ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of September 8, 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, September 8, 2023.

Members absent and excused were Jason Barrett, Mark Fincher, Robert Grala, Fred Musser, Tara Sutton, and Paul Tseng.

The meeting was called to order by Senate President Banik.

President Banik corrected two spelling errors in his presidents' report: one at the bottom of page 23, changing the word "faulty" to "faculty" and one under "Sustainability Committee" on page 24, changing the word "you" to "me" in the sentence, "On August 30th, one of the undergraduate interns responded to my email stating that they are researching these concerns and will get back to me as soon as possible."

President Banik asked for a motion to approve the minutes. Senator Robichaux-Davis made a motion to approve the September minutes. Senator Adams seconded the motion.

President Banik asked for discussion. Senator Gregory made an edit to her comment on page 20 under the "Annual Faculty Review Process" to request "future edits using track changes to show what is being proposed to be removed and proposed to be added…" Senator Robichaux-Davis said not all software uses track changes. Senator Gregory revised her comment to request "future edits using something like track changes to show what is being proposed to be removed and what is being proposed to be added…"

Hearing no further corrections, President Banik asked for a vote to approve the amended minutes. The motion passed.

GUESTS

Dr. Regina Hyatt, Vice President of Student Affairs

Dr. Hyatt thanked the Senate for the opportunity to speak about the Bulldog Bundle. She introduced her colleagues who had accompanied her: Andy Burke, the MSU Bookstore Manager, Chelsea Cockburn, the former manager of MSU's bookstore who is now the Regional Manager and overseeing several stores, and Cheryl Bowen, the Executive Director of Student Affairs, Budget, & Planning.

Dr. Hyatt said this year was the second year for the Bulldog Bundle and there was a higher adoption rate of the program from students this fall than last year. Dr. Hyatt said while not all students participated in the program, it does bring them cost savings. Dr. Hyatt said there were issues they want to address and improve so course materials can be delivered by the first day of class.

Dr. Hyatt asked for fall adoptions to be done by the faculty by May 1st, as after that date there are challenges in terms of being able to have the course materials in store by the start of the semester.

Dr. Hyatt said one of the key failures this fall for the delivery of course materials was a lack of adequate staff in the bookstore and that can and will be solved for the future.

Dr. Hyatt said they did not realize there were issues this year until August 18th. She said 3,600 student orders were confirmed between August 14th – 27th, which was later than they had hoped. Dr. Hyatt said Barnes & Noble nationally experienced a credit problem that prevented several publishers from shipping books so they did not start to process orders when they began to arrive in July and August. She said for the future they will process orders on the same day the confirmation emails go out.

Dr. Hyatt said they must do a better job of communicating to students the need for them to confirm their order earlier so they can be fulfilled in a timelier fashion.

Dr. Hyatt added they must better communicate with the faculty about back orders, which increased as sections were added. She said more items are available electronically that could possibly be taken advantage of but of course that would be up to the teacher to use those versions.

Dr. Hyatt said required materials listed are included in the Bulldog Bundle but recommended materials listed are not included in the Bulldog Bundle.

Dr. Hyatt gave a power point presentation found on page 15 of these minutes.

Senator Robichaux-Davis asked if all students should by now have all of their textbooks and materials. Chelsea Cockburn stated that as of right now the majority of students should have

received their materials. Ms. Cockburn said unfortunately there are over 900 students with backorders and that has been communicated to the faculty.

Senator Carskadon stated that he received an email saying one of his books is on backorder but that it didn't give him the title. He suggested that giving the title of what book is on backorder and the estimated delivery date would be helpful. Dr. Hyatt said that was a reasonable expectation and they would improve on that.

Senator Lemley asked what she should do if students are missing a textbook to get them the material. Ms. Cockburn said dependent on the publishing company and how old the book is, the publishing company may be able to provide chapters on your Canvas page. She said if it is an option for the class, the physical book can be removed from the student's order and switched to an e-book. Ms. Cockburn added they would communicate the full list of what is still on backorder and if an e-book is an option.

Senator Wyatt said they were asked to put Bulldog Bundle into Canvas for the students, but Canvas does not activate until 2-3 days before class, which is getting too late to go to Bulldog Bundle through Canvas. Dr. Hyatt said there is a manual process that as a faculty member you go through to activate your electronic course materials in Canvas and that they are working with ITS for that process to be automated.

Senator Tschume commented that he usually turns his courses on a month and a half in advance in the summer. He also stated that it could be done under Editing Course Details in Canvas and that as soon as spring classes are posted you can start turning it on.

Senator Adams encouraged switching to an electronic resource if possible. He stated there was a lumber shortage, meaning we had an inadequate supply of pulp that has not worked its way through the supply chain system and we are seeing massive stresses in the trucking sector with big companies going out of business making carrying capacity go down.

Senator Freeman stated that notification emails for adoptions are received during finals week and it would be better to receive them earlier in the semester. Dr. Hyatt agreed they would move those notification dates.

Senator Lemley asked about the bookstore process for textbooks after the semester concludes and if they leave and come back for the next semester if being used again. Ms. Cockburn said they try to rollover semester to semester as much as they can, but some publishing companies have an adoption return window. She advised contacting them as soon as you know if your course will be using it in the spring and to go ahead and adopt it as soon as you can. Ms. Cockburn said that allows them to take inventory and put it out the next term before they start returning the books. She added many times adoptions are delayed and come in after the return and even shipping process has occurred. Ms. Cockburn said they like to keep a lot of the books between fall and spring as some of the publishing companies start shutting down for two weeks

making it harder to source the books. She added they do like to do a full return from spring going into the next term.

Senator Kundu asked about the reason for keeping both recommended and required books as part of the bundle as it is easy to select the wrong option and not have the correct books needed. Ms. Cockburn said it was academic freedom but if the required books were wanted to add them to the bundle. Dr. Hyatt added there were other faculty who thought making all course materials required was inadvertently creating financial stress for students who are not participating in the program when those recommended books may or may not be used in the course.

Senator Gregory stated she addresses that issue by asking the library to put the recommended books on reserve for her class and they get an e-book through the library she can link to Canvas.

Dr. Hyatt gave a PowerPoint presentation which can be found in the online version of these minutes at https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2023-09/September 2023 Senate Minutes Draft with Presentations.pdf.

Dr. Tracey Baham, Associate Vice President of Institutional Research & Effectiveness

Dr. Baham spoke of our accreditation by the Southern Association of Colleges and Schools Commission on Colleges, SACS-COC and our reaffirmation. She said every institution that awards federal financial aid must be accredited.

Dr. Baham said in 2008, with the last Higher Education Opportunity Act reaffirmed, the mandate was received to have an interim report every five years as the federal government felt ten years was too long to go. SACS-COC added Quality Enhancement Plans to go with the reports, which is a five-year plan intended specifically to improve student learning that goes with the federal requirements. Dr. Baham stated our last one was Maroon and Write and the upcoming one is the Bulldog Experience.

