

# ROBERT HOLLAND FACULTY SENATE AGENDA

March 11, 2022

1. Call to Order
2. [Adoption of Minutes, February 11, 2022](#) ..... (p. 2)
3. Introduction of Guests
  - a. Dr. Julie Jordan, Vice President for Research and Economic Development
  - b. Dr. Dana Franz, Director of Academic Quality
  - c. Dr. Regina Hyatt, Vice President for Student Affairs
4. [Report of the Faculty Senate President](#)..... (p. 12)
5. [Report of the Faculty Senate Vice President](#)..... (p. 16)
6. Reports from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
  - 7.1. [AOP 11.11 Auditing a Class](#) (Academic Affairs) ..... (p. 32)
  - 7.2. [AOP 12.32 Refund and Course Credit for Student Members of the Military Called to Active Duty or Deployed](#) (Student Affairs) ..... (p. 34)
  - 7.3. [AOP 13.12 Intersession Teaching](#) (Faculty Affairs)..... (p. 36)
8. Standing Committee Reports:
  - 8.1. Academic Affairs
    - 8.1.1. [AOP 12.12 Credit & Grades](#) ..... (p. 18)
    - 8.1.2. [AOP 12.30 Developmental Studies](#)..... (p. 23)
  - 8.2. Ancillary Affairs
    - 8.2.1. [AOP 12.39 Policy on Undergraduate University Scholarship](#) ..... (p. 26)
  - 8.3. Charter & Bylaws
  - 8.4. Faculty Affairs
  - 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 February 11, 2022

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Foster Ballroom of the Colvard Student Union at 2:00 p.m. on Friday, February 11, 2022.

Members absent and excused were Matthew Brown, Paul Spurlin, Beth Stokes, Paul Tseng, and Molly Zuckerman.

Members absent were Sorina Popescu and Amanda Stone.

The meeting was called to order by Senate President Rebecca Robichaux-Davis. Senator Barrett made a motion to suspend the bylaw requiring physical attendance to be counted as present in order to accommodate the senators who are attending remotely due to medical concerns. Senator Williams seconded the motion. The motion to suspend the bylaw requiring physical attendance to be counted as present passed by majority hand vote.

President Robichaux-Davis asked for any corrections to the minutes of the January 21, 2022, meeting. Hearing no corrections, President Robichaux-Davis accepted the minutes as presented.

### GUESTS

#### Dr. Gary Jackson, Director, MSU Extension Service

Dr. Jackson thanked the senators for inviting him to speak with them. He presented a PowerPoint Presentation which can be found in Appendix 1 at the end of these minutes.

Senator Gregory said the College of Architecture, Art, and Design was recently discussing adding an Extension affiliated faculty member. She said the college performs a lot of community engagement and outreach. She asked how the process to add an Extension affiliated faculty member can begin. Dr. Jackson replied that a number of universities are having this conversation right now. He said it is really about the outreach and engagement piece. All faculty do outreach and engagement as well as formal and non-formal instruction. He said traditional Extension appointments have been in certain colleges such as agriculture, forest resources, or veterinary medicine or in collaborative efforts such as our centers and

institutes. Dr. Jackson said he believes it is a healthy thing to invest Extension funds in other, non-traditional, disciplines. He said it is really about problem solving. Faculty from the College of Architecture, Art, and Design could work collaboratively with faculty from other disciplines to do outreach and engagement or non-traditional instruction. Dr. Jackson said he has been approached by several different department heads and deans about this and he is supportive of looking at it. Dr. Jackson said the thing that we have to be careful with is our stakeholders. He said we need to explain to them how this would be beneficial to them by bringing in additional expertise. Dr. Jackson said this is a great conversation, and one that he hopes we continue to have at Mississippi State.

**Mr. Jeremiah Dumas, Executive Director, Parking and Transit Services**

Mr. Dumas said the master planning process is in the final stages. He said some items have been identified through this process and from prior planning processes which can be implemented now to improve safety, efficiency, and the general well-being of campus, particularly in the core of campus. Mr. Dumas gave a PowerPoint presentation which can be found in Appendix 2 at the end of these minutes.

Senator Freeman asked if permits would be increasing in price. Mr. Dumas replied that there are no current plans to increase permit prices.

Senator Williams said he parks by McComas Hall. He asked if he would now be required to obtain a gated permit to utilize the same lot. Mr. Dumas replied that the parking lot Senator Williams is referring to will become gated parking and he would need to purchase a gated pass to park there after the changes.

Senator Wood asked if there will be an increase in bike parking spaces available after these changes. Mr. Dumas replied that initially 5 large structures containing 10 spaces each will be deployed. Due to the ongoing scooter conversation on campus, two of the spaces of each structure will be converted to scooter racks. The initial plan for the 5 structures would have produced a net increase in bike spaces. Mr. Dumas said with the scooter racks he believes we will have the same number of bike spaces as we do now. He said there will be a continual effort to increase bike parking as we move forward. He said the five initial racks are just the first phase of the process. He said the new racks will provide some additional amenities such as being covered to protect from the elements and having bicycle repair stations. Mr. Dumas said there will also be clear signage indicating that these locations are where bikes are to be parked.

Senator Hall asked if there has been any consideration or discussion about ways to incentivize using alternative modes of transportation to reduce vehicular traffic. She said a previous university she worked for had an incentive program which rewarded using alternative modes of transportation with vouchers that could be used at various locations on campus. Mr. Dumas replied there has not been discussion of this recently. He said four or five years ago there was discussion of a carpool program for those outside of Starkville. He said these discussions did not go any further for various reasons and nothing like this has been discussed since then.

## **Dr. Thomas Bourgeois, Associate Vice President for Student Success and Dean of Students**

Dr. Bourgeois said he was asked to come to the Senate to speak about student absences. He said as Covid hopefully continues to decline we need to be thinking about the current, more relaxed, policies and how they will need to change as we enter a more normal environment. He said faculty have had some amazing and innovative ideas and have gone above and beyond to accommodate students. Dr. Bourgeois said he hopes that some of the practices learned during the pandemic will be able to continue. An example of this is a professor recording a lecture and releasing that recorded lecture to those students who receive an excused absence.

