Committee. The Teaching Evaluation Committee will consult with the Student Association.~~

The faculty member, along with their department head and dean or director, shall receive a copy of the statistical report and all comments for every evaluated class and section the individual teaches.[GA11]

2.—Additional Evaluation of Teaching

~~Student evaluations shall not be the only criterion used to review teaching performance. Used alone, evaluation results may or may not provide accurate and appropriate information upon which to base judgments about teaching effectiveness. By themselves, student evaluations of teaching may indicate trends and provide faculty members with useful information about methods of instruction and practices. Used in combination with other types of information about teaching performance, student evaluations can yield useful information about teaching effectiveness.~~

~~Faculty members are expected to provide the department head and dean with additional information to support the evaluation of their teaching performance. A faculty member can~~

~~choose one or more of the following criteria to provide the additional information to support evaluation of his or her teaching performance:~~

- ~~a. Department Head evaluation on teaching~~
- ~~b. Dean evaluation~~
- ~~c. Peer evaluations (internal or external)~~
- ~~d. Self-evaluation or report~~
- ~~e. Scholarly research/publications related to teaching~~
- ~~f. Course syllabi and exams~~
- ~~g. Teaching grants and awards~~
- ~~h. Additional student input in the form of letters, emails, faculty nominations, etc.~~
- ~~i. Curriculum development and innovation~~
- ~~j. Additional evaluation materials.~~

#### REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Executive Vice Provost with recommendations for revision presented to the Provost and Executive Vice President. [GA12]

REVIEWED

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Executive Vice Provost & Dean, Graduate School

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Date

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Provost and Executive Vice President

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Date

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President, Robert Holland Faculty Senate

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Date

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Director, Institutional Research & Effectiveness

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Date

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General Counsel

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Date

APPROVED

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President

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Date

STUDENT AFFAIRS  
UNIVERSITY RESOURCES

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

ADJOURN



## AOP 10.08 CLASSROOM REGULATIONS

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure an understanding among students and faculty on regulations governing the use of classrooms.

### POLICY/PROCEDURE

1. Tobacco Use In Classrooms: Mississippi State University regulations prohibit tobacco use in classrooms. Please refer to the Policy on the Use of Tobacco on Campus, OP 91.301.
2. Classroom Allocation: Classes are scheduled for certain rooms by the Coordinator of Curriculum and Scheduling in the Office of the University Registrar. Maximum efficiency will take priority in the class scheduling process. With certain exceptions involving specialized equipment, departments do not have exclusive use of any classroom.

Room changes are made only through the Coordinator of Curriculum and Scheduling. Faculty are not authorized to make changes on their own initiative and without prior approval. Such changes are requested through a faculty member's department head and dean to the Coordinator of Curriculum and Scheduling, so that all records are in agreement.

3. Issuance of Access to Buildings: Ordinarily, academic buildings are locked at 10:00 p.m. Staff members desiring to remain in the buildings or to enter them after this hour may secure access from the person designated for each building. Academic deans can identify these persons.
4. Facility Alterations: Alterations are not to be made to physical facilities or properties of this University without prior approval of Facilities Management. Likewise, changes or additions to mechanical, electrical, or other such service must first be cleared with Facilities Management. In addition, alterations to seating capacity shall not be made without prior approval from the Office of the Registrar and the Office of Environmental Health and Safety.
5. Cell Phones and Electronic Devices in the Classroom: In order to limit classroom disruptions, as well as to protect against academic misconduct, the use by students of cell phones, messaging devices and other electronic devices is prohibited in the classroom unless authorized by the instructor.

### REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Executive Vice Provost and Dean of the Graduate School with recommendations for revision presented to the Provost and Executive Vice President.

