

# ROBERT HOLLAND FACULTY SENATE AGENDA

September 8, 2023

1. Call to Order
  2. [Adoption of Minutes, August 18, 2023](#) ..... (p. 2)
  3. Introduction of Guests
    - a. Dr. Regina Hyatt, Vice President of Student Affairs
    - b. Dr. Tracey Baham, Associate Vice President of Institutional Research & Effectiveness
    - c. Dr. Dana Franz, Director of Academic Quality
  4. [Report of the Faculty Senate President](#)..... (p.23)
  5. [Report of the Faculty Senate Vice President](#)..... (p.24)
  6. Reports from Faculty Senate Designates on University Committees
  7. Business to be sent to Committee
    - 7.1. [AOP 12.08 Requirements for Academic Programs and Academic Consortial/ Contractual Agreements \(Academic Affairs\)](#) ..... (p.26)
    - 7.2. [AOP 12.29 Undergraduate Admissions Requirements \(Academic Affairs\)](#) ..... (p.35)
    - 7.3. [AOP 10.05 Nepotism \(Ancillary Affairs\)](#)..... (p.42)
    - 7.4. [AOP 13.20 Exit Interviews of Departing Faculty \(Faculty Affairs\)](#) ..... (p.45)
  8. Standing Committee Reports
    - 8.1. Academic Affairs
    - 8.2. Ancillary Affairs
    - 8.3. Charter & Bylaws
    - 8.4. Faculty Affairs
    - 8.5. Student Affairs
    - 8.6. University Resources
  9. Pending Business
  10. New Business
    - 10.1. [Letter of Request from Dr. Shaw for AOP Assignment \(Charter & Bylaws\)](#) ..... (p.48)
    - 10.2. [Letter of Request re: Engineering Resolution \(University Resources\)](#) ..... (p.49)
- Adjourn



**ROBERT HOLLAND FACULTY SENATE**  
**Uncorrected Minutes of August 18, 2023**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in Bost Auditorium North at 2:00 p.m. on Friday, August 18, 2023.

Members absent and excused were Michael Jaffee, Peter Messer, Cate Mochal, Jesse Morrison, and Kim Walters.

The meeting was called to order by Senate President Banik.

President Banik asked for any corrections to the minutes of the April 14, 2023 meeting. Senator Robichaux-Davis had the following corrections for the April minutes: (a) p. 11 under Academic Affairs change from AOP 12:30 to AOP 12.20; (b) p. 12 at bottom under Senator Williams's comment to change word from administer to administrator; (c) p. 13 under Charter & Bylaws, change wording from Senator Spurlin recommending to recommended and add what the issue was referring to and add if motion passed.

Hearing no further corrections, President Banik asked for a motion to approve the minutes with the corrections as presented. Senator Tschume made a motion to approve the April meeting minutes and Senator Robichaux-Davis seconded the motion.

**GUESTS**

**Dr. Mark Keenum, President, Mississippi State University**

Dr. Keenum welcomed the Senators back for the fall including the new Senators. Dr. Keenum said the spring graduation held in Davis Wade Stadium was the largest graduating class in the history of the university.

Dr. Keenum said the enrollment for this year compared to last year is about the same. Dr. Keenum said we are welcoming a record number of first year/first time college students who are coming in not only as freshman but as sophomores and juniors, and many who received their associate degree while in high school.

Dr. Keenum said MSU had a record fundraising year for FY 2023 that totaled \$259.9M. Dr. Keenum stated it is a record fundraising year for our institution and for the state. Dr. Keenum stated George and Kathy Bishop gave \$100M for the George Bishop Family Endowed Scholarship Program, which they established a few years ago with a gift of \$10M. Dr. Keenum said this is one of the few scholarships in the nation of that magnitude that is for students only.

Dr. Keenum added there were other gifts for scholarships that were given and that we also had support for endowed faculty positions enhanced by generous gifts to MSU. He stated the Adkerson School of Accountancy, Bagley College of Engineering College of Architecture, Art & Design and the College of Veterinary Medicine added endowed faculty positions. Dr. Keenum said Bagley College of Engineering added two new endowed chairs, one in Computer Science & Engineering and the other in Mechanical Engineering.

Dr. Keenum said our research portfolio continues to grow and set records. Dr. Keenum stated we have had over \$300M in research and development expenditures generated by our faculty for FY 22 and of that number an Agricultural Science research record was set of \$123M.

Dr. Keenum said July was the first month in the new fiscal year for FY 24 and the revenues were up \$45.1M over what was projected and estimated for the month, so the state economy is doing well. Dr. Keenum said FY 23, which ended June 30<sup>th</sup>, started with a surplus of \$1.3B. Dr. Keenum said the new legislative session begins in January.

Dr. Keenum said the legislature has a significant challenge in the PERS retirement systems as the PERS Board voted to require all state employers to contribute an additional 5% into the state retirement system. Dr. Keenum said this will put a great strain on our university and on all the smaller operating systems in cities and counties across the state.

Dr. Keenum said there is a lot of construction around campus. He said Humphrey Coliseum renovations continue and while it will be ready for basketball it will not be completely finished. Dr. Keenum said Ballew Hall is undergoing a massive renovation that is well underway. Dr. Keenum said McCarthy Gym is gone and we will soon begin construction on our new Jim and Tommy Duff Center which will be the home of Kinesiology and Developmental Disabilities and Autism programs.

Dr. Keenum stated that our New High Performance Computing Data Center in the Thad Cochran Research and Economic Development Park is underway with supercomputers lined up and ready to come in. Dr. Keenum added our state is ranked 5<sup>th</sup> in the nation in High Performance Supercomputers Capacity.

Dr. Keenum added he helped CVM Dean Kent Hoblet cut the ribbon on the new Animal Emergency and Referral Center in Flowood. Dr. Keenum stated they already had a 5,000 square foot state of the art facility that opened 10 years ago which is opened 24 hours a day, 365 days a year but they added 15,000 square feet to it making it a spectacular animal hospital in Flowood.

Dr. Keenum said the facility has rooms that were built for the veterinary students who are required to do a 2-week rotation that they used to put up in hotel rooms. He said those students get calls 24 hours a day, so this provides a safe place for them to stay during that rotation.

Dr. Keenum said there would be a General Faculty meeting August 30<sup>th</sup>.

Dr. Keenum said the Fall Convocation for first-year students would be coming up the next week and held at Dudy Noble field. Dr. Keenum said the keynote speaker will be MSU alumni Stanley Blackmon who is a very distinguished attorney in Birmingham and an outstanding student and individual.

Dr. Keenum said Sid Salter has been announced as our new Vice President for Strategic Communications.

Dr. Keenum added a personal note that he and his wife, Rhonda, recently helped moved three of their children into their residence halls on campus. He stated that while he enjoys helping new students and families move into the residence halls every year, he had a different perspective this year with it being his own children and is always so impressed with all the admissions and residence hall staff. Dr. Keenum added that their daughter Katie is now a member of the famous Maroon Band and they have enjoyed watching the band practice in their back yard. Daughter Mary Phillips went through sorority recruitment, and he has a new appreciation of that process. Their son Rhett is going through fraternity recruitment, so this year is extra special for their family.

Senator Carskadon asked Dr. Keenum if he had information about Covid outbreak rumors and rumblings. Dr. Keenum stated he had not had reports of any substantial issues or numbers on campus. Dr. Keenum added Covid was here and not going away and they would address it should any situation with Covid arise.

### **Dr. Jason Keith, Dean, Bagley College of Engineering**

Dr. Keith began by stating the Academic Deans were challenged by Provost Shaw to work together on multi-disciplinary transformative projects to advance the university. Dr. Keith spoke of the MSU ERLE: Exploration, Research, and Learning Environment project. He stated this project is in line with the pillars of the university's Strategic Plan for Transformational Change, which is to serve the whole student, strengthen our bonds, ignite innovation, elevate our community, and tell our story. Dr. Keith said the deans came up with an overall vision plan across the academic affairs portions of MSU.

Dr. Keith said we are faced with an enrollment cliff with a drop of several thousand students so we need to find ways to help grow the enrollment. Dr. Keith said one touchpoint is to inspire future students in PK-12 so they think of themselves as a potential MSU student. Dr. Keith said we already have some level of collaboration with high school students through dual enrollments, but we need to consider how to develop more novel programs such as developing

online classes to teach some of the best students and the poorest students as well as offer things like super courses and other collaborative projects across disciplinary boundaries that would attract students. Dr. Keith said we want to preserve the outstanding quality of education we are offering our students but also develop novel ways through credentials, certificates, and other types of activities as well as things like experiential learning to allow students to develop new experiences they can take forward into their everyday lives after they graduate.

Dr. Keith said our state has one of the best community college programs in the country, and through novel programs such as the Bachelor of Applied Science and looking at ways for multidisciplinary collaboration through BAS programs across department and college boundaries, we want to look at ways to have more transfer students.

Dr. Keith said graduate education is a key component as a major research university. He said the deans have been discussing the Thrive in Five programs. Dr. Keith said Bagley College of Engineering has 13 undergraduate programs and 12 of those have Thrive in Five type pathways. Dr. Keith said another thing they are looking at is developing opportunities for a student to start in another college then come into Engineering to receive a master's degree and be able to reciprocate students from one college at the undergraduate level to a different college at the graduate level.

Dr. Keith said athletic events are often viewed as the front porch of the university, with people coming onto campus who may never come otherwise and where they will see outstanding academic, laboratory, classroom, and research facilities. Dr. Keith said the Library supports many academic efforts and wants to use the space to be the living room to showcase the collaboration of students, faculty, and the community to help advance the strategic plan. Dr. Keith stated the Library can offer more things in helping with student retention, increasing student graduation, increasing faculty productivity, and increasing collaboration.

#### **Dr. Lis Pankl, Dean, Mitchell Memorial Library**

Dr. Pankl stated that in the SEC, only MSU, Ole Miss, and Arkansas do not have ARL (Association of Research Libraries) libraries. Dr. Pankl said having an ARL library is Dr. Keenum's vision for MSU to support the faculty. Dr. Pankl added ARL status adds more funds so that it would enhance the collections services, increase faculty recruitment and retention, as well as increase the enrollment and retention of students.

Dr. Pankl said an ARL library would enhance faculty research and teaching in adding special collections. Dr. Pankl stated it would increase journal access by providing articles we could not previously afford. Dr. Pankl said Open Access (OA) articles are a growing trend because of federal mandates for data and open publishing, and because most journals are hybrid journals they will have CloudSource+. She said we had received access to JSTOR which will help with clear off physical space to move many of the bound storage which are currently located on the first floor. Dr. Pankl said Primary Source Databases, is a onetime purchase and easy to access. Dr. Pankl spoke of Data Sets and that she has been speaking with HPC in having a data

repository for faculty. Dr. Pankl spoke of monographs and that for a research library we have a small print collection so they will be looking for an area to store the older collections to then bring in newer ones. Dr. Pankl said the Database Change Information Portal listed on the library's website has what databases were not renewed, what is current and coming in as well as a contact page if you can't find something.