Dr. Baham said the first phase is the compliance certification document which has 96 standards with a report for each one. She said we only had to do 39 of the 96 and it had been recently submitted. She said the results of their report will be received by the end of the year and they would be on campus the last week of February 2024.

Dr. Baham added this will be her third reaffirmation and QEP and she has never had recommendations so she is hopeful that will happen again.

Dr. Dana Franz, Director of Academic Quality

Dr. Franz spoke to the Senate on updates on Curriculum Development. Dr. Franz said AOP 12.26: Undergraduate Credit by Examination, is under review and will be coming to the Senate soon. Dr. Franz said according to SACS-COC what we have been calling the Prior Learning

Assessment should be referred to as the Competency-Based Assessment. Dr. Franz said traditionally we think of AP exams, CLEP exams, IB and Cambridge International to award credit. She said they are reviewing if there are other non-credit methods to demonstrate competency-based outcomes and to award credit and should competency-based credit be awarded at the graduate level. Dr. Franz said they are thinking of the nontraditional students completing an undergraduate degree who have spent many years in the same field or industry and demonstrate they have met the competencies of that course. Dr. Franz said it would also apply if they took a 4000-level class and demonstrate competency, then they would not have to go back and take the prerequisite course.

Senator Chamberlain asked if it would apply to particular degrees or courses within degree programs. Dr. Franz stated the faculty would have complete control over what degree programs would offer this kind of competency-based credit. Dr. Baham stated it would likely be targeted at programs that are geared toward nontraditional students.

Senator Stokes asked about the percentage of students overall in the university this might affect. Dr. Franz said it would be a very small group.

Senator Williams asked if members of the military taking advantage of the Applied Science degree is going well and if it is believed this program would catch more instances. He added he has had some of those students take classes and can see situations where they may not have a meteorology degree but are predicting weather models for combat missions. Dr. Franz agreed it would do so.

Dr. Franz gave updates on curriculum development and said the UCCC Guide and Format has been revised and updated. She said the order and makeup is different but the content is the same with a few changes. Dr. Franz encouraged anyone ready to go through any kind of program modification or program development to review the guide as there is important information and procedures to follow.

Dr. Franz said the revised UCCC guide has contact hour information and the amount of time students are involved in Direct Instruction verses Indirect Instruction. She said direct instruction is structured and teacher-directed while indirect instruction is independent and student-engaged instruction. Dr. Franz said there are several course formats in the guide with each format having differing amounts of direct and indirect instruction, which affects how many hours per day the student should be spending on indirect instruction.

Senator Carskadon commented for those who teach a regular three-hour course in one of the five-week summer terms, the only way to get an equivalent number of classroom minutes to fall and spring courses is to begin the class at 8-9:50am with no room for any break. He said it's kind of unrealistic because the kids are getting restless and wanting a minute or two off. Dr. Carskadon stated it would be useful to refigure so they weren't going that many minutes in a row. Dr. Franz said that was a great comment.

Senator Tschume asked why the semesters were cut to 40 Monday, Wednesday, Friday classes in the spring. He said Ole Miss and Southern Miss now also offer less than 42 Monday, Wednesday, Friday lecture periods for face-to-face classes. Senator Tschume asked if this came from IHL and why are we choosing to cut days and still expected to get the minutes. Dr. Baham answered stating she could not speak to why they were shortened but part of the impetus was during COVID 19 in 2020, the federal government came up with a reinterpretation of a traditional semester because there was a national move to emergency relocation of instruction to distance learning and it was not possible to use seat time to truly measure contact hours so they went instead by counting the number of weeks and using 15 weeks. She said a partial week still counts as a week but does not know where the line is. Dr. Baham added when the federal government changed that definition which is how they award federal financial aid, IHL also changed that policy as well in the IHL policy guidelines.

Senator Tschume asked if there would be an AOP update for the new credit hours coming soon. Dr. Baham said they are currently in conversation for update for AOP 12.12. She said we currently have a credit hour policy for traditional 15 weeks and a credit hour policy for intercessions and are discussing combining those to look at it more holistically and bring up this kind of content.

Dr. Franz spoke of how Direct Instruction would be handled in UCCC and that in January there will be a planning document in the UCCC Guide and Format that will include a chart to assist with planning direct and indirect instructions and will be required as part of course proposals.

Senator Freeman asked if those required planning documents would be for all new course proposals or for both new course proposals and modifications of current courses on the books. Dr. Franz said it would be for both and that anytime you ask for approval from UCCC these will be required.

Senator Gregory asked how Architecture would work as it is different in that they have 3-credit hour lecture courses and 6-credit hour design studios, but they are scheduled for 12 contact hours. Dr. Franz said they are working to make sure it is done correctly. Senator Gregory invited Dr. Franz to talk with her department as they have difficulty with students sitting in studio who are required to be there for 4 hours but feel they should be able to leave if we are not actively meeting with them. Senator Gregory asked if the students are expected to be working 12 hours if they should receive 12 hours of credit and should faculty receive 12 hours of credit for teaching courses. Dr. Franz said she would like to meet with the department to get a better understanding of how it all works. Senator Chamberlin asked if students were aware of the expectation of the hours to spend per day on homework. He said we shouldn't be advising students to take more than 12 credit hours a semester as that's basically a full-time job and added there are students that must work part time. Senator Chamberlain stated he thinks we should be telling them that information and asked if that could that be included on the syllabus. Dr. Franz agreed and said it could possibly be put on the University syllabus and she would take that under advisement.

Senator Robichaux-Davis said in Education they don't have senior level 3-hour lecture courses but have a 2-hour lecture to their labs. She said for the lab it's every hour is 2 hours of direct instruction and asked if that meant it's 4 hours of indirect instruction and how that would work.

Dr. Franz they needed to look how lab time is calculated and the outside expected expectations.

Senator Kundu asked if the student study time should be counted. Dr. Franz said it could be counted and there will be a category in the Guide to estimate how much time you think your average student should spend.

Senator Kundu said based on his calculations for a class the recommendation is more than 4,500 minutes. He asked if he would have to reduce his syllabus. Dr. Franz said it would be a good indication about the type or length of homework and if some of that homework could be pulled into class but to also think about your class differently. She added it may need to be a higher credit level course or make a four-credit class instead of a three-credit class.

Senator Freeman asked if they would have to have contact hours on any submissions going forward as the contact/credit hour, lecture/lab hour and now the minutes spent but will just have the 2 documents. Dr. Franz agreed.

Senator Rai asked about students who require extra time and have an excuse for accommodation stating they need 1.5 hours for every hour a student without that excuse spends. Dr. Franz said she would visit with Chris Dallager about that concern.