**REVIEWED BY:**

\_\_\_\_\_  
Executive Vice Provost and Dean, Graduate School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost and Executive Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Robert Holland Faculty Senate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Vice President, Institutional Strategy & Effectiveness

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date





## AOP 12.39: POLICY ON UNDERGRADUATE UNIVERSITY SCHOLARSHIP PROGRAMS AND PROCEDURES

### PURPOSE

To provide guidelines and regulations governing scholarship programs, award processing, and renewal criteria of undergraduate scholarship awards at Mississippi State University.

### POLICY/PROCEDURE

Scholarships are administered by three groups: The Executive Enrollment Management Council determines scholarship programs; The Scholarship Awards Committee administers scholarship programs; and The Scholarship Appeals Committee administers the scholarship appeals process.

#### 1. Scholarship Programs

- The Enrollment Executive Management Council meets annually to review the E&G budget and enrollment and institutional goals in order to develop and approve scholarship programs and committee award guidelines.
- Programs may include but are not limited to the following categories:
  - a. ~~Competitive— Academic~~ scholarships for entering freshmen (Academic Excellence, ~~Presidential Scholars, Provost Scholars,~~ Non-Resident Tuition, National Merit)
  - b. Scholarships for ~~entering community college~~ transfers (Phi Theta Kappa, Community College Recognition, Non-Resident Tuition)
  - c. Leadership and Service Scholarships (Eagle Scout, Gold Award, STAR Student, Student Body President, Key Club, Anchor Club, National Service)
  - d. Athletic and Talent Scholarships (band, choir, spirit groups)
  - e. Alumni Non-Resident Tuition Scholarships
- ~~Students must be assessed non-resident tuition in order to receive a Non-Resident Tuition Scholarship and/or an Alumni Non-Resident Tuition Scholarship. The combination of Non-Resident, the Alumni Non-Resident Tuition Scholarships, and other non-resident scholarships/waivers cannot exceed the non-resident fee portion of tuition. Also, the non-resident tuition scholarships may not be combined with any other programs that waive the non-resident charges, such as: Academic Common Market; Veteran, Service-Member, Dependent or Spouse Non-Resident Tuition Waiver;~~
- ~~Committee~~etc.
- Committee award guidelines are based on numerous criteria which may include academic merit, leadership and service, athletic and talent, and residency.

## 2. Award Process

- Students must be admitted to the University and in most cases have completed a general scholarship application to be considered for review.
- ~~Competitive Academic~~, ~~community college~~ transfer, and leadership and service awards are determined by committee review at the university, college, and departmental levels which may include a review of competitive test scores, transferable hours, high school or transfer GPA, and excellent leadership and service activities as reflected in a student's General Scholarship Application.
- Athletic and talent scholarship awards are determined by a committee review which may include a performance audition or portfolio showing.
- Alumni Non-Resident Tuition Scholarships are determined by ACT and/or GPA, residency and legacy status. Students must be assessed non-resident tuition in order to receive a Non-Resident Tuition Scholarship. The combination of the Alumni Non-Resident Tuition Scholarship and other non-resident scholarships/waivers cannot exceed the non-resident fee portion of tuition. Also, the non-resident tuition scholarships may not be combined with any other programs that waive the non-resident charges, such as: Academic Common Market; Veteran, Service-Member, Dependent or Spouse Non-Resident Tuition Waiver; etc.

~~3.~~

## ~~4.~~3. Renewal Criteria and Appeals Process

- Scholarship renewal criteria vary from program to program depending on scholarship objectives (Academic, Leadership and Service, Athletic and Talent, and Non-Resident Tuition).
- Where applicable, at the end of each fall semester, warning letters are issued to students who are at risk of losing their scholarship(s).
- At the end of the spring semester, students who fail to meet renewal criteria are issued non-renewal scholarship letters.
- All students have the right to appeal their scholarship status. Appeals of the loss of non-resident tuition/academic scholarship may be made ~~on the basis of~~based on mitigating circumstances. Mitigating circumstances must be documented in the appeal for reinstatement of the non-resident tuition/academic scholarship. Mitigating circumstances are those that ~~have an effect upon~~influence the student's academic performance, were substantially beyond the control of the student, and whose occurrence would not likely be repeated.
- Illness or injuries of the student or death in the student's immediate family are examples of situations which could be mitigating circumstances. Mitigating circumstances must be documented in the appeal for reinstatement of the non-resident tuition/academic scholarship.