Dr. Pankl spoke of Cloud Source+ OA Aggregates has allowed them to cut down on some databases and Article Galaxy Scholar allows researchers and scholars to request access to journals that were previously unavailable and can be granted to varied populations from a single faculty member to a group of students to an entire department.

Dr. Pankl said in looking at a redesign of the library which would be a 5–7-year plan, they would like to add a digitization/AI Lab. Also planned is to start a Digital Humanities program, have a faculty lounge space, compact shelving and digital signs showing the actual book covers like a bookstore would have on each isle. In the 2<sup>nd</sup> floor space they want to bring in the whole student experience with health and wellness, expanding the dining area, have collaboration spaces, community building and areas for public dialog. Dr. Pankl said plans for the 3<sup>rd</sup> floor is to open spaces for student success and study rooms, bringing in some STEAM incubators/workspaces where students can connect with industry and work on projects.

Senator Adams asked Dr. Pankl what percentage of articles Galaxy Scholars can reach and are accessible online and how soon they would be available. Dr. Pankl referred to Mr. Paul Huddleston, Director for Access, Systems & Discovery. Mr. Huddleston said they have the authentication piece and are waiting to link it to our existing discovery system so we can move further with the testing. He added the libraries' part is complete so they and are now waiting on the 3<sup>rd</sup> party vendors to complete their work and are hoping that will be soon. Mr. Huddleston said at this point that they cannot make everything come back unless they know what it is that is needed so they can enable their availabilities.

Senator Adams stated he looked at the discovery system over the summer and while he could see a wide range of articles it did not allow access to each article. Senator Adams said in looking at the list for the College of Business they had 100% access to less than 10% of the journals on their list and no access to the articles on almost 13% of the journals on the list and less than 25% access to about 2/3 of the journals. He stated he went to the library and spoke to the staff to making sure that the way his college was analyzing it was correct and it was. Senator Adams stated if one of his doctoral students called him from their institution and said this was happening, he would tell them to get out of there. Senator Adams asked how this was going to be addressed.

Dr. Pankl said there was no reduction to the business resources. She said they had just met with the new dean and department heads and asked for a list of journals they want and that the library has never been able to get as they've been so expensive. Dr. Pankl said anything you don't have access to now, you never did. Senator Adams said that was slightly incorrect and that there were

journals they had access to but this tool is only able to pull down articles that are either Open Access or the author has paid the publisher to make them accessible or someone has broken copyright and loaded them onto something like Research Gate. He stated articles he had access to in the past he no longer has. Dr. Pankl stated they needed to sit down with him to discuss and correct these issues as no business journals were cut. Mr. Huddleston added that the product they moved to was CloudSource+ was very new and have seen some of the similar products with those same issues but were actively working on them. He added anytime you cannot access something you think you should please let them know immediately so they can work with the company to authenticate that back into the system.

Senator Freeman asked if the library has a plan to allocate financial resources to the faculty to help with the publication fees across the university. Dr. Pankl stated that yes, they had met with the publishers, Elsevier and Cambridge UP, and are working on free to publish agreements.

Senator Lemus asked about integration of AI. Dr. Pankl stated they are posting a position for an AI & Emerging Technology Librarian who will assist with AI. She does not know of a university policy but does see the library as playing a major role in helping educate both faculty and students about AI.

Senator Gregory asked if there were limitations on how many journals that could be added per faculty member or department. Dr. Pankl stated MSU wants to take a transparent approach and will depend on usage, but they do want to have as much access as possible. Senator Gregory suggested it be considered by department and not college as there would be great differences in department need.

Senator Gregory asked about the redesign of the library to include plants. Dr. Pankl stated they would use fake plants and that it is standard practice in libraries to not have plants as they are seen as more of a threat to the library than food. She added standard practice in research libraries is not to have any plants.

Senator Gregory asked if the subject specialist with experience in Architecture, Art and Design that was recently removed to become the Student Success librarian was going to be replaced. She said they now have three specialists but they also have responsibilities in other subjects. Dr. Pankl stated that CAAD has three subject specialists and it is an experiment but want feedback on rediscussing the changes made. Dr. Pankl said they brought in a Student Success Coordinator because of her experience in that area as it was a greater need.

Senator Vivier asked if the library could provide an A-Z list of journals as they are continuing in ironing out kinks on the find-it button that would assist in researching journal articles. Senator Vivier also asked if there was a model for growing book collections that does not rely on a faculty member to request specific books as it results in more of a piecemeal collection. Dr. Pankl said they are test piloting that with History and it is called an approval plan. She said you have a set amount to spend and pick different areas you want to collect in and choose a publisher. Dr. Pankl said they would like to do that will all departments on campus.

Senator Kundu asked about the Open Access channel as it sounds different than google scholar. Anita Winger, Automation Systems Manager in the library, said the main advantage to the Cloud Source is the Open Access and from the search results you can see different topics, by subjects, research interests and other links and other additional information you can still get through Google Scholar.

Senator Kundu asked for more details on the Data Sets and if there would be a space for individual research and individual faculty members and what the structure and the cost associated with it would be. Dr. Pankl said they are in the thick of figuring that out and HPC was working on it now so it is still in process. Dr. Pankl said we can put data in Scholars Junction now but are working to make it more friendly but to contact the library for assistance as they work through it.

Senator Williams stated the Department of Communications access to communications and mass media complete was removed and they do not have access to their top journals. Dr. Pankl said in getting CloudSource+ and the Open Access content we formerly did not have access to, they looked at the vendor databases and made the decision for the ones that had significant overlap to make do for now, then back fill with Article Gallery Scholar for the specific articles needed. She said to request any article you cannot find by completing the form for assistance in finding it, contact the specialist or email her directly.

President Banik thanked Deans Pankl and Keith for their presentations.

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

President Banik asked if there were any questions for Provost Shaw who was in attendance.

Senator Carskadon asked about the Bulldog Bundle and the difficulty the students were having in getting them as there is a log jam with the books not being received for 2-3 more weeks even though they have assignments now. Provost Shaw said he has not been able to ascertain what the problem is but will touch base with Vice President Hyatt to inquire.

Student Association President Elle Heardon informed the senate she had met with Dr. Hyatt earlier that day on the same concern. She said they are encouraging students to stay opted into Bulldog Bundle even though that does cause such an influx of students and that Dr. Hyatt even sent some of her graduate students over to assist with bundling.

Senator Gregory asked Dr. Shaw about the Community Engagement Committee not meeting. Dr. Shaw said they had very recently been having conversations about the appropriate placement for that office and thus committee to reside and are having a great deal of conversation for that to fall under Dr. Gary Jackson. He stated they are in the final stages of finding a solution and to look for a rejuvenation this fall.

Senator Gregory stated she works with the Starkville Habitat for Humanity and wondered if someone could step up with recruiting for volunteers. Dr. Shaw said he would visit with Dr. Jackson and President Herndon on the subject.



Senator Tseng said he has a lot of graduate students complaining of housing cost in the area and wondered if there was anything the university could do. Dr. Shaw said it is a great concern and has been an ongoing conversation over the years. He stated they are finding ways to partner with the private section to find affordable housing and make sure it was accessible to the bus route for transportation.

Senator Vivier asked if there were any plans to increase the library’s collection budget. Dr. Shaw said when Dean Pankl began in the Deans position he asked the library to do a top to bottom budget reconfiguration and budget analysis and that they are still working on that. He also had Internal Audit do a review of how funds were being utilized and they are in the process of reforming ways and reconfiguring the collections budget. He stated they are continuing to look at and see the budget analysis.

**REPORT OF THE FACULTY SENATE PRESIDENT**

Over the summer, many of the University Committees on which I serve met at least once. In addition to those regular activities, I also represented the faculty at the Alumni Association “Send Off” Party for Oktibbeha County, as some other senators did at various other “Send Off” parties. Thank you all for your support of our future MSU Bulldogs!

Throughout the summer months, I have met with Provost Shaw and will continue to meet regularly with him during this next academic year. I am looking forward to continuing to foster a great collaborative working relationship with both President Keenum and Provost Shaw throughout the coming year. They both remain committed to working closely with the Robert Holland Faculty Senate.

With the start of a new academic year, one of my first responsibilities as President was to assign senators to the various university committees for which we have a designated seat. There are several committees that are represented are specifically identified senators, which is true of those that I and Vice-President Mike Breazeale currently serve. I sent out emails at the end of July asking for volunteers for certain committees. Responses were fantastic, with all the positions filled by senators wanting to continue in the roles or senators volunteering. A huge thanks to all of those that were willing to serve. With these committees, I am also currently working with Dr. Jim Dunne on specifying which committees are meeting or are necessary. Until any changes are announced, please reach out to your assigned committees, and let me know if there are committees that are not meeting. The current list of representatives for each of the standing university committees is provided below.

<b>Committee</b>	<b>2023-2024</b>
Academic Accommodations Committee	Paul Tseng
Academic Deans Council	Robert Banik & Mike Breazeale

Academic Review Board	Charles Freeman
Additional Course Fees Committee	Neeraj Rai
Associate Deans Council	Rebecca Robichaux-Davis
Athletic Council	Robert Banik
Calendar Committee	Robert Banik
Commencement Committee	Rebecca Robichaux-Davis
Committee on Campus Access	Mike Breazeale
Committee on Courses and Curricula	Amber Robinson
Design Review Committee	Robert Banik
Dining Advisory Committee	Barry Stewart
Dining Advisory Committee	Fred Musser
Employee Benefits Committee	Kim Walters
Executive Council	Robert Banik
Faculty Research Advisory Committee	Beth Stokes
Faculty/Staff Housing Appeals Committee	Robert Banik
Galleries and Museums Committee	Jenna Altomonte
Gerontology Committee	Adrian Sescu
Inclusive Excellence Leadership Council	Robert Banik
Information Technology Council	Robert Banik
Institutional Effectiveness Committee	Kevin Williams
Instructional Improvement Committee	Robert Grala & Mark Fincher
Instructional Technology Advisory Committee	James Sobaskie
Library Committee	Krish Krishnan
Master Plan Development and Advisory Committee	Robert Banik & Mike Breazeale
Parking and Traffic Regulation Committee	Robert Banik
President's Committee on Planning	Robert Banik

Registration and Scheduling Committee	Jacob Tschume
Special Events and Game Day Operations	Robert Banik
Sustainability Committee	Robert Banik
Teaching Evaluation Committee	Alexis Gregory
Textbook Committee	Paul Spurlin
Undergraduate Research and Creative Discovery Committee	Mike Breazeale
Health and Wellness Committee	Lauren Priddy
Work-Life Balance Committee	Paul Tseng

Again, thank you to each of the senators who volunteered and accepted an appointment to represent the Senate on the above standing university committees. I appreciate your time and commitment.