Dr. Franz spoke of the syllabus template in the new Guidance Format that is to be followed. She said the new format is required by SACS-SOC. Dr. Franz said there is a requirement for you to identify an established time you are available to students for one hour every week for every course taught, no matter what modality of the course.

Dr. Franz discussed grades with class participation and class attendance in the Guide. She said in the past the syllabus would say class participation and/or attendance was part of the grade but would not say how it was decided. Dr. Franz said the Guide now states you should be able to define and outline how the class participation constitutes part of the grade as well as how the faculty member will collect and evaluate attendance.

Dr. Franz stated the Guide for split-level courses has added wording that the faculty must better state what the undergraduates will do and what the graduates will do in the course. She said for graduates the work must be clearly more rigorous in keeping with the expectations for graduate level work.

Senator Krishnan asked about how the budgeting time works and if it included email communications. Dr. Franz answered that it could. Senator Krishnan said there are times after an exam when he spends an entire day seeing students as they want to discuss face-to-face. He said if we budget time it becomes a problem if the students hold you to that time.

Senator Tschume asked if this was saying you had to have office hours. Dr. Franz answered yes.

Senator Freeman asked if the syllabus template in the Guide would help courses get passed through UCCC without recommendations for best practices verses requirements. Dr. Franz said the template has everything listed that is required.

Senator Rai stated there is a lot of work putting together proposals but it gets dinged for one reason or other and there is almost never see any kind of follow through. He asked if UCCC has a strong mechanism where it is actually reviewed. Dr. Franz said they will be looking at doing a systematic syllabus review and ask people to resubmit their syllabus. She added by policy, the department head is supposed to be reviewing the syllabus yearly or more but there are supposed to be safeguards in place and they will continue to work on that.

Dr. Franz gave a PowerPoint presentation which can be found on page 29 of these minutes.

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 are all getting into the swing of classes.

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

New senator onboarding was conducted on Thursday, August 22nd 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 13th.

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

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

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 28th. 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 5th. This was after the agenda was published and a quick update is that the new cards for faculty and staff are being printed. Duo will be changing between now and March of next year and you will have to use a 6-digit code to log in. The password will be changing to a pass phrase between 16-24 characters. Senator Lemas stated he did not think having a 16-character password is needed if we have duo. Senator Spurlin said we have an opportunity for faculty input on other policies but no voice with IT and added when he is teaching he must log in on 3 different systems. Senator Freeman asked if someone could come to Senate to speak on this subject. Senator Rai said this issue has become a real problem even using Teams and is slowing things down. Senator Morrison said he constantly has to log in and asked if anything could be done to make the log in easier. President Banik asked the senators to bring their ideas and questions for the next Senate meeting.

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

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

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 30th, one of the undergraduate interns responded to my email stating that they are researching these concerns and will get back to me 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

1. AOP 12.08 Requirements for Academic Programs and Academic Consortial/Contractual Agreements (Academic Affairs) (p.26)
2. AOP 12.29 Undergraduate Admissions Requirements (Academic Affairs).....(p.35)
3. AOP 10.05 Nepotism (Ancillary Affairs) .....(p.42)
4. AOP 13.20 Exit Interviews of Departing Faculty (Faculty Affairs) .....(p.45)

President Banik gave a motion from the Executive Committee to send the AOP's to committee. Senator Tschume gave the second. The motion passed.

STANDING COMMITTEE REPORTS

Academic Affairs	**No Report**
Ancillary Affairs	**No Report**
Charter & Bylaws	**No Report**
Faculty Affairs	**No Report**
Student Affairs	**No Report**
University Resources	**No Report**

PENDING BUSINESS

NEW BUSINESS

1. Letter of Request from Dr. Shaw for AOP Assignment (Charter & Bylaws)

Senator Rebecca Robichaux-Davis made a motion to send the letter of request to committee. Senator Lemus gave the second.

Senator Messer asked if the Senate had the right to challenge the President's decision to assign to a specific committee. President Banik said the bylaws of the Senate state the President of the Faculty Senate has the ability to assign it wherever they would like.

Senator Haynes said discussion about the choice of committee assignment could come up when the President asks for discussion.

Senator Freeman clarified that when we bring an AOP forward the President can assign it a committee but if we as a Senate do not agree with that assignment, we can vote no and it would have to go back to the Executive Committee and they would then have to bring another suggestion forward. He said we would be giving away our right to deny him assigning those. Senator Freeman said no one else can assign an AOP to a committee except for the President, but we have to vote to approve that so what we're doing is granting that right to approve to the Executive Committee.

Senator Carskadon said he thinks the main thing is if the President does this ahead of a meeting and he can't think of a time when somebody said they disagreed with a committee. He added if we have something we want that committee to know about before they start deliberating, we can send our own opinion to them.

Senator Gregory stated when Senate discussed the student evaluation website, there was a debate as to what committee or committees the policy should go to, so we have to understand if this gets approved to go to Charters and Bylaws, Charters and Bylaws will make a recommendation. She said it then comes back to the Senate and we will vote on their recommendation and there is an opportunity to then have a discussion on that recommendation.

President Banik reminded the Senate we are voting to look at this as a study and not to decide anything today.

Senator Robichaux-Davis said that is why she made the motion so that when it goes to Charter and Bylaws that within their study part of what they bring back to us could be a process and procedure that the President would follow in terms of notification of the full Senate and the number of days that we have. She said there is an AOP that talks about the number of days we can keep an AOP and all that needs to be ironed out in whatever Charter and Bylaws bring back to us as a recommendation for the process that we would use.

Senator Freeman said from a parliamentary procedure, because this would require a change in the Bylaws, it would require a vote of the full faculty.

President Banik said this was in Section V of the handbook and asked for a show of hands to be sent to Charter & Bylaws committee. The motion for the letter to be studied passed.

2. Letter of Request re: Engineering Resolution (University Resources)

Senator Freeman made a motion to accept the resolution presented by the senators from the Bagley College of Engineering. Senator Haynes gave the second.

Senator Freeman moved to open informal discussion to allow the BCOE faculty senators to provide feedback and input for the record of the minutes to be provided to Dr. Shaw and Dr. Keenum since they are not here. Senator Spurlin gave the second. The motion passed.

Senator Rai stated that in the Summer of 2023, Bagley College of Engineering implemented EOP 37 Academic Time on Research Proposals, which requires faculty to budget 0.5 months of the academic year salary for every 1.0 month of summer salary requested on all grant proposals. Senator Rai said 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. Senator Rai said they learned of the policy when it affected a junior faculty member in one of the departments. He said they submitted a budget and the times were changed without the faculty's approval as to the distribution of salary, summer salary, and academic time. He said this was done without any forewarning or prior discussion.

