

# ROBERT HOLLAND FACULTY SENATE AGENDA

March 8, 2024

1. Call to Order
2. [Adoption of Minutes, February 9, 2024](#) ..... (p.2)
3. Introduction of Guests
  - a. Dr. Tracey Baham, Associate Vice President of Institutional Research & Effectiveness
  - b. Dr. David Shaw, Provost & Executive Vice President
4. [Report of the Faculty Senate President](#) ..... (p.18)
5. [Report of the Faculty Senate Vice President](#) ..... (p.20)
6. Reports from Faculty Senate Designates on University Committees
7. Business sent to Committee
  - 7.1 AOP 13.05 Faculty Grievance Procedures
8. Business to be sent to Committee
9. Standing Committee Reports
  - 9.1 Academic Affairs
  - 9.2 Ancillary Affairs
  - 9.3 Charter & Bylaws
  - 9.4 Faculty Affairs
    - 9.4.1 [AOP 12.26 Credit for Prior Learning](#) ..... (p.23)
  - 9.5 Student Affairs
  - 9.6 University Resources
    - 9.6.1 [AOP 13.05 Faculty Grievance Procedures](#) ..... (p.34)
  - 9.7 Special Committee Reports
    - 9.7.1 [Ad Hoc Committee for Comprehensive Salary and Compensation Study](#) ..... (p.41)
10. Old Business
  - 10.1 [Motion regarding Honors College](#) ..... (p.42)
  - 10.2 [EOP 37 Response from President Keenum](#) ..... (p.43)
  - 10.3 [Ombudsman Response from President Keenum](#) ..... (p.44)
11. New Business
12. Adjourn



## Robert Holland Faculty Senate

### **Uncorrected Minutes of February 9, 2024**

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, February 9, 2024.

Members absent and excused were Tom Carskadon, Alexis Gregory, Skip Jack, Cheryl Justice, Stephanie Lemley, Derek Marshall, Beth Stokes, and Kevin Williams.

Faculty Senate President Robert Banik called the meeting to order.

President Banik stated Dr. Robert Wolverton, Sr.'s memorial service was earlier in the day. Dr. Wolverton was a former senator and president of the Robert Holland Faculty Senate. President Banik led the Senate in a moment of silence to pay respects for Dr. Wolverton's service to the Senate and the university.

President Banik described edit corrections to the minutes from the February 9, 2024, Faculty Senate meeting. Hearing no further corrections, President Banik requested a motion to approve the minutes as corrected. Senator Robichaux-Davis made a motion to approve the February 9, 2024 minutes. Senator Wyatt seconded the motion.

### Guests

#### **Ms. Harriet Laird, Senior Associate Director, OPA**

Ms. Laird thanked the Senate for allowing her to give an overview of The Hub in the Office of Public Affairs. She stated that the University's Strategic Plan consists of five main pillars and one of those pillars is to Tell Our Story to grow awareness and shape the perception of MSU by amplifying the stories, impacts, and excitement of our community. OPA's focus is to improve the tools used for communication so that it is in a more cohesive direction across all the different pieces of content to better come across as one.

Ms. Laird stated that to help achieve that goal, OPA has launched The Hub. She stated The Hub is an online portal where divisions and departments can submit final proofs of external facing marketing and advertising materials for review such as print advertising, digital ads, and graphics, radio and television advertising, billboards, magazines, event graphics, fliers, magazines, newsletters, and other promotional materials. The Hub is found under Request

Services on the OPA website (<https://www.opa.msstate.edu/>) and is a quality control mechanism to check for correct use of university logos, properly sourced photos, and more so that we can move in a more cohesive direction across all different channels and pieces of content and come across as one Mississippi State University. Ms. Laird stated Chris Bryant in OPA manages The Hub and can assist with more questions, details, and training.

Senator Kelly stated she is the Director of Gender Studies and has about 3 to 5 events per semester that need a poster and has just started going exclusively through The Hub. She said some of her favorite posters in the 12 years she has directed this program have come from The Hub and they do fantastic work. Ms. Laird thanked her and said 80% of what is sent to us is going to stay the same, but about 20% of the time they may see ways to enhance what is sent.