**Status of AOPs:** I would like to ask that when AOPs are assigned to the six subcommittees, the committees complete their work within a month if possible. Faculty Senate is getting accused of holding up the approval process, and I do not want this body to contribute to holding up anything.

Upcoming AOPs

AOP 10.05 Nepotism

AOP 12.08 Requirements for Degrees, Academic Minors, Certificate Programs, and Consortial/Contractual Agreements

AOP 12.29 Undergraduate Entrance Requirements

AOP 13.20 Exit Interviews of Departing Faculty

These AOPs should be coming soon to the Faculty Senate from Dean's Council.

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

**Athletic Council** – This committee has not met since I have taken office, but I met with Brent Fountain, the chair, on July 19<sup>th</sup> to discuss meeting times and dates, as well as the potential faculty members who could replace those faculty who have rolled off the council. Our first monthly meeting will be September 13<sup>th</sup>.

**Design Review Committee** – This committee met on July 6<sup>th</sup> to discuss the renovation to the Henry Meyer Media Center which houses the Reflector, MSU Radio station, and the University Florist. This renovation is in conjunction with the larger renovations which will include the Subway, Moe's, and the eventual Perry Cafeteria renovations.

**Inclusive Excellence Leadership Council** – This council has not met since I have taken office.

**Executive Council** – This committee met on July 24<sup>th</sup>. We approved several operating policies, including OP 91.100 Code of Student Conduct, OP 56.08 Promotion in Rank & Title of County Extension Agents, OP 56.09 Research and Extension Associates, and OP 79.03 Human Subjects in Research. We also approved AOP 13.24 Annual Faculty Review Process.

**Executive Enrollment Management Council** – This committee will no longer have Faculty Senate representation as they have adjusted the make-up of the Executive Enrollment Management Council to maximize the efficiency of everyone’s time. If you have enrollment related strategies/opportunities from your area that need further consideration or assistance, you may share these with me, and I can pass those along to the Council.

**Fall Convocation Group** – This committee met on May 22<sup>nd</sup>, June 14<sup>th</sup>, and July 17<sup>th</sup> to discuss Fall Convocation plans for the upcoming academic year. Fall Convocation will be held on August 22<sup>nd</sup> @ 6:30pm at Dudy Noble Field. The keynote speaker will be Stanley Blackmon, an MSU Alumnus and a partner at Bradley law firm in Birmingham, AL, will give the keynote address during this annual event celebrating the new academic year. and the band and choir will perform. Please make plans to attend if possible. Light refreshments will be provided in the Triple Crown Club, and regalia is not advised to wear due to the heat. Faculty will enter at the Home Plate Gate. Doors open at 5:30pm, and there will be no restriction of any type of personal water bottles. The “Clear Bag Policy” will not be in effect, and student will be allowed to bring their personal backpacks or bags. We would like to have a good faculty presence and support our newest Bulldogs!

**Game Day and Special Events** – This committee met on August 2<sup>nd</sup>. This meeting was to verify placement of gameday restroom trailers and portable single units. These will be in the same locations as last football season. Along with that, the request was made to close BS Hood Drive beginning at 2pm Friday before a home football game weekend, as in previous years. Our SEC Event Security Verification was also completed and submitted. Our security for events will mirror previous years with the exception that 20 newer metal detectors will be used this season.

A couple of new agenda items from the committee were:

1. Gameday parking and transit management would be transitioning to Parking Services as an outsourcing to let Athletics focus more people inside Davis Wade Stadium and the surrounding areas.
2. Relocating the HailState Tailgate to Creelman Street in front of Dorman Hall, much like SEC Nation. The graduation stage from the Spring 2023 commencement would be used as a music stage with vendors for food, drink, and Barnes & Noble set up around this. If SEC Nation or College Gameday would return to MSU, the HailState Tailgate stage

would not be used that weekend. This stage would be set up at 6pm Friday and run until 30 minutes before kick-off.

To go along with this, the Junction would be a “No Amplification Zone” with other music starting at 4pm Friday until kick-off. This would be done to improve the sound quality of any performances from the stage.

**Information Technology Council** – IT Council met on August 1<sup>st</sup>. Updates included new Administrative Banner Trainings through Canvas in six different modules. This should allow staff to work on these at their own pace without the need to meet for training at a particular time.

Room upgrades on technology have stalled due to the Crestron panels being on backorder. Several rooms need updates, and most of the technology is sitting and waiting on these panels. One idea was to use a different vendor than Crestron, but that would cause multiple supports to be implemented, and many of those are on backorder as well.

Adobe Cloud is starting year two of a three-year contract. New this year is that students may purchase access for \$50 per year (August 10<sup>th</sup>, 2023 – August 9<sup>th</sup>, 2024).

SEOS Cards have come in. These are the new MSU ID cards that will replace your older vertical badges. Over the course of the next year, be on the lookout for a time to get those ID cards changed. This process should be starting in the next month or two.

Campus security is currently blocking various applications, such as Tik Tok, from university machines. This includes office desktops, laptops, and cellphones. The blocks will occur on personal phones that are on the MSU wireless network as well, but personal devices are allowed to have the apps. You would see a MSU page warning of the blocked content, or the page will time out after a certain amount of time. So far (as of this report), the IT team blocked 626,899 attempts to access banned sites in a 24-hour period.

**Master Plan Development and Advisory Committee** – This committee did not meet in June or July.

**Parking and Traffic Regulations Committee** – This committee has not met since July 1st. The next scheduled meeting is August 24<sup>th</sup>.

**Sustainability Committee** - This committee met on July 26<sup>th</sup>. Fall 2022 and Spring 2023 updates were given. Currently, there is no sustainability coordinator since our previous coordinator left the university. Currently, undergraduate interns are heading up the work as the leadership is reevaluated this semester.

Glass recycling drives were held in both semesters resulting in 4976 pounds of glass recycled Fall 2022 and 5460 pounds for Spring 2023. The Spring 2023 event had the biggest turnout ever for MSU, and a competition with Ole Miss, which we won by over 3000 pounds! Consideration for two drives in the Spring 2024 semester was also discussed. The Fall 2023 drive will be held in October, and the Spring 2023 drive will be in April.

Cowbell cleanup was held in the Fall 2022 semester in conjunction with MSU Athletics and the Students for Sustainable Campus (SSC) to cleanup Davis Wade Stadium after each home football game. They had twice the participation from the previous year, and volunteers were rewarded with food and tickets to the games.

Green Week (Fall) and Earth Week (Spring) were both year last year. The spring event had about 200 attendees and included a fair and cleanup at the Junction.

Chadwick Lake has been updated with new aerators (under the water) and fountains for aesthetics. There is also a large bream population now, so several largemouth bass have been added to the lake. Algae is still a problem though. There was also a cleanup with NAACP MSU at Chadwick Lake in the Spring 2023 semester.

The new solar energy yard should be completed this academic year and will be placed near the intersection of Locksley Way and Blackjack Road. It will be the largest solar farm in the SEC. Updated signage for recycling on bins has been placed over the summer with new signs ready if more is needed. There are 45 recycling dumpsters on campus, most close to dorms (no bins in dorms). Future trainings for custodian staff were suggested to ensure blue bags were placed into the correct places. Contaminated blue bags cannot go into blue dumpsters, and student education is key to this happening.

### REPORT OF THE FACULTY SENATE VICE PRESIDENT

**Academic Deans Council** - No meetings were held since the last Vice President's report. August meeting is next Monday (Aug 14).

**Committee on Campus Access** - This committee is tasked with spending the \$2.4M budget to retrofit facilities that do not have other monies accessible for ADA updates and to make repairs that impact accessibility on campus.

In the July meeting, three requests were approved.

- Rice elevator repairs/upgrades (up to \$650K)
- Carpenter elevator repairs/upgrades (up to \$517K)
- ADA signage in Simrall and Allen (up to \$82.5K)

In the August meeting, four requests were approved.

- Stafford/Freeman/Briscoe elevator to be installed (up to \$75K)
- Hill Poultry Science elevator to be installed (up to \$150K)
- Bedenbaugh Lab accessibility ramps to be installed to address multiple elevations within the building and some exterior issues with parking accessibility (up to \$350K to supplement State and Federal funds)
- ADA Signage to be installed in Simrall/Allen (up to \$150K)

It was also announced that the MSU accessibility website ([www.accessibility.msstate.edu](http://www.accessibility.msstate.edu)) now has an easy link for reporting any accessibility issues on campus.

**Calendar Committee** - No meetings were held since the last Vice President's report, and no meetings are scheduled to date. The chair has communicated that the Provost's Office plans to have the 2025 calendar draft to the Committee early in the fall semester for review/input.

**Master Plan Development and Advisory Committee** - No meetings were held since the last Vice President's report. August meeting is Thursday (Aug 10).

**Undergraduate Research and Creative Discovery Committee** - No meetings were held since the last Vice President's report, and no meetings are scheduled to date.

## REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

### **No Reports**

### BUSINESS TO BE SENT TO COMMITTEE

#### STANDING COMMITTEE REPORTS

<b>Academic Affairs</b>	<b>No Report</b>
<b>Ancillary Affairs</b>	<b>No Report</b>
<b>Charter &amp; Bylaws</b>	<b>No Report</b>
<b>Faculty Affairs</b>	<b>No Report</b>
<b>Student Affairs</b>	<b>No Report</b>
<b>University Resources</b>	<b>No Report</b>

#### PENDING BUSINESS

#### NEW BUSINESS

##### **1. Annual Faculty Review Process**

President Banik said this report was approved in October of 2022 as part of the Faculty Task Force report however there have been a few changes suggested so we are bringing it back to approve those changes before it is officially approved.

President Banik said a paragraph was added at the bottom of page 25 to now say "A faculty member should be considered satisfactory in the following four areas. Performance will be assumed satisfactory in each of these four areas unless clear and consistent evidence has been documented to the contrary. The following areas will be marked satisfactory or not satisfactory and documented evidence shall be provided for any that are marked not satisfactory".

Senator Vivier suggested adding undergraduate thesis under Teaching on page 29 to include a place in the document to denote undergraduate research.