Senator Kundu presented a handout showing how EOP 37 might affect a typical National Science Foundation grant of $500,000 for five years, or $100,000 a year. He stated that a significant portion of the $100,000 is going to student support and undergraduate research, supplies, and a little bit of travel. He also stated that one month of summer support has been included. Senator Kundu then showed how adding 0.5 months of academic year salary for 1.0 month of summer salary affected the budget. He stated that the numbers changed from $100,000 to $110,000 and that, for the sponsor and the research grant, we're not adding any value for this extra $10,000.

Senator Priddy reiterated Senator Kundu's point that it is essentially imposing a 10% (at least with this example budget) tax on the $100,000 just for funding AY time. She also stated that Matthew Priddy emailed 54 engineering colleagues (45 faculty and 9 administrators) to ask if their college or university had a policy similar to EOP 37. She said 50 of the 54 did not have a similar policy, and those 4 that did require only 1% AY time and effort on a grant proposal. She stated that for a 9-month salary, this equates to 0.09 months per year rather than 0.5 months. Senator Priddy also stated that none of the 54 schools polled tied AY effort to summer effort.

Senator Perkins pointed out the text of EOP 37 in the last bullet point says that academic units are encouraged to develop policies to incentivize their faculty to participate in this and similar programs but this does not appear to be an option for faculty to opt into. He said proposal budgets are actively being returned from the business office, and faculty have to decide whether it makes sense then to go forward with that proposal, whether the remaining time budgeted during the summer is sufficient to actually complete the project and although it seems like an option, it is actually required and it's being enforced.

Senator Haynes reiterated the same points, saying that although this policy was speaking specifically to engineering faculty, she's heard from a lot of faculty in other areas that have concerns about this. She said many disciplines have very small grant amounts they might be applying for and this policy would significantly affect how they calculate whether applying for a grant is worth the effort. She said if we want to encourage people to apply for funding and work with students, this would significantly get in the way of that and it's a concern that goes far beyond engineering.

Senator Lemley asked when these proposals for NSF have made it to the OSP office if there has been a response back from the people who are handling NSF proposals on their end regarding this policy when they're reviewing the budgets that are coming out of Engineering.

Senator Rai stated that until this EOP came into effect, it wasn't being imposed on NSF proposals, only DOE proposals.

Senator Carskadon said he would like to note he seldom gets much feedback from people in his college asking for support but for this position he had multiple feedback and very strong opinions in support of the letter from the engineering faculty and the letter from chemistry and psychology. He said a lot of support and faculty are very concerned.

Senator Carr said at last month's senate meeting Dr. Keenum eloquently described how we are the flagship research university in the state, and that it is very important for this university. He said he noticed a few days later there was an article in the paper how Mississippi State was dedicated to increasing faculty salaries and are going to try to find ways to do that. Senator Carr said the problem is we are paid well below the average faculty for universities in the Southeastern and cuts underneath that, because right now, those of us in research can supplement our summer salaries and improve our pay. And that's done through performance and we desire to do that so we try to get research and it's a cycle that benefits those of us who do that but it also benefits the university as a whole. This seems to be counterproductive to that kind of cutting the knees out underneath a researcher who's basically not getting what he thinks he deserves for putting forth this effort to bring in this funding to the university.

Senator Carr said the senators at CVM are for the support of this resolution.

Senator Kundu stated that the NSF guidelines don't like people to include academic time because when you get appointed in a university, it's expected that you're supposed to do research. He also stated that the NSF funding rate is less than 10% and that if we put all our blood and sweat into writing a proposal, it would be sad for the proposal to get dinged for this reason.

Senator Gregory questioned why a larger overhead percentage is not used instead of the proposed fee or percentage on faculty salaries as the EOP proposed.

Senator Rai stated that what you see in the policy is that this fund is being used by the department or the college for operational purposes. He stated that this was explicitly mentioned by the Department Head of the Chemical Engineering Department. Senator Rai added that, on a personal level, when there's a proposal that is critical for his research program, he's not submitting because he doesn't want to be dishonest to a federal agency. He cannot tell them that he's putting this academic time on a project but it is really a requirement to support the department's operation. He added that he wants to be able to say that if you want more department funding for the department operation, negotiate with the federal agencies and say your requirement is not 45.5% or 46%, but increase it to 50%. He stated that Harvard and MIT have 60% F&A requirements. He concluded by stated to negotiate with them,

but don't kill faculty's research program in the process because they are doing their best to run their research programs to help the university and everyone else involved.

Senator Freeman moved to close informal debate.

President Banik asked for a vote on this resolution and send to the university president. The resolution passed unanimously by a hand vote.

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

Meeting adjourned at 4:30 pm.

Submitted for correction and approval.