Dr. Bourgeois said the attendance policies of our SEC peers has been reviewed and our attendance policy is about as good as it gets. He said this does not mean that we cannot tweak it. He said there are always things that we need to look at. The policy is meant to provide the maximum amount of flexibility. Dr. Bourgeois said he always tells faculty to refer to the class attendance policy and not try to get into particulars on their syllabi. Nothing in the policy prevents faculty from being more lenient, but faculty must be consistent. Dr. Bourgeois said the faculty are the first line of defense when a student has to miss class and his office asks the students to work with the faculty members. If faculty have doubts, such as the faculty member that contacted him stating that they received a note from a student stating they had “walking ammonia”, his office is happy to verify the legitimacy of the excuse. Dr. Bourgeois said when faculty have questions they can have the students submit verification to <https://students.msstate.edu>. The Dean of Students Office will verify the information and send one of 2 communications to the faculty member. Faculty will either receive a communication verifying it is an excused absence which appears on the listed excused absence list, or they will receive a confirmation of the accuracy of the student’s excuse so the faculty member can make the determination to excuse the absence or not.

Senator Gregory said she had a colleague who received a note from a doctor stating a student had to miss class, but it did not state for how long. She asked for clarification on how to handle doctors’ notes which do not include a date on which the student can return to the classroom. Dr. Bourgeois replied the policy is vague with regard to doctors’ notes except when the illness is either too severe or too contagious for them to be in the classroom. He said if faculty receive a random doctor’s note, he encourages them to send it to his office. Sometimes his team has to ask the student to go back to the doctor and obtain additional information. Dr. Bourgeois said he does not want faculty to be put in a situation where they feel they are discussing medical issues. He said different situations do require different remedies. Dr. Bourgeois said he would not ask a faculty member to repeat a graphic design portfolio or recreate an in-class group assignment. He said it is not always a perfect scenario, but he tries to find something that is fair. Dr. Bourgeois said some schools have limits on the number of days a student can be absent but his peers at these institutions say they wish these limitations were never put in the policy. He said a student missing a week of lecture and notes may not be as big of a deal as the student missing the week of the project that counts for 75% of their grade. All of this is

considered when finding a fair resolution to the absence. Dr. Bourgeois said one thing that is being looked at right now in the policy is the wording for religious holidays. This language was intentionally left vague to respect people's faith and traditions. He said over the years he feels there have been very few students who tried to take advantage of this.

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

Dr. Shaw said he was speaking with Dr. Keenum on his way back to campus from Jackson. He said there will be an announcement released later this afternoon about the mask mandate. There has been a great deal of conversation within IHL and with Dr. Dobbs. A number of states have been relaxing their mandates. Dr. Shaw said the numbers we are seeing locally are good. He said the Covid Task Force met earlier in the week and recommended to Dr. Keenum to relax the mask mandate to what it was before the holidays. Dr. Keenum discussed this with Dr. Dobbs and he was in full support of the decision. Dr. Shaw said as of later this evening masks will only be required in classrooms, the Longest Student Health Center, and on the SMART transit system. Masks will be optional in all other indoor spaces. Dr. Shaw said administration will continue to monitor this and hope that we will be in a position to move back to pre-pandemic practices.

Senator Fincher said he was approached by a colleague who would like to be able to take his mask off when lecturing from the podium in the classroom to improve the quality of interaction. Dr. Shaw said that this has been an ongoing conversation. He said up to this point the recommendation has been to have consistent guidance. If the professor is allowed to remove their mask it would create some challenges with student enforcement. He said he totally understands where the question is coming from, and his hope is the numbers will continue to trend down and we will be able to return to a point where instructors will have the option to remove their mask.

Senator Williams said faculty are now entering the annual review process. He said we are transitioning to a new student survey instrument and the response rates for surveys are quite low. He asked what guidelines there are to handle this. Senator Williams said normally the comments received are from the students who are not happy with the faculty member. He asked how faculty should protect themselves in this situation. Dr. Shaw replied that there have been several rounds of conversations about when the survey is posted. He said the last survey was not released at a great time. He said we also need to be rethinking the window that the survey is available. Dr. Shaw said he believes the opportunity to be able to encourage students to complete the survey in class will be important. He said the Task Forces on Faculty Evaluation and the Student Evaluation of Teaching both pointed to the fact that this institution relies too heavily on student evaluations. He said we really need to take a look at the best practices listed in the task force report and look at peer evaluations and other mechanisms to be able to document excellence in teaching. Dr. Shaw said he has had significant conversations with the deans about recognizing that 2021 was yet another unicorn year. He said things that happen because of lack of numbers for evaluations or a negative trend must be taken along with the

consideration of the unique challenges we have faced. Senator Williams asked if Dr. Shaw could see a situation where if a response rate was too low it would not be included in the annual evaluation. Dr. Shaw replied that he would have to think through the question Senator Williams is posing, but his first reaction is not to say do not include it, but to say that the faculty member has every right and responsibility to put as strong a caveat as they wish to point to the fact that it was an extremely limited response during a pandemic. He said even in the awards committee structure it is understood that student evaluations are not necessarily the guiding force to make decisions.

Senator Freeman said on annual evaluations and teaching award applications the first thing asked for is student evaluations. He asked if student evaluations could be removed from these documents and used as a developmental tool instead of an evaluation tool. Dr. Shaw replied that we have requirements by IHL to conduct the student surveys, but we certainly do not have to include them first. He said we have much more effective tools to evaluate teaching.

Senator Gregory said even though we say that student evaluations are not considered as highly as others, there is still an inherent bias towards them since that what universities have done for so long. She asked if administration could bring in some experts for training administrators and faculty on evaluating teaching. Dr. Shaw replied that just prior to the beginning of the pandemic, Dr. Clark from the University of Southern California was coming to campus to give a series of seminars on the national trends as far as best practices and what has been done at USC. He said he spoke with Jim Dunne a couple of weeks ago to reach out to Dr. Clark to see if we could schedule at the least a webinar hopefully this spring. Dr. Shaw said this is a starting point and not an end point. Culture does not change overnight. He said we have to be very thoughtful to make sure that we change that culture and there are a number of steps that we need to be thinking about.

#### 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. Although we are still being impacted by COVID-19, I am confident that we will have another successful semester here at Mississippi State University. Thank you to those of you who joined me for the Spring General Faculty meeting! I am sure you will agree that these are exciting times for our great institution! If you were not able to attend the meeting, I encourage you to watch the recording of the meeting and hear the “state of our State”!