Dr. Gary Jackson suggested changing the wording under numbers 4 and 5 under Teaching from non-formal education to non-credit with the same change at the top of page 30.

Senator Jack suggested that we have language under undergraduate to include interns or residents as well.

President Banik asked for a motion to discuss the document as presented with those changes. Senator Stewart made the motion to open the floor for discussion. Senator Adams seconded the motion.

Senator Gregory stated she was at a conference in April and unable to attend the meeting so missed any information that came out and asked if they are going to have the opportunity to sit down with faculty in our college based on these edits before we vote to approve this or are we voting to approve it with these edits today. President Banik stated we are voting to approve today.

Senator Robichaux-Davis stated as a point of clarification under 4 & 5 the noncredit that was added by Dr. Jackson could be more than just for Extension faculty but also for any faculty doing that work. President Banik confirmed it could cover more than Extension and stated the word non-formal didn't seem appropriate so it was changed to non-credit.

Senator Tschume asked that the font be the same in chart 2 under Teaching when it says undergraduate thesis. President Banik agreed to change the font.

Senator Musser made a motion to add an additional line to Table 2 under Teaching to include undergraduate academic advising. Senator Robichaux-Davis seconded the motion.

Senator Sutton stated she supported adding something about advising, but not in that table because the table says major professor, minor professor, committee member, committee chair and agrees the information does needs to added but somewhere different.

Senator Musser withdrew his amendment made a motion under Table 2 to change major professor to major professor/advisor and to add a line for undergraduate advising. Senator Robichaux-Davis seconded the motion.

Senator Priddy agreed with Senator Sutton that advising does not fit in the table and undergraduate advising is part of Digital Measures.

Senator Chamberlain pointed out that the heading for Table 2 is academic advisement, supervision and/or mentoring.



Senator Rai said emphasized that the students that are advised are already a part of Digital Measures and the intent here is more on the research. He also stated some colleges have undergraduate research projects so that line would be appropriate.

Senator Lemley said not every college currently uses Digital Measure for faculty reviews so they would still need that line added for those that still use paper form.

Senator Robichaux-Davis stated that given it is in the Teaching section, the focus is on Teaching rather than Research so that line would be the appropriate place for it to be included.

Senator Kundu said he thinks it should be in the Service section and not in the Teaching or Research because it has nothing to do with Research.

Senator Haynes asked if we needed a line for things that aren't a formal thesis since that's different from advising regarding the distinction people are making about service versus teaching.

Senator Musser made a motion that we change undergraduate thesis to undergraduate research, change the title of the first column where it says major professor to major professor/advisor and add a line to the table that says course advising or academic advising. Senator Robichaux-Davis seconded the motion.

Senator Vivier said he would like to maintain the undergraduate thesis line because directing an undergraduate thesis is distinctive than undergraduate research. The Honors College has an undergraduate honors thesis that is run like a master's thesis that is often in for honor students that comes out of their undergraduate research, but it goes above and beyond undergraduate research. And the direction of an undergraduate thesis is slightly different so wants to maintain that distinction.

Senator Wyatt said there is doctoral/dissertation and master's/thesis. Why not have an undergraduate research/ thesis because you can have a master's degree without a thesis and research without a thesis.

Senator Rai stated to maintain thesis which is a distinct activity and add a new line that addresses the research aspect. He said because all these activities have a research component where students are taking for credit. He said they are taking research credits for doctoral dissertation so that goes into teaching. Similarly for the research sometimes they are doing this and there is a teaching component to it. He advises 30-35 students for their academic and there is no credit associated with it.

President Banik reviewed the amendments for Senator Musser which are changing major professor to major professors/advisor, the addition of the academic advising line on the bottom of the chart and undergraduate research. He stated there had been motion and it's had been seconded. The motion passed.

Senator Robichaux-Davis made a motion to add a row above undergraduate advisement that says undergraduate thesis. Senator Vivier seconded the motion. The motion passed.

President Banik went back to the original motion that was for the new document with those edits including the ones that were just passed.

Senator Lemus asked if this document was going to mirror Digital Measures.

Senator Jack asked about interns and residents in the College of Veterinary Medicine being added to the same chart. He said all the interns and residents, most of which have a bachelor's degree, also have a veterinary degree. He said they are doctors, but they're not graduate students. They are in the professional curriculum so they're going for post DVM specialist training, therefore it is a different animal.

Senator Rai stated there is no harm in adding because it gives an opportunity for people to provide something like this and it is the least we can do.

Senator Jack made a motion to add a line at the bottom of the chart for clinical interns and residents. Senator Haynes seconded the motion.

Senator Musser asked if that was different than a postdoc.

Senator Lemus asked if it would be on a line that says specialist. President Banik said a specialist would be a step between master's and doctoral in the College of Education.

President Banik called for a vote on the motion made by Senator Jack to add a line at the bottom of the chart for clinical interns and residents. The motion passed.

President Banik went back to the original motion of accepting the document that had previously been seconded the way it has been presented with the current amendments.

Senator Kundu made a motion to add post-doctoral research. Senator Lemley seconded the motion.

Senator Lemus asked if it could be postdoctoral researcher/visiting scientist, because sometimes you have visiting scientist are here for three or four weeks and they are not postdocs.

Senator Kundu amended his motion to include a line that says postdoctoral researcher /visiting scientist. The motion passed.

President Banik stated we were back to the original motion of accepting the document as edited. The motion passed.

President Banik asked for all of those in favor of accepting the document as amended. The motion passed.

## **2. P&T Application Document**

President Banik directed the senator to page 35 to the Application for Promotion and/or Tenure document.

The major edits that were proposed before this were on page 43 under the department head recommendations, number 3 on the second to last line it says in situations where “demonstrated excellence” is required, please provide various supporting evidence such as peer reviews, reviews of publications, letters of commendation and so on. The original document said student evaluations, and it was felt that that was too much emphasis being put on student evaluations from a department head standpoint. So that was changed to peer evaluations. Secondly, the entire sentence was in parentheses, and it was felt that those parentheses were not necessary, and there was also a comma removed as well.

Other edits on the very first page on page 35, the College of Veterinary Medicine is proposing that the chart at the top with tenure and promotion under not applicable on the left-hand side that it read not applicable (early promotion or professional track position or already possess tenure). They are proposing that we add in professional track position because professional track positions do not have a tenure.

President Banik asked for a motion to open the document for discussion.

Senator Gregory gave the motion to open for discussion. Senator Robichaux-Davis seconded the motion.

Senator Freeman suggested we move to have informal discussion on this document prior to proposing any amendments or changes and a motion to close, including seconds of motion for debate or discussion.

Senator Lemus made a motion to have informal discussion on the P&T document. Senator Tschume seconded the motion. The motion passed.

Senator Kelly gave an edit on p. 36 at the top to move the parentheses, page 37 under number 3 advisors should be advisee, page 39 under number one, close the parentheses and at the very last checkbox remove a closed paratheses at the end of recordings of teaching sessions.

President Banik stated the whole thing is in parathesis but should be cleaned up. Senator Kelly said the final correction on p. 39 was moving the number 2 to the left side of the page for that chart.

Senator Spurlin said on page 43, under the recommended for tenure, the document used to read supporting evidence such as student evaluation of teaching but suggest that we change it to student and/or peer evaluations. He said he thinks there's some faculty members that have outstanding student evaluations and does want to give an indication that those are not as worthy of evidence as peer evaluations.

Senator Sutton said she would leave this as it is just because we have a whole promotion and tenure document that includes student evaluations on it and this is meant to be more of a summary statement.

Senator Carskadon said student evaluations have to be in there somewhere. He said why are they are done if we're going to give people the option of presenting them, whether they're required or whether it's the person's choice. He said you must see what the people who are taking the courses are saying. It's not the only thing you should look at but does think it really needs to be in there.

Senator Sutton said student evaluations are already outlined explicitly in the full promotion and tenure guidance documents like university, college and departmental level.

Senator Musser agreed it's not necessary and that the context of this statement is to demonstrate excellence. He stated he has been in many conversations where if all you've got is student evaluations, you have not demonstrated excellence, even if you've got straight fives, you need something more than student evaluations to demonstrate excellence so peer evaluations are one of those tools in which you can do that and would support keeping it as it is.

Senator Gregory stated she would also agree not to include students because students are not educated in teaching and they tend to be popularity contests. She agrees with Senator Musser's comment that peer evaluations are weighted more heavily when looking at peer reviewed information. She added that for future edits on documents that they be using the colors seen on other edited documents.

Senator Lemus stated while he does not have a teaching appointment, he thinks if you are in the classroom you have those students there every day and every lecture seeing your performance. When you have a peer evaluation, sometimes you might have one peer that comes one a semester and you see one of your lectures so is that really a good justification for a peer evaluation to have more heavy influence on that than the students have.

Senator Stokes pointed out the end of the sentence states any other relevant measures of excellence and student evaluations would fall under that if necessary as well as peer evaluations. Whatever the department head or the department feels is a relevant measure of excellence could be included here and nothing is being eliminated.

Senator Lemley said student evaluations are included in the document when you look under Teaching at 1. it says evidence of quality of instruction so it does talk about having that summary statement of student evaluations presented by the faculty member that's going up for tenure or promotion so it is in the document however whether the department head chooses to comment on that I think is his or her prerogative.

Senator Fincher said he would like to support the idea of keeping the student evaluations in the statement. He said they are equally as valuable and mentioned elsewhere, but the other things were too so he does not think it's a good idea to necessarily take emphasis away from them.

Senator Tschume said he is changing course a little and would like to go back to the original discussion about the vet school. He said as a professional track faculty member, when he went for Instructor II this year he didn't know what to check on the tenure side because it didn't really apply to him. But thinks it would be good to have the professional track as the vet school recommended.

Senator Robichaux-Davis said the 2. under Teaching is all the way to the right, but thinks we need to insert the same similar title that is in the other document. She said we should look at possibly taking the same chart that will be created for the other document and putting it in this document, because it is the same information.

Senator Carskadon said a couple of years back we had an entire task force on student evaluation teaching. He said he thinks he's accurate in saying that it was considered something that should be one in a list of things and that it shouldn't simply be removed.

Senator Jack said if we're fighting over peer and student evaluations just delete the word and make it evaluations.

President Freeman moved to close informal discussion. Senator Robichaux-Davis seconded the motion. The motion passed.

Senator Musser made a motion that we accept the proposal with the amendments from the vet school on the first page on 35 under not applicable, to add or professional track position, plus the grammatical edits and the chart on page 39 reflect the chart in the annual evaluation document. Senator Robichaux-Davis seconded the motion. The motion passed.