_____

Stacy Haynes
Dinah Jenkins, Administrative Assistant II

Bulldog Bundle
Fall 2023 Update

MISSISSIPPI STATE UNIVERSITY™
STUDENT AFFAIRS

Bulldog Bundle Fall 2023

- Over 15,000 students (86%) utilized the program

  -Fall 2022, over 13,500 students (72%) utilized the program

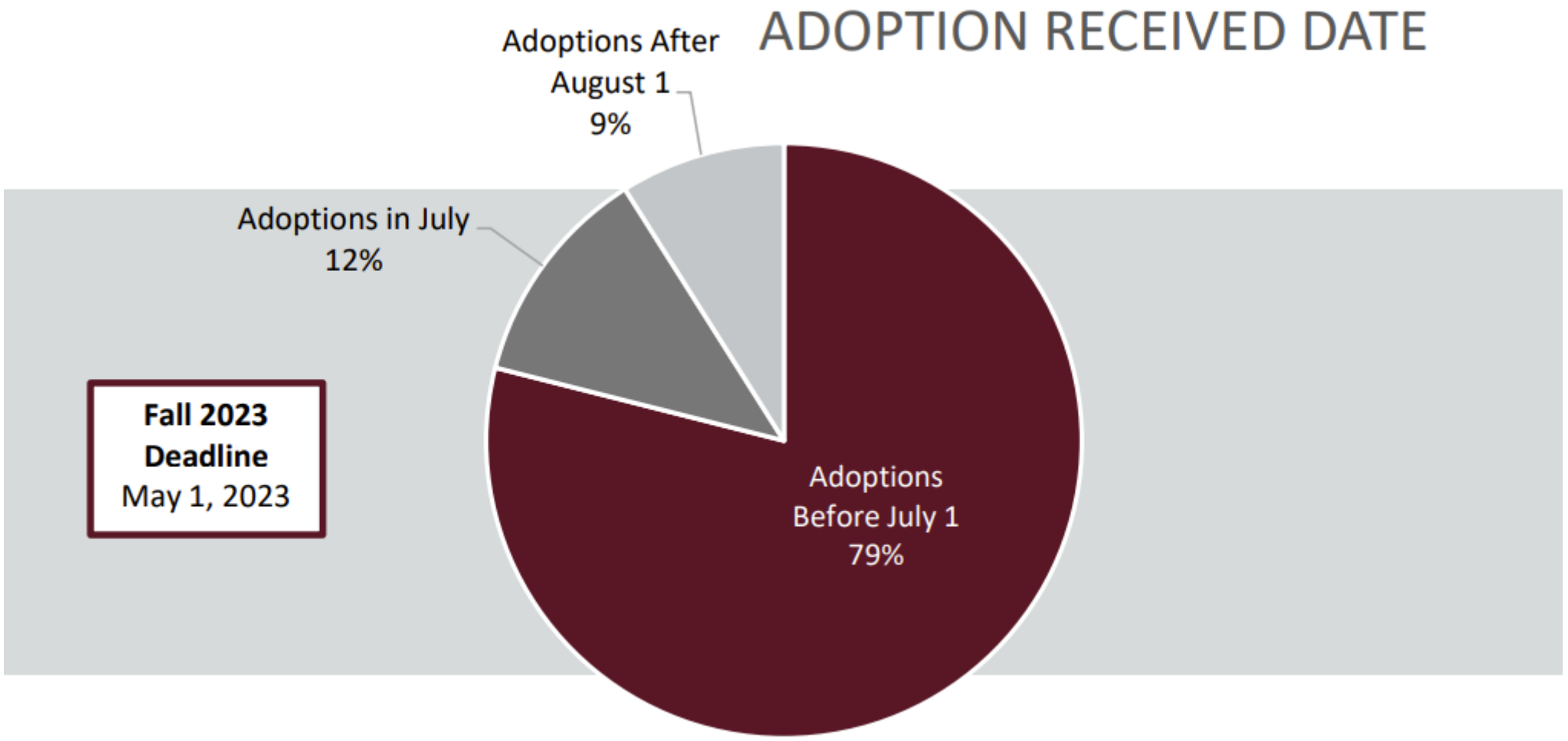
- 9% of student orders were all digital material

  -Fall 2022 15% of student orders were all digital material

Bulldog Bundle Daily Reports

			1st Class Day		3rd Class Day			4th Class Day			8th Class Day	
	8/14	**8/15**	**8/16**	**8/17**	**8/18**	**8/19**	**8/20**	**8/21**	**8/22**	**8/24**	**8/25**	**8/27**
Total confirmations via email	8,575	9,062	10,290	10,731	11,041	11,141	11,313	11,678	11,862	12,110	12,178	12,232
Students remaining in program	15,883	15,882	15,746	15,697	15,660	15,652	15,626	15,537	15,517	15,507	15,500	15,494
Opt-Out %	12.52%	14.96%	13.98%	14.45%	14.73%	14.80%	14.96%	15.47%	16.05%	16.24%	16.25%	16.30%
Courses with no adoptions #	325	342	352	370	381	407	400	394	351	374	379	382
Courses with no adoptions %	5%	6%	6%	6%	6%	7%	7%	7%	6%	6%	6%	6%
# of Students with a backorder	610	590	721	759	776	868	1,050	1,154	1,248	1,224	1,574	2,497
Number of orders - not yet pulled					6,207	5,662	4,679	4,261	3,487	2,467	1,625	83
0-7 days since order was placed					3,773	3,757	3,576	3,116	1,912	1,493	1,297	68
8-14 days since order was placed					1,416	1,341	959	1,040	1,559	973	325	12
>14 days since order was placed					1,018	564	144	105	16	1	3	3
Orders completed awaiting pickup					5,957	5,410	4,431	4,008	3,262	2,368	1,503	69

Adoptions Since Due Date



Moving Forward - *Students*

- The bookstore will be adequately staffed and trained for rush periods.
- Order processing will begin on same day confirmation email goes out.
- After students move-in, orders will be fulfilled when students come to the store, rather than waiting for a confirmation email that the order is ready.
- The bookstore will communicate items fulfilled, items on backorder, and any change within their order (i.e. dropped course or format change).
- Utilize social media to encourage students to confirm their orders early.

Moving Forward - *Faculty*

- The bookstore will communicate clearly with faculty concerning backorders, offering details about delivery dates and alternative options. This communication will begin around same time adoptions are due.
- The bookstore will work with faculty who did not adopt course work by the deadline, offering digital delivery options if that will assist students in getting their materials more quickly.
- The bookstore will work with MSU to anticipate additional course sections that will be made available, based on enrollment projections.

Critical Dates for Bulldog Bundle

Type of Information	Spring 2024	More Information
1st Email "Welcome" from B&N	12/14/2023	This is where students see what course materials will be used and their format (physical or digital). Email comes from **coursematerials@bncollege.com**
2nd Email "Make Your Selection" from B&N	12/18/2023	Students can place their order for in store pickup or shipout. Email comes from **coursematerials@bncollege.com.**
Opt-Out link on **msstate.edu/bulldogbundle** goes live	12/18/2023	This is where students can take action on opting out of the Bulldog Bundle. A student must remain in the Bulldog Bundle or opt-out each time the link is live.
The "opt-out" term on our website, msstate.bncollege.com. **This is not where students opt-out of the program.**	12/18/2023	Where students can go to compare retail pricing vs the $20 per credit hour will go live on our website
Last Day to Opt-Out of Bulldog Bundle and receive a credit onto their student account	1/22/2024	Link to opt out, or back into the program, can be found at **msstate.edu/bulldogbundle**
Digital Access is turned off for students not remaining in Bulldog Bundle or who have not already purchased their material	1/23/2024	Students will not be able to access their assignments through Canvas until they purchase the materials out of pocket. They will be able to pickup right where they left off, no work will be lost.

Textbook Adoptions

- Is your printed title an old edition or out or print?
  - If you are unsure, it prompts you in the Adoption Insights Portal
- Do you want to move forward with digital items (courseware, ebooks, Packback, CampusKnot, etc)?
- Is your printed title a print on demand title?
  - If so, there is a longer turnaround time in getting this product on the shelf
- Do you provide students any OER? If so, please still submit the adoption and select "OER" so we can still inform students of their course materials.