Since my last report, only a few of the university standing committees on which I serve had meetings. Additionally, some of the Task Forces on which I serve, including the COVID-19 Task Force, had meetings. The Faculty Development Task Force met and each of its three subcommittees gave reports on the results of various surveys, focus groups, and website reviews that have been conducted. The subcommittee reports will be complete within the next couple of weeks at which time, the entire task force will review all three subcommittee reports and provide feedback. The feedback will be used in putting together the final task force report

that will be submitted to Provost Shaw. The task force is aiming to present its final report and recommendations to Provost Shaw sometime in March.

I am working with Dr. Tracey Baham in OIRE to develop a process through which faculty will be able to add questions to the student course survey if they wish. As we work toward finalizing this process, I encourage you to be preparing your additional questions so that when the request is made for additional items, you are ready to submit those.

I have continued to attend COVID-19 Task Force meetings during which time I voiced any concerns that were sent to me during the week prior to the meeting. We are continuing to monitor the COVID-19 data of the county and the university and will revisit the current mask requirements in the coming weeks.

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

*Athletic Council* – This committee has not met since my last report.

*COVID-19 Task Force* – Information from these meetings has been provided primarily through emailed updates as well as through the updated COVID-19 website. Our current mask requirement is masks must be worn inside all buildings on campus. Individual employees do not have to wear masks in their own office spaces. The COVID-19 Vaccine remains available at the Health Center. 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 met on January 24<sup>th</sup>. One operating policy, OP 01.14 – Political Activities, was passed, along with three HRM policies: 60.118 – Drug and Alcohol–Free Workplace, 60.119 – Drug–Free Workplace, and 60.121 – Controlled Substances and Alcohol Use Testing of Employees with a Commercial Driver’s License.

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

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

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

*Information Technology Council* – This committee met on February 1<sup>st</sup>. In accordance with the new prioritization process, the Vice-Presidents met to prioritize the current ITS projects. The intake process will be tweaked and the prioritization matrix will be reworked as we move forward and gain experience with it. ITS is under-resourced for the current list of projects. Remote management solutions such as Log Me In must require two-factor authentication and be procured.

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

*Parking and Traffic Regulations Committee* – This committee met on January 27<sup>th</sup>. The one agenda item was “Scooters, Skateboards, and One-Wheels.” There will be five bike shelters with scooter racks installed in various locations around campus by June. Scooters and other such “vehicles” are to be parked in those shelters so that those “vehicles” are not endangering pedestrians in adjacent “no-ride zones”. We will continue to discuss policy as it relates to those vehicles on campus at our next meeting.

*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 met on January 19, 2022. A committee chaired by Dean Travis will be looking at all AOPs related to student success; for this reason, all AOPs dealing with student success were tabled.

AOP 12.30 Developmental Studies was rescinded because we no longer have this program. The following AOPs were discussed and sent forward: 13.20 Exit Interviews of Departing Faculty and 13.21 Faculty Released Time for Specified Committee Chairs.

### **Committee on Campus Access**

The Committee on Campus Access meeting scheduled for February 7 was cancelled.

### **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 was cancelled due to no agenda 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**

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



Updated on February 7, 2022  
Respectfully submitted, Missy Hopper

## FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

### BUSINESS TO BE SENT TO COMMITTEE

1. **AOP 12.30 Developmental Studies-To be Rescinded** (Academic Affairs)
2. **AOP 13.20 Exit Interviews of Departing Faculty** (University Resources)
3. **AOP 13.21 Faculty Released Time for Specified Committee Chairs** (University Resources)

President Robichaux-Davis asked for any discussion on sending the policies to their respective committees. The motion to send the policies to their indicated committee passed by unanimous hand vote.

## STANDING COMMITTEE REPORTS

### Academic Affairs

1. **AOP 12.08 Requirements for Degrees, Minors, and Certificates**

Senator Follett, on behalf of the Academic Affairs Committee, presented the report on AOP 12.08.

Senator Pelaez said the policy is confusing in terms of the different certificates. She said she does not understand the difference between a certificate, a course recognition certificate program, and a course recognition certificate. Senator Follett replied that it could be confusing because the word certificate is used in multiple instances. He said the terminology used is the recommended terminology for these types of programs. He said a Course Recognition Certificate is not formally recognized by the University. Senator Pelaez said she thinks that the layout may be what made the policy hard for her to understand. She said her department is working on a certificate and they are concerned with this policy downgrading certificates. Senator Follett said the policy does in a way downgrade course recognition certificate programs, but this is how it should have been all along. He said a true certificate program is not awarded at the same time as a degree. He said they are a separate educational program that can be completed at different times but never awarded at the same time as a degree.

Senator Tagert said she is familiar with several certificates that do not require a bachelor's degree to complete. Senator Perkins said it is his understanding that most of the certificates offered at the University at the undergraduate level are more appropriate for the course recognition certificate level or a minor. He said there may be some certificates that meet the requirements, but it is his understanding that the only officially recognized certificates offered are at the postbaccalaureate or post-master's level. Senator Follett said this may or may not address the Extension certificates. He said he does not think they fall under this category since

they are Extension based and would not have to go through UCCC for approval. Senator Tagert said Extension submitted a certificate which did have to be reviewed by UCCC but did not require a bachelor's degree. Senator Follett said he is the Faculty Senate representative on the Associate Dean's Council. He said if the senators approve the policy as it is he will raise this point when it comes before the Council.

Senator King said the policy contains hour requirements for degrees, minors, and course recognition certificates. She asked if hours should be listed for postbaccalaureate and post-master's certificates. Senator Follett replied that he was not sure if there are specific hour requirements for these programs. He said this information is most likely covered in the UCCC guidance, but it would not hurt to include it in this policy as well. Senator Perkins said this is an item that should also be asked of OIRE. He said there are hourly requirements for certificates, but this is all changing with this policy update and it could be that the hours should be included for these items.

Senator Pelaez asked how many courses make up a course recognition certificate program. Senator Follett replied there is a minimum of 12 hours required.

The vote to accept the committee report on AOP 12.08 as presented passed by majority hand vote.

**Ancillary Affairs                      No Report**

**Charter & Bylaws**

**1. Faculty Senate Apportionment Report**

Senator Fontenot, on behalf of the Ancillary Affairs Committee, shared the committee report on faculty apportionment for Faculty Senate. She explained that this is an informational report. Re-apportionment is officially undertaken every odd numbered year.