Senator Spurlin made a motion to amend page 43 under the recommended for tenure section and reinsert the word student read evidence such as student and/or peer evaluations. Senator Carskadon seconded the motion.

Senator Robichaux-Davis said a couple of years ago the senate moved away from the language of student evaluations because they were student surveys and were opinions of the teaching effectiveness. She said for both instances it could be student survey or student survey data.

Senator Spurlin withdrew his previous motion and made a motion to amend his motion to reflect that language to amend the motion on page 39 to say this material must include a summary statement of student survey responses rather than student evaluations and to amend Page 43 to say supporting evidence such as student survey responses, common peer evaluations, and continued. Senator Robichaux-Davis seconded the motion.

Senator Rai said some may conceive that putting student survey at the beginning of the suggestion would be the correct way to write the letter and suggested by placing it on the back side of that statement to not emphasize that aspect way too much.

Senator Spurlin withdrew the previous motion and made a new motion the document be amended on page 39 to say this material must include a summary of student survey responses rather than student evaluations and to amend page 43 so the sentence would read in situations where demonstrated excellence is required, please provide various supporting evidence such as peer evaluations, student survey responses, or any other relevant measures of excellence. Senator Wyatt seconded the motion. The motion passed by hand count.

President Banik asked for a vote of the original motion of the document. The motion passed.

President Banik asked for a vote of the document as amended. The motion passed.

President Banik asked for a motion to adjourn. Senator Robichaux-Davis made a motion to adjourn. Senator Tschume seconded the motion. The motion passed.

Meeting adjourned at 5:27 pm.

Submitted for correction and approval.

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Stacy Haynes  
Dinah Jenkins, Administrative Assistant II

## INTRODUCTION OF GUESTS

Dr. Regina Hyatt, Vice President for Student Affairs  
Dr. Tracey Baham, Associate Vice President for Institutional Strategy & Effectiveness  
Dr. Dana Franz, Director of Academic Quality

## REPORT OF THE FACULTY SENATE PRESIDENT

I know we have had a very quick turnaround since the last Faculty Senate meeting in August, so I hope you all getting into the swing of classes.

I had the privilege of representing you at the Fall Convocation held on Thursday August 22<sup>nd</sup> at the Humphrey Coliseum. Thank you to all the faculty and senators that also attended to welcome in the new freshman and transfer students.

New senator onboarding was conducting on Thursday, August 22<sup>nd</sup> with five new senators in attendance.

Be on the lookout for submitting questions for the Student Course Surveys this month. There will be no optional questions for the mini-term courses, but the full Fall semester will have them if faculty wish to use them.

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

Athletic Council – This committee has not met since I have taken office, and the first monthly meeting is on September 13<sup>th</sup>.

Dean's Council – This committee has not met since the August meeting. The next scheduled meeting is on September 11<sup>th</sup>.

Design Review Committee – This committee has not met since our last meeting. The next scheduled meeting is on September 7<sup>th</sup>.

Inclusive Excellence Leadership Council – This committee has not met since our last meeting. I have reached out to Dr. Rasheda Forbes-Boddie about when this committee meets, but I have not heard back.

Executive Council – This committee met on August 28<sup>th</sup>. We approved several operating policies, including OP 91.350 Reservation of University Recreation Facilities, OP 91.108 Mass Text Messaging, OP 80.12 Distribution of Recovered Facilities and Administrative Costs, OP 60.123 Disability, Pregnancy, and Childbirth Accommodations in Employment, and OP 60.227 Break Time for Nursing Mothers. We also approved AOP 13.06 Sabbatical Leave for Faculty Members of State IHL and AOP 13.11 Academic Freedom.

Game Day and Special Events – This committee has not met since our last meeting.

Information Technology Council – This committee has not met since the August meeting. The next scheduled meeting is on September 5<sup>th</sup>.

Master Plan Development and Advisory Committee – This committee has not met since our last meeting. The next scheduled meeting is on September 14<sup>th</sup>.

Parking and Traffic Regulations Committee – This committee has not met since our last meeting. The next scheduled meeting is on September 28<sup>th</sup>.

Sustainability Committee - This committee has not met since our last meeting. I have reached out to the Sustainability Team of undergraduate interns to answer some questions or direct me to someone who can answer some questions that were raised at the last meeting. On August 30<sup>th</sup>, one of the undergraduate interns responded to my email stating that they are researching these concerns and will get back to you as soon as possible. The questions I posed were:

1. What types of chemicals are being used in Chadwick Lake to combat algae growth?
2. What is the current approach to recycling on the campus, and how can we better develop what we currently are doing?
3. What is the timeline for a new sustainability coordinator hire?

I also mentioned that we may request someone from the Sustainability team to attend a Senate meeting in the future.

## REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council – No meetings were held since the last Vice President’s report.

Committee on Campus Access – No meetings were held since the last Vice President’s report.

Calendar Committee – No meetings were held since the last Vice President’s report.

Master Plan Development and Advisory Committee – No meetings were held since the last Vice President’s report.

Undergraduate Research and Creative Discovery Committee – No meetings were held since the last Vice President’s report.

## REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES



## BUSINESS TO BE SENT TO COMMITTEE

<a href="#">AOP 12.08 Requirements for Academic Programs and Academic Consortial/Contractual Agreements (Academic Affairs)</a> .....	(p.26)
<a href="#">AOP 12.29 Undergraduate Admissions Requirements (Academic Affairs)</a> .....	(p.35)
<a href="#">AOP 10.05 Nepotism (Ancillary Affairs)</a> .....	(p.42)
<a href="#">AOP 13.20 Exit Interviews of Departing Faculty (Faculty Affairs)</a> .....	(p.45)

## STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS  
ANCILLARY AFFAIRS  
CHARTER & BYLAWS  
FACULTY AFFAIRS  
STUDENT AFFAIRS  
UNIVERSITY RESOURCES

## PENDING BUSINESS

## NEW BUSINESS

<a href="#">Letter of Request from Dr. Shaw for AOP Assignment (Charter &amp; Bylaws)</a> .....	(p.48)
<a href="#">Letter of Request re: Engineering Resolution (University Resources)</a> .....	(p.49)

## ADJOURN



AOP 12.08: REQUIREMENTS FOR ~~DEGREES, ACADEMIC MINORS,~~  
~~CERTIFICATE PROGRAMS, ACADEMIC PROGRAMS~~ AND ACADEMIC  
CONSORTIAL/CONTRACTUAL AGREEMENTS

PURPOSE

The purpose of this Academic Operating Policy (AOP) is to establish requirements for ~~different degrees and to provide the basis for establishing and maintaining academic minors and certificate programs which both recognize successful completion of course work area(s) other than a student's academic major.~~ degrees, majors, concentrations, minors, endorsements, and certificates. This policy describes the approval and modification process for these credentials. It also provides requirements for consortial and contractual agreements.

POLICY/PROCEDURE

An academic program is a program of study with progressive credit-bearing coursework that has been approved by the appropriate faculty curriculum committees. The completion of academic programs results in an official Mississippi State University credential in the form of a degree or a certificate. All other combinations of credit-bearing coursework are described in this policy as degree characteristics.

**Degree Programs:**

A degree program is defined by the Mississippi Institutions of Higher Learning as a course of study with a prescribed set of requirements which a student must complete. It is identified by a specific degree ~~title type~~ and a specific major subject matter area. Mississippi State University (MSU) offers baccalaureate, master's, educational specialist, ~~Doctor of Philosophy, Doctor of Education, and Doctor of Veterinary Medicine degrees and doctoral programs.~~ Major programs of study progressively build to become more rigorous the farther the student matriculates. Degree programs are also progressively more advanced than the previous level. All courses and curricula are subject to the review and approval of the University Committee on Courses and Curricula; additionally, the Graduate Council will review and approve courses and curricula at the graduate level. Faculty members representing all of the MSU colleges serve on these committees. All courses and curricula are also subject to review and approval by the Academic Deans Council.

**Undergraduate degrees.** All baccalaureate degrees offered by MSU must comply with the guidelines established by the Board of Trustees of the Mississippi Institutions of Higher Learning. All ~~undergraduate baccalaureate degrees programs~~ must have a minimum of 120 semester hours and typically no more than 124 hours. Exceptions for exceeding the 124 can be

requested based on discipline-specific accreditation and licensing standards and other standards in certain disciplines. ~~All baccalaureate programs must meet or exceed the university's general education requirements.~~ Baccalaureate programs must comprise a minimum of 30 hours of general education requirements plus 90 hours in the major.

a. General Education Core Curriculum – minimum of 30 hours in general education courses that build intellectual skills that all postsecondary students should have. These hours must be comprised of courses satisfying the following:

1. 6 hours of English Composition

2. 3 hours of Quantitative Reasoning

3. 3 hours of Creative Discovery

4. 18 hours in domain areas

a. 6 hours in Humanities

b. 6 hours of Social Sciences

c. 6 hours of Natural Sciences, with at least one laboratory-based class

Students whose major falls within one of the domain courses may count 6 credit hours from their Major Core courses toward the General Education Core. Otherwise, General Education Core courses should not serve as pre-requisites to the major.

b. Major – minimum of 90 hours that may include foundational, discipline, elective, and other coursework designed to complete a bachelor's degree

1. Foundational courses provide a scope of the field, introduce terminology, and practice tools and technology needed for the major. Course content in foundational courses focuses on knowledge and comprehension. These courses typically round out college-core requirements beyond the university requirements.

2. Discipline and other advanced courses must be 60 hours of study beyond the level of an associate's degree. A program of study must represent intentional groupings of coursework to enhance the breadth or depth in a focused area of study that are progressively more rigorous as the student matriculates through the major. At least 30 hours must be at the 3000 or 4000 course level.

2-3. High-achieving undergraduate students may complete up to 15 credit hours of graduate-level coursework before completing a baccalaureate. Students may enroll in an approved accelerated program and may count a maximum of 9 credit hours toward both a bachelor's and a master's degree.

**Professional Degrees.** Professional degrees provide the knowledge and skills for the recognition, credential, or license required for professional practice.

a. Professional master's requires a minimum of 30 credit hours, typically with one year of didactic coursework and one year of clinical experience.

b. Professional doctorate requires a minimum of the equivalent of four calendar years, including two years of hands-on clinical education.