- Non-resident students whose GPA falls below the required minimum 3.0 GPA will have the opportunity to earn back the non-resident tuition grant/scholarship provided the student meets the following requirements:
  - Must successfully bring cumulative GPA back up to an overall 3.0
  - Must maintain continuous, full-time enrollment at MSU during the fall & spring semesters
  - Must have remaining semesters of non-resident tuition [grantscholarship/scholarship](#) eligibility (each fall/spring semester that a student uses to earn back the non-resident tuition grant/scholarship counts against the total semesters remaining)

Once a student regains an overall 3.0 GPA, it is the student's responsibility to notify the Scholarship Office for the reinstatement of their non-resident tuition scholarship.

- Students must obtain the appeals form from the Office of Admissions & Scholarships and submit completed forms no later than June 1.
- The Scholarship Appeals Committee will review all scholarship appeals and render decisions no later than June 30 of each year.
- Students will be notified by letter and email of appeal decisions prior to the start of each fall semester.

#### 4. Scholarships for Early Graduates

- **For students who enter as freshmen**  
Academic Scholarships are awarded up to 4 years (8 semesters). Students who graduate from MSU in less than 4 years (8 semesters) and have academic scholarship semesters remaining, may be eligible to use the remaining academic scholarship for graduate school. Students must maintain continuous full-time enrollment and maintain the required GPA as listed in the scholarship offer. The student must be admitted to graduate school at MSU and must be enrolled full time in the semester in which the award is received. The student must contact the Scholarship Office to determine eligibility.
- **For students who enter as transfers**  
Academic Scholarships are awarded up to 2 years (4 semesters). Students who graduate from MSU in less than 2 years (4 semesters) and have academic scholarship semesters remaining, may be eligible to use the remaining academic scholarship for graduate school. Students must maintain continuous full-time enrollment and maintain the required GPA as listed in the scholarship offer. The student must be admitted to graduate school at MSU and must be enrolled full time in the semester in which the award is received. The student must contact the Scholarship Office to determine eligibility.

#### **REVIEW**

This AOP will be reviewed every four years or earlier if circumstances require a review by the Office of Admissions and Scholarships with recommendations for revision presented to the Provost and Executive Vice President for Academic Affairs.

REVIEWED

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Assistant Vice President for Enrollment

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Date

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Executive Vice President & Dean, Graduate School

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Date

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Provost and Executive Vice President

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Date

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President, Robert Holland Faculty Senate

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Date

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Director, Institutional Research and Effectiveness

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Date

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General Counsel

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Date

APPROVED

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President

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Date

## Letter of Request: Faculty Senate Meeting Space

**From:** Gregory, Alexis <[AGregory@caad.msstate.edu](mailto:AGregory@caad.msstate.edu)>  
**Sent:** Friday, October 22, 2021 4:45 PM  
**To:** Robichaux-Davis, Rebecca <[rrobichaux@colled.msstate.edu](mailto:rrobichaux@colled.msstate.edu)>  
**Subject:** Re: Faculty Senate Office and Meeting Spaces

Hi Rebecca,

I would like to officially request that the Faculty Senate explore a variety of locations around campus for a more comfortable and appropriate space for the Faculty Senate to meet on a regular basis. Thank you and feel free to contact me with any questions.

Alexis Gregory, AIA  
Associate Professor  
Mississippi State University  
School of Architecture  
899 College View Street, 240 Giles Hall  
P.O. Box AQ  
Mississippi State, MS 39762  
662-325-0722 office  
662-325-8872 fax