Course Material Designations

- ***required*** materials are included in the Bulldog Bundle
- ***recommended*** materials are not included in the Bulldog Bundle

Questions/Comments

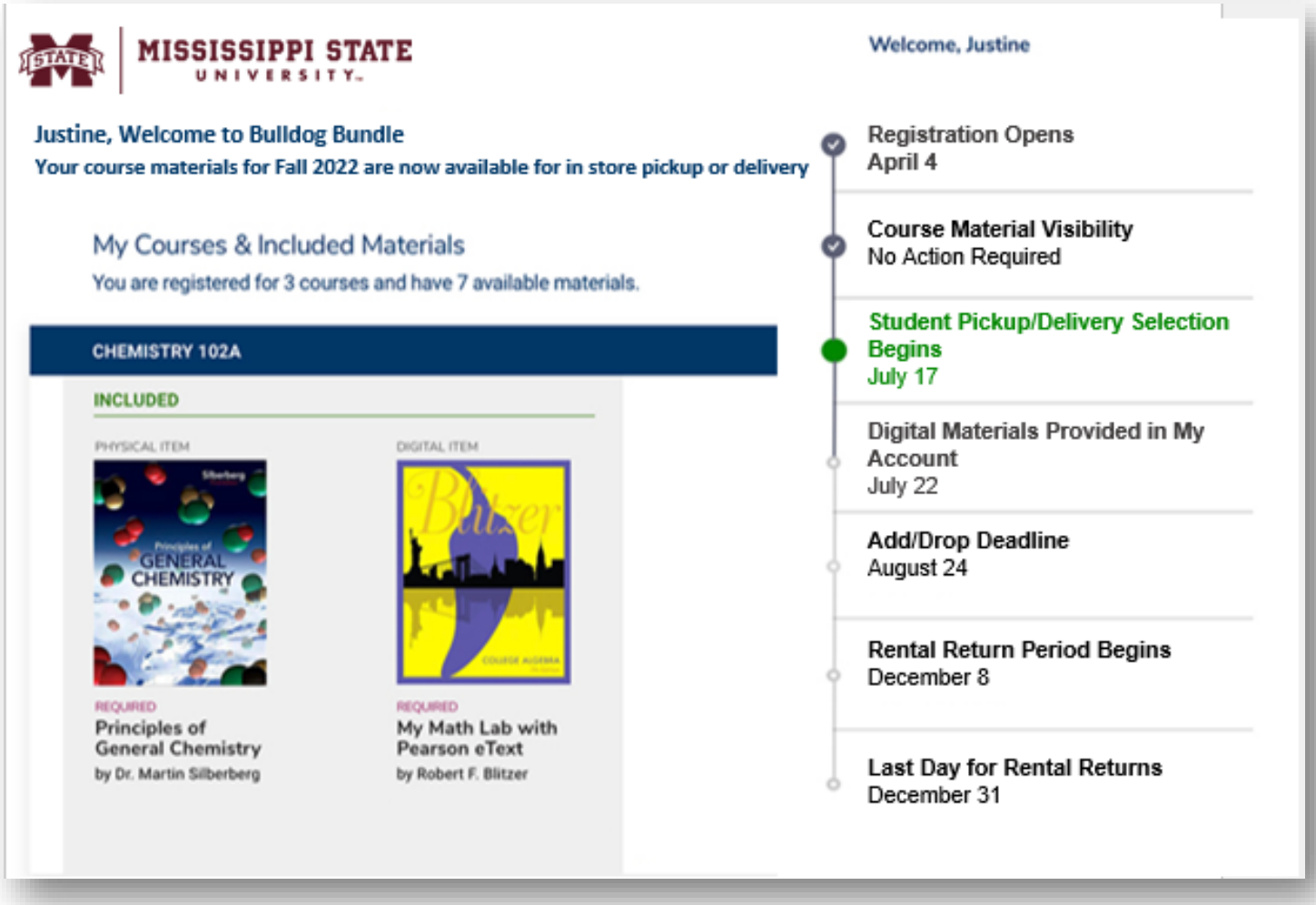
Chelsea Cockburn
ccockburn@bncollege.com

Andi Burck
aburck@bncollege.com

Cheryl Bowen
cbowen@saffairs.msstate.edu

Regina Hyatt
regina.hyatt@msstate.edu

Bulldog Bundle:



Students receive this email from *coursematerials@email.bncollege.com* within 24 hours of accepting their schedule.

Opting Out

Find Course Materials

Complete info below for one or more courses to view the required and recommended course materials.

Log In / Create an Account to track your orders and personalize your experience SIGN IN

Barnes & Noble @ Mississippi State University

Select your course(s)

Term	Department	Course #	Section	
FA 22 Opt Out	PSY	1013	Select	Clear
Select	Select	Select	Select	Clear
Select	Select	Select		Clear
Select	Select	Select		Clear

Select
01
02
03
04
05
06
07

ADD ANOTHER COURSE

RETRIEVE MATERIALS

Your FA 22 Opt Out Course Materials

You have **4 ITEMS** for your **1 COURSE** available for **immediate reservation.**
Specify your materials below, or simply use our Quick Select option to easily auto fill your choices.

PRICE MATCH GUARANTEE
LEARN MORE >

Need to change your courses? RESET COURSE SELECTION

QUICK SELECT: Lowest Cost | Lowest Print Cost

BARNES & NOBLE @ MISSISSIPPI STATE UNIVERSITY

FA 22 Opt Out PSY 1013 01 (4 required)