**Graduate Degrees.** ~~The five graduate degrees have length requirements as follows~~ Graduate degree programs provide coursework intended to develop analysis, judgment, and the creation of new knowledge within a major discipline within a coherent program of study with increasing rigor beyond the baccalaureate:

- a. All master's degrees at MSU must have a minimum of 30 semester hours. The master's degree with a thesis option requires 24 hours of graduate coursework and 6 hours of earned research/~~thesis~~ hours. Any non-thesis master's option must contain a minimum of 30 hours of graduate course work.
- b. The educational specialist degree requires 30 semester hours of graduate credit above the master's degree. The educational specialist degree with a thesis option requires 24 hours of graduate coursework and 6 hours of earned research/~~thesis~~ hours. Any non-thesis educational specialist option must contain a minimum of 30 hours of graduate course work.
- c. ~~The Doctor of Philosophy~~ Doctoral degrees requires at least ~~three~~ 54 academic years ~~hours of coursework~~ beyond the bachelor's degree ~~to meet the course requirements.~~ Coursework from a master's and specialist degree may be applied toward the doctorate so long as the doctoral program requires additional coursework beyond these degrees. Also required for the Doctor of Philosophy Doctoral degrees also require a research component. For a Doctor of Philosophy, the research component requires ~~are~~ a dissertation and a minimum of 20 semester hours of research for the dissertation. ~~Each academic unit which administers a degree program leading to the Doctor of Philosophy will determine, if any, the research and special skill requirements for the degree. The academic unit will notify the Dean of the Graduate School of any new skill requirements or any changes in current requirements.~~

#### **Degree Characteristics**

Degree characteristics are intentionally designed groupings of coursework to enhance a major that students complete while enrolled in a degree program.

**Concentration.** A concentration is a subdivision of a major that allows a student to study a specialty area. It is a formal and coherent grouping of credit hours that focus on a discipline. New concentrations must have 18 credit hours or more. ~~The Doctor of Education degree requires at least three academic years beyond the bachelor's degree or a minimum of 90 semester hours beyond the bachelor's degree to meet the course requirements. Also required for the doctorate of education are a dissertation and a minimum of 20 semester hours of research for the dissertation.~~

~~1. The Doctor of Veterinary Medicine degree is a professional degree, and it requires a minimum of the equivalent four academic years, including two academic years of hands-on clinical education.~~

†. **Minors.** An academic minor is a designation of a group of courses ~~in an approved academic area in which a student can gain recognition for the completion of a required number of credit hours that do not reach the level of a major.~~ Minors are optional at the undergraduate level but may be required in certain graduate degree programs. Minors can only be granted concurrently and in conjunction with the granting of a degree from Mississippi State University. ~~A department or academic unit granting a minor may specify majors for which students cannot earn that minor. Otherwise, students are free to pursue any approved minor. A minimum of 15 credit hours is required for an undergraduate minor, a minimum of 9 credit hours for a minor at the master's level, and 12 credit hours at the doctoral level. All minors must identify a program coordinator (who may be the same person serving as the degree program coordinator) so that students may officially declare a minor prior to applying for graduation.~~

~~The following conditions apply to minors:~~

- ~~• A minimum of 15 credit hours is required for an undergraduate minor and a minimum of 9 credit hours is required for a minor at the master's level and 12 credit hours at the doctoral level.~~
- ~~• At least one-half of the hours in the undergraduate minor and two-thirds of the hours in a graduate minor must be taken at MSU.~~
- ~~• A minimum grade point average of 2.0 is required in all courses taken as part of an undergraduate minor, while a minimum 3.0 is required in all courses taken as part of a graduate minor.~~
- ~~• A department or academic unit granting a minor may specify majors for which students cannot earn that minor. Otherwise, students are free to pursue any approved minor.~~
- ~~• Academic units can establish additional requirements that go beyond those specified in this policy.~~
- ~~• The establishment of all undergraduate minors must be approved by the University Committee on Courses and Curricula and by the Provost and Executive Vice President.~~
- ~~• A student must declare intent to complete requirements for a minor prior to the declaration to graduate.~~
- ~~• Completion of a minor will be noted on a student's academic transcript.~~

**Certificate Programs Endorsements.** An ~~academic certificate program endorsement~~ is a thematic grouping of courses ~~that students collect while matriculating through a major to recognize competency in a particular skill area in which students can attain recognition for the completion of a required number of credit hours.~~ A major may choose to disaggregate its Major Core into skill-based components so long as these components progress toward a coherent program of study. An endorsement may also be a collection of related courses across multiple disciplines that do not rise to the level of a minor in any one discipline. Endorsements may be recognized in the notes on a student's transcript, communicated to the Registrar's Office from the unit offering the endorsement (e.g., department, college, etc.). Endorsements may be earned at the undergraduate or graduate levels (see AOP 12.11 for Undergraduate Degree Requirements). ~~It is distinct from a minor in that it is not necessary for the granting of a certificate to be tied to the granting of a degree although individual certificate programs may make that requirement.~~

### **Non-Degree Academic Programs**

A certificate (or alternative credential) is a stand-alone credential outside of a degree program. The establishment of all certificate programs must be approved by the University Committee on Courses and Curricula, the Provost and Executive Vice President, and the Assistant Commissioner of the Institutions of Higher Learning for Academics and Student Affairs. Students enroll into these programs directly and are typically considered non-degree seeking. The completion of certificate programs results in a formal award from the institution, as opposed to a note on the transcript. Students cannot be enrolled in an undergraduate degree and a certificate program concurrently unless part of an approved accelerated program.

Mississippi State University is approved to offer two types of certificate programs:

- a. Post-baccalaureate certificates require graduate-level coursework beyond the bachelor's that does not reach the level of a master's degree (nor could they stack to a level of a master's degree without being admitted to a master's degree). Students must have completed a bachelor's degree to enroll unless part of an approved accelerated program. Upon completion of the certificate, students may be able to apply these credits toward a master's degree. At least 50% of the required coursework must be completed at Mississippi State University.
- b. Post-master's certificates require graduate-level coursework beyond the master's that does not reach the level of a doctorate. Students must have completed a master's degree to enroll. Upon completion of the certificate, students may be able to apply these credits toward a doctoral degree. At least 50% of the required coursework must be completed at Mississippi State University.

Unlike minors, which tend to be in areas where there are majors, certificate programs can be interdisciplinary and are often in areas in which the university offers no major.

The following conditions apply to certificates:

- ~~○ A minimum of 12 credit hours in a program are required for a certificate.~~
- ~~○ At least 50% of the hours earned in a certificate program must be taken at MSU.~~
- ~~○ A minimum grade point average of 2.0 is required in all courses taken as part of an undergraduate certificate program, while a minimum 3.0 is required in all courses taken as part of a graduate certificate program.~~
- ~~○ Certificate programs can be established with additional requirements that go beyond those specified in this policy.~~
- ~~○ A committee or oversight body must be established that administers the certificate program.~~
- ~~○ The establishment of all certificate programs must be approved by the University Committee on Courses and Curricula, the Provost and Executive Vice President, and the Assistant Commissioner of the Institutions of Higher Learning for Academics and Student Affairs.~~
- ~~○ A certificate may be granted independent of a degree or in conjunction with a degree if so specified by the certificate program.~~
- ~~○ Completion of a certificate program will be noted on a student's academic transcript.~~

## 2. Review and Approval of Courses and Curricula

The faculty ensure the quality and effectiveness of its curricula. Any addition, modification, suspension, or deletion of a course, or a degree program, degree name, or any formal and coherent grouping of courses (to include concentrations, minors, and certificate programs) degree characteristics, or any non-degree academic programs should be initiated from the faculty in departments holding those programs and is subject to the review and approval of the University Committee on Courses and Curricula (UCCC) and the Academic Deans Council. These changes are subject to the review of the Graduate Council when offered at the graduate level. The *Guide & Format* through the UCCC defines the level of rigor intended for course numbering at Mississippi State University. UCCC will also verify whether the programs of study are coherent and progressively rigorous in accordance with conventional standards of practice and the major discipline(s).

The following definitions shall be used to determine if review is required:

- ~~● **Degree:** The most general designation assigned to a graduate or undergraduate program of study. The degree is usually awarded by a College or School.~~
- ~~● **Major:** A subdivision of a degree. The major usually resides within a Department.~~
- ~~● **Degree Program:** The combination of degree and major.~~

- ~~**Concentration:** A subdivision of a major. It is a formal and coherent grouping of courses beyond the core of the major that allows a student to focus on a specialty area.~~
- ~~**Emphasis:** An informal grouping of courses within a concentration that provides a direction for advisors and students wishing to pursue a particular aspect of their chosen concentration. Emphases are not tracked or indicated on the student's transcript.~~
- ~~**Minor:** A formal and coherent grouping of courses primarily outside the major designed to provide the student with specialized training. Minors are offered, and administered, by a department in an already established area of study (recognized by the existence of a major, or course prefix), and are not generally available to students pursuing a major within the same department.~~
- ~~**Certificate:** A formal and coherent grouping of courses taken outside the context of a degree program. If completed within a degree program it is usually considered a minor.~~

### Academic Consortial/Contractual Agreements

~~These agreements~~ ~~Agreements which~~ allow students to obtain academic credit which broadens their educational experience, while aligning with the mission of Mississippi State University.

- Consortial relationship—formal arrangement between Mississippi State University and one or more institutions of higher learning to share the responsibility for delivery of courses/programs meeting mutually agreed upon academic quality standards.
- Contractual agreement ~~is~~ formal arrangement between Mississippi State University and another institution(s) of higher learning for receipt of courses, programs, or other academic credit delivered by the other institution(s).
- All academic consortial/contractual agreements must be approved by the Provost and Executive Vice President and may be subject of substantive change (refer to AOP 10.15). The agreements will be on file in the Office of the Provost and Executive Vice President.
- The ~~Associate Executive Vice~~ Provost for Academic Affairs will be responsible for a periodic review of the academic consortial/contractual agreements to ensure compliance and alignment with the university's mission.
  - Agreements which specify an evaluation date will be reviewed accordingly.
  - Agreements which do not specify a review cycle will be evaluated ~~biannually~~ biennially.



## REVIEW

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate-Executive Vice Provost for Academic Affairs ~~(APAA)~~ and Dean of the Graduate School with recommendations for revision 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 12.29: UNDERGRADUATE ADMISSION REQUIREMENTS

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish an understanding of the undergraduate admission requirements at Mississippi State University, as defined by the Board of Trustees of the State Institutions of Higher Learning (IHL).

### POLICY/PROCEDURE

The Office of Admissions and Scholarships administers general admission requirements. Applicants who meet general admission requirements to the University may not meet the admission requirements for a specific program, department, and/or college.