**Faculty Affairs                      No Report**

**Student Affairs                      No Report**

**University Resources**

**1. AOP 10.08 Classroom Regulations**

Senator Tagert, on behalf of the University Resources Committee, presented the report on AOP 10.08.

The motion of the University Resources Committee to accept AOP 10.08 as presented passed by unanimous hand vote.

**SPECIAL COMMITTEE REPORTS**

President Robichaux-Davis said she has appointed an ad hoc committee charged with creating an onboarding process for new senators. Senator Follett has agreed to chair this committee.

President Robichaux-Davis said she would like to thank Senators Follett, Baker, Williams, Breazeale, and King for agreeing to serve on this committee.

PENDING BUSINESS

NEW BUSINESS

**1. Resolution on Academic Freedom**

Senator Banik said SB 2133 is an appropriations bill for a water association in Hinds County. He said he believes the senators submitting the resolution intended to reference SB 2113. Senator Pelaez said the bill referenced in the resolution should be SB 2113. She amended the resolution to correct the bill reference.

Senator Fincher asked what “safe to learn” meant. He said this could be viewed as a safe zone in which individuals would not be exposed to ideas which could cause them distress which would be contrary to the ideas of academic freedom and free speech. Senator Pelaez said a safe learning environment is meant to mean that the students know that they are supported, and that faculty strongly repudiate this event. She said she wants the students to know that faculty and the University are taking a stand on this. Senator Fincher made a friendly amendment to state “physically safe” in the resolution. Senator Pelaez, after consultation with the other authors, accepted the friendly amendment.

Senator Gregory amended the resolution to state “Universities” instead of “University” in the first sentence.

Vice President Hopper made a friendly amendment to strike “to learn” and insert “for learning to occur” in its place. Senator Chamberlain accepted the friendly amendment on behalf of the authors.

The motion to accept the resolution on academic freedom as amended passed by unanimous hand vote.

Senator Welch made a motion to adjourn. Senator Freeman seconded the motion.

The motion to adjourn passed by unanimous hand vote at 4:16 p.m.

Submitted for correction and approval.

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Stephanie King, Secretary

Jason Cory, Administrative Assistant II

## INTRODUCTION OF GUESTS

Dr. Julie Jordan, Vice President for Research and Economic Development

Dr. Dana Franz, Director of Academic Quality

Dr. Regina Hyatt, Vice President for Student Affairs

## REPORT OF THE FACULTY SENATE PRESIDENT

Happy Maroon Friday, Senators and Guests! I hope you are continuing to have a productive and rewarding Spring semester. We have nearly made it to Spring Break! As these last two years have been quite challenging and exhausting, I hope you will truly be able to “take a break” next week! Thank you for your hard work this semester and your dedication to Mississippi State University. Your commitment to teaching, research and service does not go unnoticed.

Since my last report, some of the university standing committees on which I serve had meetings. Additionally, the COVID-19 Task Force met and after discussing the trends in the data concerning COVID\_19 cases on campus made the recommendation to drop the mask mandate in classrooms. Faculty may continue to require that masks be worn in their offices.

The Committee for Inclusive Excellent Statements met last week. The result of that meeting was an agreed upon draft statement that you should have seen in my March update email that I sent on Monday of this week. Please send me your thoughts and comments on that statement by Friday, March 25<sup>th</sup>.

I met with the director of the Disability Resource Center, Chris Dallager, Jeremy Baham and Brent Fountain on February 22<sup>nd</sup> to discuss new procedures in place at the DRC. Chris shared that students needing accommodations are to submit a request along with all necessary documentation to his office. Then according to the accommodations requested, the next step is either for the student to meet with the faculty member OR the needed accommodations are added to the student’s info in Banner so that faculty can see those on their rosters. If the student is in need of extended time for assignments or for more absences than typically allowed, the student is given a form to complete with the faculty member. We also spoke about the procedures for having tests administered at the DRC. The student must make the request at least three business days prior to the day of the test. The faculty member will then be contacted by the DRC and the faculty member just needs to get the test to the DRC prior to the actual time of the test. If students need to take the test at a different time than the rest of the class, they are now being asked why. The DRC will communicate this request to the faculty member. If a student fails to request to take a test at the DRC three business days ahead of time, then they either take it with the rest of the class and not receive their accommodation or they can work with the faculty member to take the test at a different time but with the faculty member. The DRC is soon to release a “Guidelines for Faculty Rights and Responsibilities” to all faculty. Eventually, there will also be a guidebook for student responsibilities. Both of these documents will eventually be available on the DRC website. Chris would like to explain these procedures and other information about the DRC with as many faculty as he can and has

spoken to faculty at a few departmental faculty meetings. He will be on the agenda for our April meeting.

To celebrate Mississippi State's 144<sup>th</sup> birthday and our 1<sup>st</sup> Twitter Birthday which were on February 28, 2022, we changed up our weekly Twitter programming. Mondays will continue to be a motivational quote and Fridays will continue to be Faculty Senator Fridays, but Tuesdays will now be "Where Are We Tuesday", Wednesdays will feature a "Word of the Week" and Thursdays will be an MSU Trivia question. Answers to the Where Are We Tuesday tweet and the Trivia Question on Thursdays will go out on Mondays of the following week. If you are on Twitter, please follow us. Our Twitter handle is @msstateRHFacSen and our tweets go out at either 8:00 am or at noon, Monday through Friday.

Although I had been working with Tracey Baham to figure out a way to have faculty add their own three questions to the student surveys of teaching, it will not be possible to do that. The sheer volume of the course surveys that could potentially be "personalized" is just too large. To get a sense of scope, last spring, OIRE deployed 35, 197 course surveys. These surveys have to be built between March 8<sup>th</sup> and April 11<sup>th</sup> which is very tight turn around time. Although there is a system in place for building the surveys in a timely fashion, the added layer of vetting additional questions at the individual faculty member level is not possible. Thus, we have agreed to a compromise through which faculty will still be able to add up to three questions of their choosing, but those questions will come from a question bank of 53 questions that Jim Dunne and Tracey Baham put together using previously published, vetted questions. These questions are grouped into specific categories to facilitate selection of questions. In the future, faculty will be able to submit specific questions that they wish to be considered for inclusion in the question bank and once those questions are vetted, they will be added to the question bank in the appropriate category. In terms of this semester's timeline, March 21<sup>st</sup> is the deadline for department heads to make corrections to the instructor of record associated with each section. On or around April 11<sup>th</sup>, faculty will receive an email from Class Climate prompting them to select up to three additional questions from the question bank per section that they teach. The deadline for selecting additional questions is April 18<sup>th</sup>. On April 25<sup>th</sup>, the student surveys will be deployed to students. Surveys will close on May 6<sup>th</sup>.