Senator Baker asked if Extension publications should or should not run through The Hub at this time. Ms. Laird stated she was unsure if Extension publications were coming through the OPA office or the Division of AG. She said she was sure Sid Salter was in talks with Elizabeth North in Ag Communication about how they could be incorporated but hasn't gotten that far yet.

Senator Vivier asked about the guidelines stating he has heard from faculty members in his college about posters having to change. Ms. Laird stated the visual identity standards have been set for several years at [www.brand.msstate.edu](http://www.brand.msstate.edu) where those can be found under the Visual Identity section on OPA's website <https://www.opa.msstate.edu/> Ms. Laird stated the site has information on how to use the logo with its correct size and position and a color palette. She said the verbal identity standards were new and OPA has a small booklet with information on verbal identity that can be sent if requested. She said there were specific phrases and words used in everyday language but we want to use them repeatedly on pieces sent out to portray the university positively.

#### **Ms. Leslie Corey, Chief Human Resources Officer**

Ms. Corey spoke to the Senate regarding two of HRM's recent policies that went through the Executive Council and were revised because of federal law changes. She stated that because HRM and Legal Counsel work closely on these policies, she asked Ms. Joanne Lucas from Legal Counsel to accompany her.

Ms. Corey stated the first policy is HRM 60.227: Break Time for Nursing Mothers. Ms. Lucas stated policy changes were made to comply with the Pump Act, which was put into place in December 2022. This expanded the requirements under the Affordable Care Act to provide spaces for all employees who are nursing to pump for a year after childbirth. The policy requires there be a private space (one that is not a restroom or locker room) such as an office with a sink for pumping mothers. Additionally, nursing mothers are allowed to use refrigerators in breakroom spaces to store their milk. This does not extend to lab refrigerators.

Ms. Corey stated the second policy is HRM 60.123 Americans with Disability Act (ADA) Reasonable Accommodation in Employment. Ms. Corey stated they updated the policy to

comply with the Americans with Disabilities Act (ADA). She said if a disability accommodation is requested it goes through the supervisor and then HRM reviews and meets with the employee. She said they must be able to perform the essential functions of the job.

Ms. Lucas said under the ADA, pregnancy is not recognized as a disability, but in the past, symptoms of or complications with pregnancies could qualify. She stated in 2023 the federal government passed the Pregnant Workers Fairness Act, which is what these policy revisions track. While pregnancy is still not classified as a disability under the ADA, we are now allowed to offer accommodations under the ADA without there being a substantial impairment, which is what is allowed under the ADA.

**Mr. Les Potts, Interim Vice President of Finance & Administration, CFO**

Mr. Potts thanked the Senate for inviting him to introduce himself. Mr. Potts stated he had been in Finance and Administration for close to 15 years. He said in 2018 the division name changed from Budget and Planning to Finance and Administration.

Mr. Potts said the VP of Finance & Administration's office took over the infrastructure division in 2018 when Vice President Amy Tuck, who was previously over that area, retired. Mr. Potts stated he values the experience of learning the infrastructure side and pairing it with what he had been doing previously. He said it was a steep learning curve going in right before Covid hit and managing the infrastructure, construction, and temporary spaces for students.

Mr. Potts stated he is very honored to be in the interim role despite the fiscal situation in the country and the state of higher education as an industry. He said we are facing many obstacles, from the national perception of whether a college degree is needed anymore to issues specific to our state such as the retirement system PERS.

Mr. Potts said he is available at any time for further conversation and discussion on topics involving the VP of Finance office.

Senator Barrett said he appreciated Mr. Potts speaking today and asked what faculty members could do to help him and the Office of Finance Administration. Mr. Potts replied that the financial challenges he previously mentioned are not unique to us. He added that one way to help is by communicating that as an administration we are doing the best we can with limited resources and that we have hard decisions that must be made. He stated the goal of the administration is the sustainability of the institution financially. Mr. Potts said there are more often communication issues than bad intentions on either side between the faculty and the administration.

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

Dr. Shaw began by thanking Senator Robichaux-Davis and the QEP office for their work with the Bulldog Experience and the SACSCOC re-accreditation visit coming the week of February 26<sup>th</sup>.