Professor CARSKADON

REQUIRED

USING PSYCH TO LEARN PSYCH

By Carskadon
Edition : 2021
Publisher : MSU PSYCH
ISBN 13 : 2818440056192

Print
◉ $29.12 New Print

ADD TO CART

REQUIRED

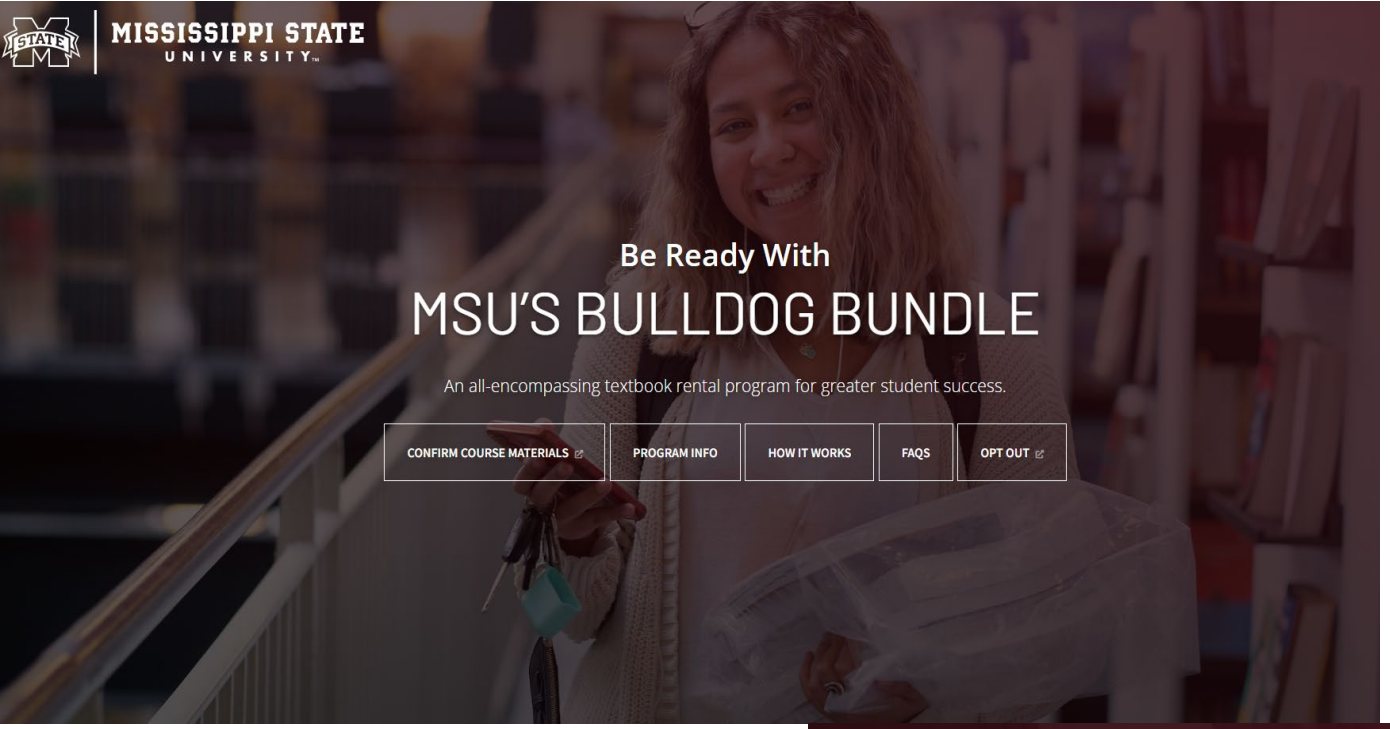
THEY CALLED US ENEMY

By Takei
Edition : 2020
Publisher : INGRAM
ISBN 13 : 9781603094702

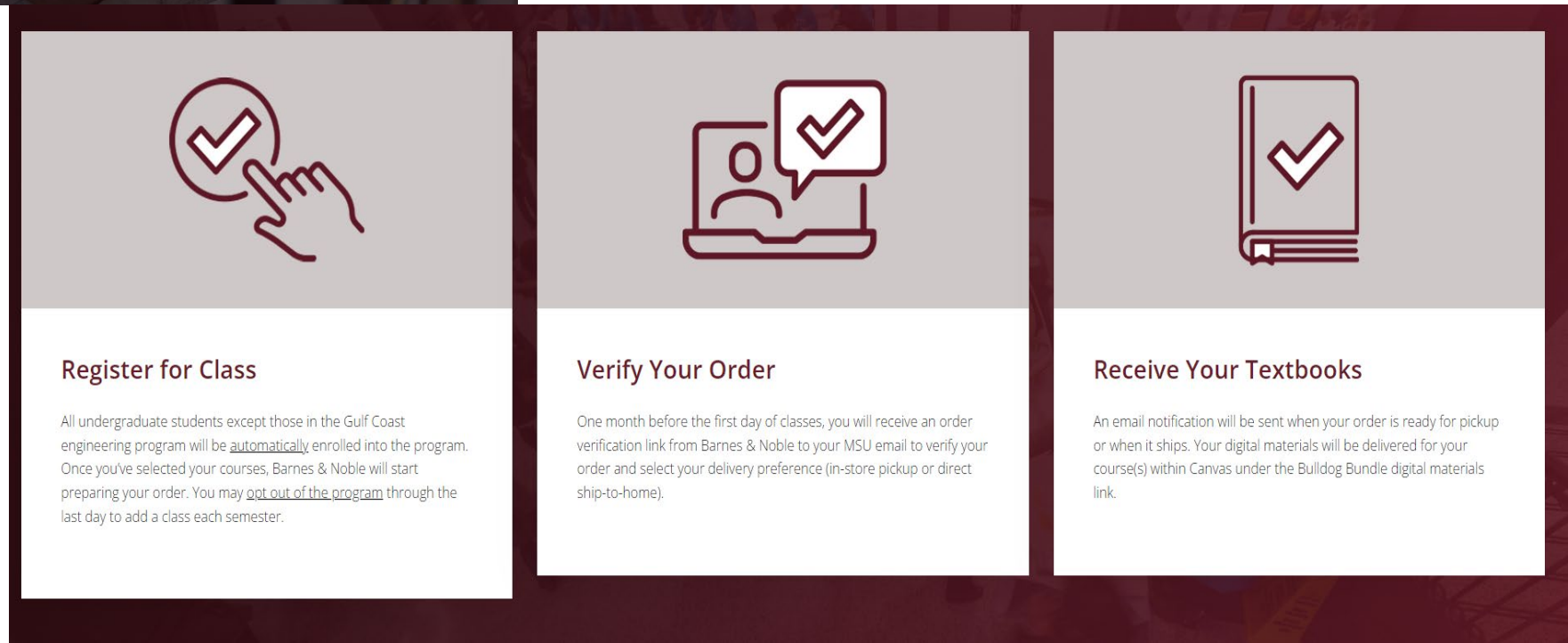
Print
○ $29.99 New Print
○ $22.49 Used Print

Rental
○ $26.55 New Print Rental
Return by 12/08/22
◉ $13.25 Used Print Rental
Return by 12/08/22

ADD TO CART



- Our website, ***msstate.edu/bulldogbundle***, contains:
  - the single sign on link for students to confirm their course materials via their most current schedule
  - the link to opt-out
  - friendly step by step guidelines
  - a printable pdf with all the important dates



Mississippi State University
Bulldog Bundle Daily Reports
August 14, 2023 to August 27, 2023

			1st Class Day		3rd Class Day			4th Class Day			8th Class Day	
	8/14	**8/15**	**8/16**	**8/17**	**8/18**	**8/19**	**8/20**	**8/21**	**8/22**	**8/24**	**8/25**	**8/27**
Total confirmations via email	8,575	9,062	10,290	10,731	11,041	11,141	11,313	11,678	11,862	12,110	12,178	12,232
Students remaining in program	15,883	15,882	15,746	15,697	15,660	15,652	15,626	15,537	15,517	15,507	15,500	15,494
Opt-Out %	12.52%	14.96%	13.98%	14.45%	14.73%	14.80%	14.96%	15.47%	16.05%	16.24%	16.25%	16.30%
Courses with no adoptions #	325	342	352	370	381	407	400	394	351	374	379	382
Courses with no adoptions %	5%	6%	6%	6%	6%	7%	7%	7%	6%	6%	6%	6%
# of Students with a backorder	610	590	721	759	776	868	1,050	1,154	1,248	1,224	1,574	2,497
Number of orders - not yet pulled					6,207	5,662	4,679	4,261	3,487	2,467	1,625	83
0-7 days since order was placed					3,773	3,757	3,576	3,116	1,912	1,493	1,297	68
8-14 days since order was placed					1,416	1,341	959	1,040	1,559	973	325	12
>14 days since order was placed					1,018	564	144	105	16	1	3	3
Orders completed awaiting pickup					5,957	5,410	4,431	4,008	3,262	2,368	1,503	69

Faculty Senate

AOP 12.26

September 8, 2023

Point of Clarification

Prior Learning Assessment

according to SACSCOC should be

Competency-Based Assessment

Definitions

Competency: A competency is a clearly defined and measurable statement of the knowledge, skill, and ability a student has acquired in a designated program.