At our next Faculty Senate meeting we will elect new officers who's terms will begin on July 1<sup>st</sup>. The nomination period will open on Friday, March 18<sup>th</sup> and will close on Friday, April 1<sup>st</sup>. Nominations (including self-nominations) should be sent to [faculty senate@senate.msstate.edu](mailto:faculty senate@senate.msstate.edu) or [rrr102@msstate.edu](mailto:rrr102@msstate.edu) in order to comply with the instructions in the handbook. All nominations must be submitted in written format. Note that you will need to provide a nomination packet which includes a statement consisting of qualifications and reasons for seeking election, as well as a vita, to the senate office by no later than 5:00 p.m. on April 1<sup>st</sup>. If there are not two or more candidates for an office, additional candidates will be allowed to run "from the floor" on April 8. If nominated from the floor, a written statement and vita need to be available for distribution in time for us to be able to distribute it at the meeting when we

conduct the vote. Absentee ballots will be permitted on the first ballot only, and must be requested no later than noon on the Tuesday before the meeting (April 5) and submitted back to me, the elections officer, no later than 5:00 p.m. on Wednesday, April 6. If you have questions regarding any of this process, feel free to contact Jason Cory or myself to get clarification.

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

*Athletic Council* – This committee met on February 9<sup>th</sup> and March 2<sup>nd</sup>. The Office of Student Athlete Development held an NIL Program with the compliance office for all student athletes. A company called Captivate facilitated this program and discussed tracking on all social media and opportunities provided through social media. Networking nights were held in the suites of Davis-Wade stadium on February 21<sup>st</sup> and 22<sup>nd</sup>. SAAC held a Book Drive which ended on February 28<sup>th</sup>. The books were given to local Starkville schools and student athletes read books at Sudduth Elementary on National Read Across America Day on March 1<sup>st</sup>. Student athletes were able to be part of “The Loyola Project” which includes watching “The Game of Change” and then participating in follow-up facilitated discussions. To celebrate the 50<sup>th</sup> anniversary of Title IX, all teams will be wearing a Title IX Warm-up Shirt prior to upcoming games. At the recent NCAA Convention a new NCAA constitution was adopted. The new constitution pushes control to the individual divisions. Eric George presented financial information about football bowl games. Basically, we break even financially, but the excitement of going to a bowl game and giving the fans an opportunity to go to a bowl game generates interest and ticket sales for the following season. John Cohen shared that the football team is currently engaged in “Midnight Maneuvers” – four nights a week for two weeks they compete in various football drills. He also spoke about 8:00 pm basketball games and that there are pros and cons with such a late tip-off time. On average, MSU fans drive 70 miles one way to get to a game. The late games allow locals to have dinner before going to the game and allows those traveling enough time to get to Starkville. However, the return home is quite late. An earlier game time would allow them to get home at a reasonable time, but they might have to take off of work to get to Starkville in time of the game. I am still working with Brent Fountain on a spring Faculty Athletics month or a few faculty-focused spring athletic events.

*COVID-19 Task Force* – Information from these meetings has been provided through emailed updates as well as through the updated COVID-19 website. Masks are no longer required inside of classrooms and other teaching spaces. Individual employees can require that masks be worn in their own office spaces. The COVID-19 Vaccine remains available at the Health Center. See [www.msstate.edu/covid19](http://www.msstate.edu/covid19) for more information.

*Design Review Committee* – This committee met on March 3<sup>rd</sup>. Dale Partners Architects presented the plans for MSU’s new High Performance Computing Center. The new space will be twice as large as our current HPCC building and the plans were drawn up with “ease of future expansions” in mind. It will be located in the Thad Cochran Research Park between the current HPCC building and the MSU Enology Lab. The facility will include a large viewing gallery which

will provide ample space for tours. The committee approved the plans. Dale Partners Architects and Ches Fedric from MSU Athletics presented plans for a new Softball Fieldhouse along with some remodeling of the outdoor plaza area that is at the entrance to the softball field and tennis courts. It will be much more fan-friendly with picnic tables and more sitting areas. The committee approved the plans for this new facility.

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

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

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

*Information Technology Council* – This committee met on March 1<sup>st</sup>. Mississippi State University is implementing additional cybersecurity measures to allow us to remain compliant with federal information security policies. The cybersecurity requirements for government information are continually evolving. DOD contracts are the major driver for MSU to update cybersecurity measures at the moment, but other federal agencies are expected to be implementing similar standards in the near future. MSU's DOD contracts totaled roughly \$40 million in 2021. The newest cybersecurity standards for government information are Cybersecurity Maturity Model Certification 1.0 and Cybersecurity Maturity Model Certification (CMMC) 2.0. Currently the High Performance Computing Collaboratory is the only entity at MSU that meets the criteria for CMMC 1.0 or 2.0 information. As we come into compliance with the standards, university policies will be updated. It is anticipated that we will spend \$6 million over the next 5 years to achieve the standards. As indicated in an email sent out to all MSU users, Google Drive is being decommissioned due to it becoming a paid service. Anyone with files contained on Google Drive must have them moved by May 15<sup>th</sup> or they will no longer be able to access them. The University community will continue to receive notifications of this change prior to the deadline. Microsoft OneDrive (5TB) or Teams (25TB) can be used in place of Google Drive. To meet new requirements and maintain best practices, ITS will be working to remove administrative rights from all university computers unless there is a unique need. Before this takes effect there will be a software repository (or something similar) to allow users to download popular software to systems without admin rights. The security training initiative has entered its second round. There were 1,331 individuals who did not take the required training during the first round. The individuals who need to complete the training have been notified. If an individual does not complete the required training during this round they will be reported to their Vice President. If you are one of the individuals who have not yet completed the training, please do so as soon as possible. Please share this with the faculty you represent.