Dr. Shaw discussed the faculty performance evaluations, especially with the rewrite of the P&T document and the new faculty ranks implemented. He has had very engaging conversations with the deans and Dr. Jim Dunne and the University P&T Committee to discuss addressing department head training for these evaluations. Dr. Shaw stated that department heads approach performance evaluations in various ways. He said they will be developing a draft of a series of best practices for these evaluations.

Dr. Shaw stated that there is a lengthy list of things that should be done to evaluate the effectiveness of teaching. He said we default back to the student surveys, which is easy but not the best thing to do. Dr. Shaw said he wants our department heads to push our faculty to look at the reflections, the peer evaluations, and other mechanisms to be more effective in our evaluation of teaching than what we do currently.

Dr. Shaw stated that next Thursday, February 15<sup>th</sup>, IHL should approve the new nursing program in Meridian. If approved next Thursday morning, the website will go live Thursday afternoon for applications for the fall. Dr. Shaw said there is momentum being created in Meridian not only because of nursing but because of all the opportunities that are being created.

Dr. Shaw stated that EOP 37, the Engineering operating procedure that the Senate rescinded in the fall, is not being implemented. Dr. Julie Jordan is looking at ways to incentivize research activities in other parts of the university and at what other universities are doing to incentivize rather than looking like it's punitive or penalizing. Dr. Jordan is developing recommendations to send to President Keenum.

President Banik opened the floor for questions. Senator Rai stated that the Engineering update was helpful. He also said the Engineering Senators request that EOP 37 be university-wide and not just for Engineering. Dr. Shaw said one reason for his success was having a great department head who set aside 2 hours during performance evaluations where we probed more deeply into where my passions lay, where I wanted to see my research program grow, and suggestions and opportunities. He said it had a huge impact personally. He said we need department heads to truly feel empowered and expect them to provide very effective mentoring such as this.

Dr. Shaw said he agrees that EOP37 should be university-wide. He said some incentives will be more appropriate for some disciplines than for others and Dr. Jordan will use those incentives as a base to expand it. Dr. Shaw said they have looked at ways other institutions handle similar policies. He asked that if someone knew of some practices at another institution that have been effective to please give him that information.

Senator Messer stated his department is receiving 2-3 responses in classes of 25 and 15-30 responses in classes of 150 from the survey so they are not receiving good information.

Dr. Shaw said although we do have good questions on the survey we need to rethink how we expect students to complete the survey. He said an electronic survey should get a higher response rate if it is done correctly.

Senator Sutton stated a colleague had a student review that was horrendous and filled with personal attacks and a gendered slur but they could not find a way to report the incident. Although the colleague did not want to know the student's identity they did want to be able to report it had happened. She asked as they were reworking the survey the students were warned that inappropriate comments may be investigated and how the faculty could report the comments. Dr. Shaw stated we should be open to additional instructions for the students and although we can't stop them, we can encourage them with more effective instruction.

Dr. Shaw added there is a full understanding by the administration that a one-off comment does not reflect poorly on a faculty member. However, if there are several negative comments the department head must delve deeper to understand why the comments were communicated. He said the department head training will be very useful so that our faculty are more comfortable if they do receive negative comments that it will not affect their career.

Senator Wyatt asked about new forms for department head training and asked what the faculty should include in the reviews to cut down on paper usage. Dr. Shaw said three colleges have made some steps to be all digital in their reviews and there have been discussions to move everyone to all digital. He said we are setting high expectations for department heads to be consistent across the institution and for their mentoring to guide their faculty in putting the packages together in the best and most consistent way possible.

### Report of the Faculty Senate President

I hope that everyone is getting back in the full swing of the spring semester. I know this time of year is exciting for various reasons. Basketball is in full swing and baseball is just around the corner. Student research is going on and the research symposium will be on us very quickly (April 11<sup>th</sup>/12<sup>th</sup>), with abstracts due by March 19<sup>th</sup>. Spirit of State Award nominations close on February 22<sup>nd</sup>.

I want to particularly point out the Student Experience Expo on Wednesday, February 28<sup>th</sup> from 10:30 am – 2:00 pm in the Bost Conference Center. This is a come-and-go event designed to showcase how you can utilize the diverse programs and activities to enhance our students' experiential learning. Come check out the vast array of programs and services that you can use to incorporate experiential learning within your classroom or research. Refreshments and a food voucher will be provided.