#### I. Freshman Admission Requirements

1. Regular Admission. Freshman applicants for regular admission may be admitted to Mississippi State University provided the following requirements are met:
  - a. The applicant must have graduated from an approved secondary school.
  - b. The applicant must submit an official American College Test (ACT) score or Scholastic Aptitude Test (SAT) score. The highest ACT or SAT subject test scores from the same test type will be used when scores from more than one test date are submitted. This process is known as superscoring. A combination of ACT and SAT subtest scores cannot be combined to calculate a superscore.
  - c. To enroll as a freshman in any of the programs of study at MSU, a student, during grades 9-12, must have satisfactorily completed, at minimum, the number of units as shown in the Policies and By Laws as set forth by the Board of Trustees, Institutions of Higher Learning State of Mississippi at <http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>.

Full admission to Mississippi State University for Mississippi residents will be granted to high school graduates who complete the required high school courses with one of the following:

- ♦ A minimum 3.20 grade-point average; or,
- ♦ A minimum 2.50 grade-point average or standing in the top 50 percent of the class and a composite score of 16 or higher on the ACT or the equivalent SAT score; or,
- ♦ A minimum 2.0 grade-point average and a composite score of 18 or higher on the ACT or the equivalent SAT score; or

- Satisfy the National Collegiate Athletic Association standards for student athletes who are “full qualifiers” or “academic redshirts” under Division I guidelines.

Full admission to Mississippi State University for nonresidents of Mississippi will be granted to high school graduates who complete the required high school courses with one of the following:

- A minimum 2.50 grade-point average and a composite score of 20 or higher on the ACT, or the equivalent SAT score; or
  - Student-athletes who satisfy the National Collegiate Athletic Association standards and who are “full qualifiers” or “academic redshirts” under Division I guidelines are exempt from the above requirement.
2. Contingent Admission. Applicants who are Mississippi residents and fail to meet the full admission standards may, as a result of a review, be admitted. The review will be conducted by an admissions committee, who will consider the student’s high school performance, ACT/SAT scores, placement testing, and special interests and skills.

A student athlete must meet the requirements of the Southeastern Conference and the National Collegiate Athletic Association (NCAA).

3. Special Program for Academically Talented Students (SPATS). Academically talented students in high school who have a standard composite minimum score of 24 on the ACT or equivalent SAT score, may apply for admission as a SPATS student to earn regular college credit.

SPATS students may take courses during the spring, summer, or fall term. Information concerning the program and application forms may be obtained at [www.admissions.msstate.edu/](http://www.admissions.msstate.edu/) or by writing to: SPATS, Office of Admissions and Scholarships, P.O. Box 6334, Mississippi State, MS 39762. Students in this category will be advised by and will schedule classes through the University Academic Advising Center.

4. Admission by High School Equivalency Exam – Domestic Applicants. An applicant who has not graduated from high school may substitute the state approved high school equivalency examination for the requirement of high school graduation. The approved high school equivalency examination will substitute for the requirement of high school graduation only, and not for the other requirements for freshman admission. Therefore, applicants who took an approved high school equivalency examination must submit an acceptable ACT/SAT score. Applicants who pass an approved high school equivalency examination and who do not meet other requirements for freshman admission may enroll at Mississippi State as transfers after meeting the normal requirements for transfer admission from an accreditation agency that is recognized by the U.S. Department of Education.

5. Home Schooled. Home Schooled applicants are required to meet the same requirements as other freshman applicants. Official ACT/SAT scores and transcripts (or portfolios) are required.
6. Special Non-Degree Classification. An applicant who is at least twenty-one (21) years old and who does not meet the regular freshman admission requirements may apply to the Admissions Office for acceptance into the Special Non-Degree (SND) student category. Students in this category will be advised by and will schedule classes through the University Academic Advising Center. Applicants must demonstrate adequate preparation for the classes they plan to schedule. SND students may schedule a maximum of twelve (12) semester hours during a regular term and three (3) semester hours during a five-week summer term. To move from the SND status, students must satisfactorily complete twelve (12) semester hours with a C or better average in core courses that are applicable to a degree at MSU. Students wishing to gain reclassification to a traditional major should discuss this during their initial meeting with one of the professional advisors in the University Academic Advising Center. For students admitted to a degree program, a maximum of eighteen (18) semester hours of credit earned while in the SND classification may be counted toward a baccalaureate degree, pending approval by the dean of the college or school from which the degree is sought.

Degree seeking adult applicants with previous college attendance must meet regular transfer student requirements and, therefore, may not apply for admission under the Special Non-Degree option.

Non-degree seeking adult applicants with previous college attendance who do not meet regular transfer requirements may be allowed to schedule courses for self-improvement and/or job enhancement. Applicants must file a letter of intent with the Director of Admissions to enroll under this option.

7. Transient Admission. Students who are enrolled fulltime at a 2-year or 4-year institution and wish to enroll at MSU for course-work to be transferred to their home institution may be admitted in transient status for one term (spring, summer, or fall) with the expectation of returning to their previous institution. Applicants must submit an application for admission along with the required application fee transcript showing good standing for the term immediately prior to enrollment at MSU and an approved Letter of Transiency, from their current institution. If a student in transient status wishes to remain at MSU in a degree seeking status, he or she must apply and meet the requirements of a transfer applicant. Students may apply for subsequent terms in transient status. However, an updated application for admission, and all other documents required for transient admission will be required. Students in this category will be advised by and will schedule classes through the University Academic Advising Center.

8. International Baccalaureate and University of Cambridge International Examinations. International Baccalaureate and University of Cambridge International Examinations graduates follow the same procedures as applicants holding a regular high school diploma.
9. Undergraduate students who are part of a Partnership Pathway program between their community college and the Meridian campuses are automatically eligible for concurrent admission at the Meridian Campus. Students are required to submit final official transcripts by the end of their first semester of full-time enrollment.

## II. Transfer Student Admission Requirements

**Applicants** who attend another institution before applying to MSU **must be eligible to re-enroll in the last institution they attended.** Transfer applicants must meet one of the following criteria for admission.

Transfer credits used to satisfy admissions requirements to the University are not automatically applied to the student's degree program of choice. The application of transfer credit to a degree program is determined by that degree program's academic department.

### Admission Option 1:

1. Submit a high school transcript and ACT or SAT scores showing that the applicant qualified initially as a freshman enrollee (see Freshman Admission Requirements), and
2. Earn an overall 2.0 GPA on all courses attempted (as computed by Mississippi State University) at an institution of higher learning that is accredited through an agency recognized by the U.S. Department of Education.

### Admission Option 2:

Any applicant who does not meet freshman requirements may attend an institution of higher learning that is accredited through a U.S. Department of Education recognized agency and complete the core courses listed below and earn an overall 2.0 GPA on all hours attempted (as computed by Mississippi State University). Official transcripts from each institution attended must be submitted; faxed transcripts will not be accepted.

The applicant must attain a "C" average (2.0 GPA on a 4.0 scaled) on the following 30 semester hours of college work at an institution that is accredited through a U.S. Department of Education recognized agency:

6 semester hours English Composition

3 semester hours College Algebra, Quantitative Reasoning, or higher level mathematics

6 semester hours Natural Science

9 semester hours Humanities or Fine Arts

6 semester hours Social or Behavioral Sciences

### Admission Option 3:

Any applicant who does not meet freshman requirements may attend an institution of higher learning that is accredited through a U.S. Department of Education recognized agency and earn an A.A., B.S., or equivalent degree with a 2.0 GPA (as computed by Mississippi State University). Official transcripts from each institution attended must be submitted; faxed transcripts will not be accepted.

A transfer applicant who meets general admissions requirements to the University, may not meet the requirements for a specific department. Applicants should contact the academic department for additional requirements. Transfer work earned from an institution that is not accredited through a U.S. Department of Education recognized agency is not acceptable at Mississippi State University and applicants from these institutions must meet the admission requirements as an entering freshman.

### III. International Student Admission Requirements

International applicants who wish to gain admission as an undergraduate student at Mississippi State must follow the admission procedures described for international students as described at <http://www.admissions.msstate.edu>. Requirements for admission also include:

Credentials from Non-US Institutions: Post-secondary school credentials from non-U.S. institutions must be submitted through a National Association of Credential Evaluation Services member for a course-by-course evaluation with grade point average calculation.

English Language Proficiency Requirement: International undergraduate students admitted to Mississippi State University must demonstrate English language proficiency to register for academic courses offered through the colleges. Any of the following scores are acceptable to demonstrate English language proficiency:

- International English Language Testing System (IELTS): minimum band score of 6.0.
- Test of English as a Foreign Language (TOEFL): minimum 525 for paper-based test; 197 for computer-based test, and 71 for Internet-based test.
- Duolingo English Test score of 120

- A score of 19 or higher in the English section of the ACT or a score of 510 in the Evidence -Based Reading and Writing Section of the SAT

Although applicants may meet general language requirements for admission to the university, some departments have established higher English language proficiency requirements. For a complete listing, please visit the web site at [www.admissions.msstate.edu](http://www.admissions.msstate.edu).

#### Exemption from English Language Proficiency Requirement

The following applicants are exempt from submitting one of the above English Language Proficiency scores:

- International applicants who apply for admission as degree-seeking freshmen and who have completed two years minimum of high school education and earned at least a C in English courses and graduated from an accredited high school in the US. Such applicants must, however, comply with the admission standards for domestic (i.e. US) applicants.
- International applicants who apply for admission as degree-seeking transfer students and who have completed at least one English Writing/Composition course at an accredited institution of higher education in the U.S. Such applicants must, however, comply with the admission standards for domestic (i.e. US) applicants.

#### Admission with English Language Deficiency

International students who wish to enroll in academic courses but fail to demonstrate English language proficiency using one of the approved methods will be required to enroll in the English Language Institute (ELI). Students who successfully complete the ELI program will be considered to have demonstrated English language proficiency and will then be allowed to register in academic courses offered through the colleges. Admission to the English Language Institute is an additional process. Please visit the International Institute's website [www.international.msstate.edu](http://www.international.msstate.edu) for details.

#### 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:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



## AOP 10.05 NEPOTISM

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the administration and faculty regarding the policy on nepotism.

### REVIEW

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

### POLICY/PROCEDURE

The University has restrictions related to relatives working in the same unit, and these are covered in [HRM Policy 60.103](#) in the section “Employment of Relatives.”

Employees are prohibited from participating in the hiring process or engaging in hiring decisions that affect their relatives. In situations where an employee’s family member is an applicant, the employee must not engage in any part of the application process, including but not limited to serving on the search committee, engaging in the interview, or giving feedback about any of the candidates applying for the same position.

In cases where circumstances result in relatives being employed in the same unit, the administrative unit must develop a plan to show an alternative reporting structure. The relative being employed shall report to the next higher administrative authority. This structure is necessary to avoid conflicts of interest involving relatives where decisions result in direct benefits to such individuals. The alternative reporting lines must be clearly stated and approved at the next higher administrative level within a month after a nepotism issue develops.