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

*Parking and Traffic Regulations Committee* – This committee met on February 24<sup>th</sup>. There were two items on the agenda. One was for the committee to consider allowing motorcycles to park in a manner where the license plate is not facing outwards since it is not the safest way to park for a motorcycles. The committee agreed to suspend issuing citations to motorcyclists who park in a manner where the license plate isn't visible from the drive lane. The second item on the agenda was a presentation and demonstration by the Bird scooter company. Bird scooters are programmable to allow for strict geo-fencing so that the scooters can't be ridden in places that are pedestrian-heavy. The committee is still in discussion about whether or not we want to propose that MSU get into a contract with Bird. We are also discussing if personal scooters should be allowed on campus at all or on certain areas of campus.

*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 met on February 16, 2022. The focus of the meeting was a progress report on the new Mississippi State University Bachelor of Science of Data scheduled to launch fall of 2022. The new major will include 10 concentrations. The degree proposal and new courses will be submitted March 10<sup>th</sup>.

Three AOPs were presented early in the cycle to address/clarify recent situations:

AOP 11.11: Auditing A Class added a sentence to clarify audit hours for graduate students.

AOP 12.32: Refund and Course Credit for Student Members of the Military Called to Active Duty or Deployed clarifies language for refund and course credit information for military.

AOP 13.12: Intersession Teaching (formerly Summer School Teaching) adds *during intersession* to include the winter session.

### **Committee on Campus Access**

The Committee on Campus Access meetings scheduled for February 7 and March 7 were cancelled.

### **Community Engagement Committee**



No meetings were held since the last Vice President’s report, and no meetings are scheduled to date. Dr. Shaw is looking into why this committee is not meeting.

**Master Plan Development and Advisory Committee**

The Master Plan Development and Advisory Committee was cancelled due to no agenda 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. It is possible that this committee is working to reestablish its mission and purpose.

**Sustainability Committee**

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

Updated on March 7, 2022  
Respectfully submitted, Missy Hopper

**REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES**

**BUSINESS TO BE SENT TO COMMITTEE**

- 1. [AOP 12.30 Developmental Studies – To be Rescinded](#) (Academic Affairs) ..... (p.32)
- 2. [AOP 13.20 Exit Interviews of Departing Faculty](#) (University Resources) ..... (p. 34)
- 3. [AOP 13.21 Faculty Released Time for Specified Committee Chairs](#) (University Resources)  
..... (p. 36)

**STANDING COMMITTEE REPORTS**

## ACADEMIC AFFAIRS

### 1. AOP 12.12 Credit & Grades

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

#### **Academic Affairs Committee**

#### **Report on AOP 12.12 Credit and Grades**

**March 2, 2022**

#### **Background**

AOP 12.12 Credit and Grades was brought to the senate based on additions regarding minimum course competencies at the Associate Deans Council, after approval by the Deans Council.

#### **Recommendation**

The Academic Affairs Committee recommends that the Robert Holland Faculty Senate vote to approve AOP 12.12 with revisions as noted in the document.

#### **Discussion**

The main changes that were inserted by the Associate Deans Council had to do with “minimum course competencies” and making sure that such items would be fairly evaluated during a course. In particular, any minimum competency requirement for a course must allow for at least two changes for the student to demonstrate that competency. Our committee found the proposed new language of Section B acceptable.

After the AOP was assigned to our committee, Senator Banik proposed a separate change to the AOP in order to address ongoing issues with grades assigned in credit-producing courses that are alternatives to non-credit producing courses. (These courses are sometime known as “double-or-nothing” courses, which allow a student to take a for-credit course that will help to keep the student on track academically, unless they fail to make a C or higher in that course.) The primary issue identified was the fact that since these courses are only allowed to be taken one time, there is no way to apply academic forgiveness to a grade of D, so an alternative grade of “NC” or “No Credit” was suggested, which would be at the same level of performance of a “D”, but would not count towards the student’s gpa. A grade equivalent to “F” is already assigned as a “U”, or unsatisfactory grade, and doesn’t count towards the gpa. Our committee agreed with this suggestion and have inserted appropriate language in Section A of the document to introduce this new “NC” grade.

**Committee Members: Randy Follett (Chair), Mike Breazeale, Brian Davis, Andy Perkins, James Sobaskie, Kimberly Wood**



## AOP 12.12 CREDIT AND GRADES

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide a further understanding of the policies and procedures dealing with credit and grades at Mississippi State University.

### POLICY/PROCEDURE

#### Section A Credits and Grades

All credits earned at Mississippi State University are in semester hours. A semester hour is defined as requiring at least the number of contact minutes as shown:

1. Lecture – 750 contact minutes
2. Laboratory/Studio – 1500 contact minutes
3. Internship – 3000 minutes

Year or quarter hours transferred from another institution are converted into semester hours for purposes of uniformity in determining graduation requirements.

Transfer credits are readily accepted from institutions accredited by or in candidate status with a U.S. Department of Education recognized agency, such as the Southern Association of Colleges and Schools Commission on Colleges. It is the responsibility of colleges (and schools) to set the [DB1][FR2] standards for transferring “D” grades.

Credit from non-U.S. institutions may be accepted once reviewed by the appropriate academic department, but is not articulated directly to MSU courses. The non-U.S. institution courses may be approved to substitute for degree requirements.

Credit by examination and evaluated military service credit are accepted for academic credit as defined in *AOP 12.11 Degree Requirements - Undergraduate*.

The class work of the student will be evaluated according to the following pattern of values:

Grade		Quality Points Per Credit Hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0
XF	Failure – Honor Code	0
GDP	Grade Determination Pending	0
I	Incomplete	0
S	Satisfactory	--
NC	No-CreditPoor*	--
U	Unsatisfactory	--
W	Withdrawn without Penalty	--
WI	Permanent Incomplete	--

Poor\* - in a credit producing course that is an alternative to a non-credit producing course. [FR3][BM4][FR5]

A grade of “NC” is assigned for a student who is enrolled in a credit producing class that is an alternative to a non-credit producing course and the student performs at a level which would be considered poor (D).

The quality-point average shall be determined on the basis of semester hours scheduled and rescheduled in which grades of “A,” “B,” “C,” “D,” and “F” or the “XF” disciplinary sanction are recorded. However, a student may not earn credits or quality points for a course or its equivalent in which he or she has already earned a grade of “A.”

AOP 13.14 Grade Appeals and Academic Review Board, contains the grade appeal procedure for students.