Competency-Based Educational Programs. A competency-based educational program is outcome-based and assesses a student's attainment of competencies as the sole means of determining whether the student earns a degree or a credential. Such programs may be organized around traditional course-based units (credit or clock hours) that students must earn to complete their educational program, or may depart from course-based units (credit or clock hours) to rely solely on the attainment of defined competencies.

Direct Assessment Competency-Based Educational Programs *(also referred to in this policy as direct assessment programs*). Federal regulations define a direct assessment competency-based educational program as an instructional program that, in lieu of credit hours or clock hours as a measure of student learning, uses direct assessment of student learning relying solely on the attainment of defined competencies, or recognizes the direct assessment of student learning by others. The assessment must be consistent with the accreditation of the institution or program using the results of the assessment.

Hybrid Direct Assessment Competency-Based Educational Programs *(also referred to in this policy as hybrid programs*). A hybrid competency-based educational program combines course-based competencies (clock and credit hours awarded) with non-course based competencies (no clock or credit hours awarded).

Traditionally…

- AP Exams
- CLEP Exams
- IB
- Cambridge International

Note: *the combination of non-traditional credits must by less than 25% of an academic degree.*

Questions for Faculty Senate

Q1: Are there other non-credit methods to demonstrate competency-based outcomes and award credit?

Q2: Should competency-based credit be awarded at the Graduate Level?

Faculty Senate

Updates on Curriculum Development

September 8, 2023

Revised Guide and Format

OVERVIEW **6**
GENERAL POLICIES AND GUIDELINES **6**
IHL Guidelines 6
ACADEMIC OPERATING POLICIES PERTAINING TO THE UCCC 6
ACADEMIC PROGRESSION 7
DEGREE CHARACTERISTICS 7
Minor 7
Concentration 7
Endorsement 7
Certificates 7
COURSE NUMBERING 8
CREDIT HOUR 8
COURSE FORMAT 9
Traditional Semster 9
Shortented Format 9
COURSE DELIVERY 10
METHOD OF INSTRUCTION 10
STUDENT LEARNING OUTCOMES 12
SYLLABUS REQUIREMENTS AND REVIEW 12
COURSE TOPICS 13
PROPOSED CIP NUMBER 14
SUBMISSION GUIDELINES 14
APPROVAL PROGRESSION 15
EFFECTIVE DATE & PUBLICATION OF CHANGE 16
PROCESSING TIME 17
DECISIONS MADE BY THE UCCC 17
SUBMISSIONS OVERVIEW **17**

Contact Hour Information

Course Format	Direct Instruction (class time) per week	Indirect Instruction (out of class work) per week	Total Time for Course per week
Traditional 15-week	150 minutes Example: 3-50-minute classes per week	300 minutes or approximately 60 minutes daily M-F	450 minutes per week Example: MWF= 50 minutes class + 1 hour homework TTH= 1 hour homework per day
10-week Summer	225 minutes Example: 3-75 minute classes per week	450 minutes or approximately 90 minutes daily M-F	675 minutes per week Example: MWF= 2 hours 45 minutes per day (class + homework) TTH= 1 hour 30 (homework) minutes per day
8-week Mini-mester	282 minutes Example: 3-1 hour and 35 minute classes per week	563 minutes or approximately 1 hour 53 minutes daily M-F	845 minutes per week Example: MWF=3 hours 30 minutes per day (class + homework) TTH=approximately 2 hours homework per day
5-week Summer School	450 minutes Example: 1 hour 30 minutes of class M-F	900 minutes or approximately 2 hours 30 minutes daily M-F	1350 minutes per week Example: M-F=4 hours per day
4-week Winter Intersession	563 minutes Example: approximately 2 hours of class M-F	1125 minutes or approximately 3 hours 45 minutes daily M-F	1688 minutes per week Example: M-F=6 hours 45 minutes per day

Direct vs Indirect Instruction

- ***Direct Instruction*** is structured, teacher directed instruction. It involves well-developed and carefully planned lessons and activities which interactively guide student learning.

- ***Indirect Instruction*** is independent, student engaged instruction. It involves well-developed and carefully planned, independent activities which reinforce student learning.

Direct Instruction

Direct Faculty Instruction=> 45 hours. 2,250 Minutes	Estimated Minutes per Occurrence	Occurrences	Total Minutes per Type
Attend, read, watch *and* take notes and engage in materials on Lectures and/or tutorial videos			
Participate in class discussions or guided questions/discussion			
Read and respond to Discussion posts, blogs, journals			
Read and understand class announcements			
Guided small group activities			
Small group problem-solving activities			

Indirect Instruction

Other Activities = 90 hours approx. 4,500 minutes	Estimated Minutes per Occurrence	Occurrences	Total Minutes per Type
Homework			
Reading assignments			
Planning and building projects and presentations			
Assignments such as designing, coding, or writing a paper			
Laboratory work, studio work that is traditionally "homework"			
Research assignments			

New Syllabus Template Highlights

- Office Hours with Specific Time
- Course Learning Outcomes (Required) vs. Course Learning Goals (optional)
- Technology Support
- UCCC-specific requests

Established Time

- **NOTE: For every course you teach, you must designate at least one specific hour that that a student can reach you without needing an appointment. Remember to include time zone and a.m./p.m., especially for distance courses.**

Grades

- *Graded Class Participation* – *If class participation constitutes part of the grade, the syllabus should explicitly define and outline how the participation grade is determined based on a well-defined rubric, checklist, grading scale, or similar scale.*
- *Graded Attendance* – *If attendance is a graded item, the syllabus should state how the faculty member will collect and evaluate attendance.*

Split-level

- *Grades for Split-level Course (UG/GR) – If the course is a split-level course that uses a single, combined syllabus for the undergraduate and graduate courses, the syllabus must clearly specify additional work required for graduate students. This work must be clearly more rigorous in keeping with expectations for graduate level work. Merely assigning longer writing assignments or additional homework or test questions does not increase the rigor of the course.*
- *Courses at the 4000-level should apply tools to Solve Problems in the field, explore major theories of the field, and make connections among and between previous course work*
- *Courses at the 6000-level should be designed for students to Analyze problems connected to theories in the field or Make Judgements on research contributions from previous studies.*

Questions

Andy Perkins and I will be happy to hold work sessions with departments or programs to work through the new documents.