In addition to conflicts of interest involving relatives in employment, non-employment situations where direct benefit to relatives can occur must be avoided in order to prevent real or perceived conflicts of interests. These situations can involve faculty, staff, or students and include, but are not limited to, assignment of grades, selection of scholarship recipients, selection of recipients of awards and special recognition, and completion of evaluations. Each unit must decide how special accommodations are to be made to avoid such non-employment conflicts of interests and report such accommodations to the next higher administrative level.

### 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.

**REVIEWED:**

\_\_\_\_\_  
Executive Vice Provost & Dean of the Graduate School

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**APPROVED:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



## **AOP 13.20: EXIT INTERVIEWS OF DEPARTING FACULTY**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding about the policy related to exit interviews of departing faculty members. Exit interviews of departing faculty members can provide useful information to the administrative decision-making process of this university.

### **POLICY/PROCEDURE**

A departing faculty member who wishes, is encouraged to express his/her views or to provide an evaluation of one's working environment, and shall be granted an opportunity for an exit interview with the appropriate department head, director, or dean as requested by the exiting faculty member. Exiting faculty are also strongly encouraged to complete the online Faculty Exit Survey. An invitation to submit the online survey will be sent via email upon notification of resignation to Human Resources Management.

It shall be the responsibility of the appropriate department head, director, or dean to notify the departing faculty member of these opportunities, allowing sufficient time to complete the process (i.e. participate in the interview, sign the report, and if necessary rebut the report) before they depart the university.

If an exit interview is given, a summary report should be prepared by the department head, director, or dean of the departing faculty member(s) for the purpose of addressing any problems or concerns. A possible format for such a report should contain the following information:

1. Date
2. Name, position/rank
3. Date of separation
4. Length of service at Mississippi State
5. Reason(s) for leaving

6. The departing faculty member's suggestions for improvement.

Finally, this report should be forwarded to the Dean and to the Provost and Executive Vice President. An online submission of the Faculty Exit Survey will automatically be reviewed by the Office of the Provost and Executive Vice President.

## REVIEW

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

### **REVIEWED:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

06/25/2018  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

06/25/2018  
Date

/s/ Brent Fountain  
President, Robert Holland Faculty Senate

06/25/2018  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

06/28/2018  
Date

/s/ Joan Lucas  
General Counsel

06/26/2018  
Date

**APPROVED:**

/s/ Mark Keenum  
President

07/11/2018  
Date



**OFFICE OF THE PROVOST AND  
EXECUTIVE VICE PRESIDENT**

P.O. Box BQ  
3500 Lee Hall  
Mississippi State, MS 39762  
P. 662.325.3742

August 26, 2023

Mr. Robert Banik, President  
Robert Holland Faculty Senate  
Mississippi State University

Dear President Banik,

I would request that the Faculty Senate consider amending its policy on assignment of Academic Operating Policy revisions, to allow the president to immediately assign them to the appropriate Faculty Senate committee rather than waiting until after a Senate meeting for this assignment. Since AOP review is required by university policy, it is not necessary for debate by the Senate for these policies to be assigned and reviewed. This can eliminate an unnecessary delay in review of these policies.

Sincerely,

David R. Shaw  
Provost and Executive Vice President  
Mississippi State University



## Robert Holland Faculty Senate resolution against *mandating* faculty academic time on proposals

Proposed by Senators representing Bagley College of Engineering faculty: **Adrian Sescu, Andy Perkins, Lauren Priddy, Neeraj Rai, and Santanu Kundu** (names appear in alphabetical order)

WHEREAS, in the Summer of 2023, Bagley College of Engineering (BCoE) implemented **EOP 37 Academic Time on Research Proposals (hereafter referred to as the policy)**, which requires faculty to budget 0.5 months of the academic year (AY) salary for every 1.0 month of Summer salary requested on all grant proposals (i.e., 2:1 ratio of summer: AY salary). This policy was voted into effect by BCoE department heads without faculty input and signed by the Dean, effective June 13, 2023. A similar policy was implemented in the Spring of 2022 in the Dave C. Swalm School of Chemical Engineering without any faculty input.

WHEREAS, the establishment of this policy did not follow the shared governance model outlined in the Faculty Handbook Section C: Principles for University Governance. For example, the faculty handbook states:

- a. *“Effective university governance includes consultation with the faculty, professional and support staff, students, and external constituents on budget, policy, and procedure matters.”*
- b. *“To facilitate open communication and effective university governance, the university's president and other administrative officers will exercise due diligence in consulting with the faculty, professional and support staff, students, and external constituents on issues affecting them.”*

WHEREAS, this policy has begun affecting faculty from other colleges. Non-BCoE faculty members submitting collaborative proposals with BCoE faculty must adhere to this policy.

WHEREAS, Code for Federal Regulations (CFR 200.403 Factors affecting allowability of cost) stipulates: *“Be **consistent** with policies and procedures that apply **uniformly** to both federally-financed and other activities of the non-Federal entity;”* CFR 200.430 compensation of personal services stipulates that compensation: *“Is reasonable for the*

*services rendered and conforms to the established written policy of the non-Federal entity **consistently** applied to both Federal and non-Federal activities;*

WHEREAS, according to the National Science Foundation (NSF) Proposal & Award Policies & Procedure Guide (PAPPG) (NSF23-1) Section f(i): “*NSF regards research as one of the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on research within the term of appointment is deemed to be included within the faculty member’s regular organizational salary.*” In other words, NSF does not expect to fund AY salary on proposals, and budgeting AY salary could decrease the competitiveness of NSF proposals submitted by MSU faculty.

WHEREAS, NSF limits the total compensation to 2.0 months from all NSF-funded projects for an individual. According to EOP 37, that would allow only 1.33 summer months' salary and 0.67 months academic year salary. Especially for faculty whose research is largely funded by NSF, this will limit their opportunity to receive summer salary. More broadly, EOP 37 will hinder faculty recruitment and retention.

THEREFORE BE IT

*RESOLVED*, that the Robert Holland Faculty Senate advises the University President to take immediate corrective actions to rescind any department or college-level policies (including EOP 37) that *mandate* faculty budget academic year (AY) salary when requesting summer salary on externally funded proposals.

**BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE**  
**EOP 37**  
**Academic Time on Research Proposals**

**PURPOSE**

Many funding agencies permit faculty to charge academic time in addition to summer support on research proposals to support activities associated with fulfilling deliverables. Given that project PIs and coPIs perform project related duties over the course of the entire year, there is an expectation that investigators provide a fair balance of academic and summer time in their project budgets.

**REVIEW**

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

**POLICY/PROCEDURE**

The following guidelines have been endorsed by the department heads in preparing proposal budgets when allowed by the funding agency.

- A 2 : 1 ratio of summer : academic time (for one month of summer, one-half month of academic time / release) is the base expectation for all grants
- Thus, for a full summer (3 months), 1.5 months of academic time should be budgeted
- Department heads have the final decision on approving / releasing their faculty from teaching obligations. However, as a rule of thumb, these are recommended guidelines:
  - 1/8<sup>th</sup> (or 12.5%) of the 9-month salary (1.125 months) of academic time is needed to buy out of a course
  - To buy out of a second course, the total release on all grants required would be 2.25 months (25% to the 9-month salary)
- Academic time budgeted in proposals is typically not permitted to be reallocated to support summer support unless there are extenuating circumstances
- Academic units are encouraged to develop policies to incentivize their faculty to participate in this and similar programs. As an example, a department may want to adopt a policy to return a portion of any release above 2.25 months to the investigator or develop another revenue sharing models (e.g., share of returned overhead)

APPROVED:

  
\_\_\_\_\_  
Jason M. Keith  
Dean of Engineering

\_\_\_\_\_  
Effective June 13, 2023

## **BCOE General Faculty Meeting Summary**

**August 17<sup>th</sup>, 2023**

Dean Jason Keith, Associate Dean Kari Babski-Reeves, Assistant Dean Robert Green, and several faculty members attended the meeting.

Dr. Keith provided the following updates regarding the enrollment, research funding, and endowment.

- As of August 17<sup>th</sup>, 2023, the Fall enrollment for the college increased by 15 students compared to last year. The enrollment in the Computer Science Department increased by 100, whereas that in the Chemical and Petroleum Engineering Department decreased by 100.
- The research expenditure for the university was above \$300 MM, and out of that BCOE expenditure was ~\$70 MM. The Engineering research expenditure was in the top 50 in the US.
- The Mechanical Engineering department has received a \$16.5 MM gift. Several endowed chair positions will be established in the next few years.

Dr. Keith also provided his input on the recently approved policy, EOP 37: Academic Time on Research Proposals. One of the most salient points of this policy is that for one month of summer, one-half month of academic time release needs to be included in any research proposal.

### **According to Dr. Keith:**

- This policy follows the federal regulation, Uniform Guidance for Federal Awards.
- For about 2 years, there has been an ad-hoc policy in a few departments (e.g., ISE, ME), and this policy formalized the process.
- Since faculty members are working on a project throughout the academic year, including mentoring graduate students, travel etc, this policy accounts for that time.
- Followed by many peer and peer+ institutions
- The policy has been discussed with VP for Academic Affairs, VP for Agriculture, Forestry, and Veterinary Medicine, VP for Research and Economic Development and they are considering this policy
- Research centers (e.g., CAVS) already have an existing policy similar to this for travel charged to projects.
- Some faculty positions are soft funded. This is an equitable approach for the tenure track faculty since the research faculty need to raise funding to support their salary.
- The purpose of this policy is to solve financial issues.

Dr. Lauren Priddy followed up with a question about whether federal policy distinguishes summer vs academic time. Dr. Keith indicated that it does not.

Dr. John E. Ball asked whether this policy is applicable to NSF proposals, as NSF does not prefer to support academic time. Dr. Babski-Reeves indicated that with justification, it is allowed (up to 1-2%). Dr. Keith indicated up to 5% is OK.

Dr. Santanu Kundu asked how 2: 1 ratio of summer: academic time was decided and what basis (math) was used for that. Dr. Keith indicated that the policy was discussed in the department head forum, and

he and the department heads decided on it, as they thought it was a better choice than 1:1. No other basis was used.

Other topics discussed in the meeting:

Dr. Lesley Strawderman raised the issue regarding Gulf Coast Campus students being required to register for Distance Campus courses and pay associated distance fees. It was noted that these are offered at a reduced rate.

There was general discussion regarding Chat-GPT in instructional setting. Ms. Amy Barton, Program Coordinator & Instructor of Technical Writing, provided an update regarding the students use/misuse of Chat-GPT in the technical writing course.