A grade of “I” (Incomplete) may be submitted in lieu of a final grade when the student, because of illness, death in his or her immediate family, or similar circumstances beyond his or her control, is unable to complete the course requirements or to take final examinations. A grade of “I” will not be submitted for reasons other than previously described. Except for circumstances noted above, an “I” grade will not be given to extend the semester so that a student may complete a required assignment(s).

Undergraduate students who receive an “I” grade must complete all work within thirty (30) calendar days from the date of the student’s next enrollment. A student who receives an “I” grade may make up only that part of course work not completed because of the emergency. If a grade of “I” is not resolved into a passing grade within the allotted time, the grade becomes an “F.” Once a grade of “I” has been converted to an “F” because of the student’s failure to complete the necessary course work or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the deans and approved by the Provost and Executive Vice President.

If an undergraduate student has not enrolled in the university within a year of receiving a grade of “I,” the “I” will be converted to a permanent grade of “WI” and the student will not have the opportunity to change that grade.

Graduate students who receive a grade of “I” must complete all work no later than the last day of class of the next semester (excluding summer) whether or not the student is enrolled ~~or not~~. Failure of graduate students to remove an “I” grade during the specified time will result in an automatic grade of “F.” Once a grade of “I” has been converted to an “F” because of a student’s failure to complete the necessary course work or a lapse of the allowable time, no additional grade change will be allowed except under extreme circumstance(s) as recommended by the relevant deans and approved by the Provost and Executive Vice President. “I” grades are not permitted for thesis and dissertation research credits.

### **Section B Minimum Course Competencies**

A student may be required to master certain minimum competencies, referred to in some programs such as the Doctor of Veterinary Medicine as “threshold events.”; to allow a student to meet and pass course requirements. For a course that requires minimum competencies the following must be clearly articulated:

- i) The syllabus must clearly document the conditions for minimum competencies,
- ii) The instructor must explain the minimum competency requirements to the students on the first day the class meets,

- iii) Offer a second chance at any failed competencies during the course. In the event that there is only a one-time assessment of a competency given at the end of a course, laboratory exercise or clinical rotation, the final grade may be withheld where the Registrar will assign a no grade (NG) until the next available opportunity to offer a repeat of the failed competency.<sup>[RP6]</sup> The repeat opportunity must be provided, and a final grade entered prior to the next semester in which the student enrolls.
- iv) Provide catalog description to include appropriate language that minimum competencies must be met,
- v) Whenever possible, it is recommended to split apart the competency component into a standalone course,
- vi) Courses requiring a minimum competency to pass will be reviewed by the respective College Dean.

### REVIEW

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

REVIEWED:

\_\_\_\_\_  
Executive Vice Provost for Academic Affairs

\_\_\_\_\_  
Associate Provost for Academic Affairs

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

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

\_\_\_\_\_  
Director, Institutional Research & Effectiveness

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

APPROVED:

\_\_\_\_\_  
President

## **2. AOP 12.30 Developmental Studies**

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

#### **Academic Affairs Committee**

#### **Report on AOP 12.30**

**February 22, 2022**

#### **Background**

This AOP came to Faculty Senate with a recommendation to rescind it, due to the Developmental Programs being dissolved.

#### **Recommendation**

We recommend that the Robert Holland Faculty Senate vote to approve rescinding this policy.

#### **Discussion**

With very little discussion, it was agreed by the committee that there is no reason to have a policy that governs a program that is no longer in existence.

**Committee Members: Randy Follett (Chair), Mike Breazeale, Brian Davis, Andy Perkins, James Sobaskie, Kimberly Wood**



## AOP 12.30: DEVELOPMENTAL STUDIES

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure that developmental studies courses serve their intended purpose, to prepare students for college-level academic pursuits.

### POLICY/PROCEDURE

All individuals who apply to Mississippi State University but do not meet regular admission requirements may take the Accuplacer exam for a university admission review. The Accuplacer exam is an Educational Testing Service (ETS) product that consists of mathematics, sentence skills, and reading sections. The Institutes of Higher Learning (IHL) sets threshold scores for each section of the Accuplacer exam. If threshold scores are met, the student is fully admitted to the university. If a student decides not to take the Accuplacer exam or does not meet IHL threshold scores on the exam, the student has the opportunity to enroll in the Summer Developmental Program (SDP). A system-wide IHL program, SDP is an intensive summer program with English, mathematics, and reading courses, supported by an academic laboratory. These courses, offered only in summer, are to prepare students for the college curriculum. To successfully exit the SDP and be admitted to MSU, students must achieve a grade of C or above in all summer classes and the laboratory. No developmental course will satisfy any credit course requirement for any degree at the University.

### REVIEW

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



REVIEWED

\_\_\_\_\_  
Executive Vice Provost for Academic Affairs

\_\_\_\_\_  
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

## ANCILLARY AFFAIRS

### 1. AOP 12.39 Policy on Undergraduate University Scholarship

#### Report to the Robert Holland Faculty Senate

#### Ancillary Affairs Committee

#### Report on AOP 12.39: Policy on Undergraduate University Scholarship Programs and

#### Procedures

February 23, 2022

### **Background**

AOP 12:39 was previously titled Policy on University Scholarship Programs and Procedures. 'Undergraduate' was inserted between 'on' and 'university' to better align the policy with its housing and mission. The policy needed to be updated in order to maintain its usefulness and relevance.

### **Recommendation**

The committee's recommendation is to accept the updates/edits to the AOP by Ms. Lori Ball, Director of Undergraduate Admissions and Scholarships with a few minor edits from the committee.

We recommend moving the AOP forward with the edits.

### **Discussion**

We reached out and spoke with Ms. Lori Ball about AOP 12.39. Her comments and our discussion points are listed below. We also reached out to the Provost Office for clarification on the existence, location, and operation of the Presidential and Provost Scholars. We also viewed the website for the Office of Admissions and Scholarship to see the list of scholarships that are available. Dr. Welch and I hosted a zoom call with Ms. Ball to get clarification on points within the AOP.

- Ms. Ball's edits were simply to update the AOP and get the language current.
- She changed language to move the policy under Academic Affairs compared to the previous language which had it under Student Affairs.
- Previous Non-Resident Waivers are now known as Non-Resident Tuition Scholarships.
- Presidential Scholars is private money and the Office of Admissions and Scholarships works with the MSU Foundation to administer these scholarships.
- We corrected the language for 'Executive Enrollment Management Council' in the first bullet under Scholarship Programs.
- We added 'etc.' for 1a, 1b, 1c, and 1d to the scholarships listed in the parenthesis to account for other scholarships that are not listed.
- This AOP will just oversee the scholarships that are under the management of the Executive Enrollment Management Council.

Committee Members: Jason Barrett (Chair), Rachel Allison, Charles Freeman, Derek Marshall, Lauren Priddy, Jacob Tschume, Paul Tseng, Kevin Williams



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## 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 administered by the Executive Enrollment Management Council.

### 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 Enrollment 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.
- Scholarship Pprograms 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, etc.)
  - b. Scholarships for entering community college transfers (Phi Theta Kappa, Community College Recognition, Non-Resident Tuition, etc.)
  - c. Leadership and Service Scholarships (Eagle Scout, Gold Award, STAR Student, Student Body President, Key Club, Anchor Club, National Service, etc.)
  - d. Athletic and Talent Scholarships (band, choir, spirit groups, etc.)
  - 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.

- 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 and/or an Alumni 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

\_\_\_\_\_  
Assistant Vice President for Enrollment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Vice President & Dean, Graduate School

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Institutional Research and Effectiveness

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

APPROVED

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

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FACULTY AFFAIRS  
STUDENT AFFAIRS  
UNIVERSITY RESOURCES

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

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## AOP 11.11: AUDITING A CLASS

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to standardize procedures for students desiring to audit a class.

### POLICY/PROCEDURE

Upon recommendation from the relevant course instructor and subject to approval by the appropriate dean and Registrar, a student may enroll to audit a course. The approval to audit must occur by the last day to add a course in the semester. A student may not change from credit to audit or audit to credit status after the last day to add a course in the semester. An audited course counts as part of an undergraduate student's regular load. For graduate students, audit hours may not be used to satisfy the full-time enrollment requirement in any semester. For graduate students on assistantships, audit hours cannot be used to satisfy the full-time enrollment requirement. Students auditing a class are not required to take tests and/or examinations or to prepare other written assignments. Otherwise, conformity to regular classroom rules including attendance requirements is the same as for students taking the course for credit. At the time the request for audit is approved, the professor will inform the student auditing the class of attendance expectations. Failure to meet any or all of these requirements may result in an auditor being administratively dropped from the class roll. No audited course may be counted as part of the required hours of any degree or program requirement.

### REVIEW

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



REVIEWED:

\_\_\_\_\_  
Executive Vice Provost for Academic Affairs and  
Dean of the 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 12.32: REFUND AND COURSE CREDIT FOR STUDENT MEMBERS OF THE MILITARY CALLED TO ACTIVE DUTY OR DEPLOYED

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish a refund and course credit policy for those students who are called to active military duty from the Military Reserves or National Guard and those active duty students who are deployed under emergency conditions.

### POLICY/PROCEDURE

Any student who cannot complete a semester due to being called to active duty from the Reserves or National Guard or an Active Duty student deployed under emergency conditions should present a copy of their military orders to the Center for America's Veterans.

Any student who cannot complete a semester due to being called to active duty from the Reserves or National Guard or an Active Duty student deployed under emergency conditions may request a full refund of tuition, out-of-state fees (if applicable), and other unused course required fees. Housing and meal plan refunds will be prorated. To receive the refund, the student must present a copy of military orders verifying the call at the time the withdrawal from the University is initiated. Any student who withdraws under this policy will not receive a recorded grade.

Any Reserve or National Guard student being called to active duty or an Active Duty Military student deployed under emergency conditions who has completed at least  $\frac{3}{4}$  of the semester (or term) and is in good academic standing with the University, and who needs to only take the final examination to complete the semester, has the option to leave the University pursuant to this policy, without having his or her class standing affected, and without refund of tuition and required fees. Students meeting these requirements may leave the university with an incomplete in each class or may receive full academic credit for each enrolled course of study with the grade earned at the date he or she was called into active duty. Students in this situation must report to Center for America's Veterans and their professors so that a file can be established which records the academic progress of the student at the time of activation or deployment. The Center for America's Veterans should obtain all information regarding the student's academic progress so that the student can be notified in writing or electronically of his or her standing in each course before departure. However, within 90 days after release from active duty or return from emergency deployment, a student who has elected to take incompletes in his/her classes may make arrangements to take the final exam and receive a grade in accordance with AOP 12.12 – Credit, and Grades, and Academic Standing or may receive full academic credit for each enrolled course of study with the grade earned at the date he or she was called into active duty. Circumstances such as the departure of the instructor may preclude the taking of the final exam, and in such cases the student will receive the grade earned at the date of departure to active duty.

If the student elects to take the final exam, the score on the final exam plus the completed course work for the semester from which the student was called to active duty will constitute the undergraduate student's final grade. A graduate student receiving a grade of I under the conditions of military duty will





## AOP 13.12: INTERSESSION TEACHING

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure our understanding and standardization of the policy governing intercession teaching (e.g., Maymester, summer, and winter sessions).

### POLICY/PROCEDURE

Intercession teaching is the teaching of any classes that occur outside of the regular fall and spring semesters. Intercessions operate on a self-sustaining basis. Salaries and expenses of instructional programs during the intercessions depend upon resources generated by student enrollments. It may not be possible for all faculty (9-month, 12-month) who wish to teach during intercessions to do so. Students' needs are balanced with departmental funds for intercession teaching. Attention is paid to class size and numbers of sections needed for a given course. Compensation for intercession teaching is up to 8.33% of the previous nine-month salary base for each three-hour course taught. Normally, a maximum for full-time teaching during the intercession is 33.3% of the previous nine-month base salary. However, approval may be granted by the academic department head/director, college dean and Director of Intercessions to exceed the 33.3% base salary and allow faculty to teach a maximum number of 18 course credit hours during intercessions in any one academic year.

The Associate Vice President for Academic Affairs serves as the Director of Intercession Teaching. Academic deans and department heads are responsible for decisions on course offerings and teaching assignments. The Director of Intercession Teaching, the Director of Academic Fiscal Affairs, and the academic deans establish the budget for each college/school. The deans and department heads administer their respective budgets.

### REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Executive Vice Provost for Academic Affairs.

REVIEWED

\_\_\_\_\_  
Executive Vice Provost and Dean of 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