The Spring General Faculty meeting is Monday, February 12<sup>th</sup>, 2024, at 2:00 pm in the Colvard Student Union's Fowlkes Auditorium. I encourage you all to attend if possible. The program will include updates from President Mark E. Keenum, Provost and Executive Vice President David

Shaw, Vice President for Research and Economic Development Julie Jordan, and Vice President for Agriculture, Forestry, and Veterinary Medicine Keith Coble.

I informed the president of the University Faculty Senates Association of Mississippi (UFSAM) of our vote to accept the invitation and join on January 22, 2024. A meeting was held on January 29<sup>th</sup>, 2024. I will be including this committee in the reports as a committee on which I serve the Robert Holland Faculty Senate.

The Standing Committee Review Board also met on January 24<sup>th</sup>, 2024. We discussed the structure of our review board and the annual reports from the standing committees. We have about 50 out of 59 committee reports. The twelve members will be split into four groups of three members each. All groups will meet to review their assigned committees and be prepared to discuss their recommendations to the full board in early April.

The Student Affairs Committee reached out to me concerning the student course surveys. The Faculty Senate approved the current course surveys in fall 2021, doing so with the understanding that after the initial two-year period, the survey would be evaluated. I reached out to Dr. David Shaw and Dr. Tracey Baham about the current student course surveys, and I specifically asked whether an evaluation process has already been initiated. There has not been, but Dr. Baham said that the raw data was collected over the semesters, and analysis should be quick. I am meeting with Drs. Shaw and Baham to discuss this soon.

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

**Athletic Council** – This council did not meet because the meeting date was January 17<sup>th</sup>, 2024. That day, the university held no face-to-face classes due to the weather, and the meeting was canceled. The next meeting is scheduled for February 14<sup>th</sup>, 2024.

**Dean's Council** – This committee has not met since the last report in January. The next scheduled meeting for February 12<sup>th</sup>, 2024, was canceled as well due to the Spring General Faculty meeting.

**Design Review Committee** – This committee did not meet on February 1<sup>st</sup>, 2024, due to a lack of items for the committee to review. The next meeting is scheduled for March 7<sup>th</sup>, 2024.

**Executive Council** – This council did not meet in January due to a lack of agenda items. The next scheduled meeting is scheduled for February 26<sup>th</sup>, 2024.

**Game Day and Special Events** – No meeting is currently scheduled, and no meeting was held in January 2024.

**Inclusive Excellence Leadership Council** – The committee met on January 23<sup>rd</sup>, 2024. Delaney Vampran-Foster shared updates concerning the Office of Inclusive Excellence. There will be workshops on ways to boost funding proposals. The first was on February 5<sup>th</sup>, with two

additional workshops on March 4<sup>th</sup> and April 1<sup>st</sup>. Safe Zone has moved into this office out of the FLARE student group. A graduate student database is in the works for the university, as we have no such database currently. Recruitment boxes will be sent to prospective students with “goodies” in them (still working on what those may be). We also discussed HB 127 and the impact that this bill (if passed) would have on this university. No details to report yet.

There is also an Inclusive Excellence Certificate that faculty can get by attending 3 workshops and completing a reflection at the end of the semester. Those workshops are February 13<sup>th</sup>, March 5<sup>th</sup>, March 19<sup>th</sup>, and April 4<sup>th</sup>. Lunch/dinner will be served at all these workshops. To register for these or any workshops within the Office of Inclusive Excellence, visit <https://www.oidi.msstate.edu/inclusive-excellence>.

February is Black History Month and there are several workshops, discussions, and events planned. A list of these events can be found at <https://www.msstate.edu/newsroom/article/2024/01/msu-commemorates-black-history-month-numerous-special-events>.

**Information Technology Council** – This committee did not meet in January. The next meeting is scheduled for February 6<sup>th</sup>, 2024.

**Master Plan Development and Advisory Committee** – This committee did not meet in January. The next scheduled meeting is February 8<sup>th</sup>, 2024.

**Parking and Traffic Regulations Committee** – This committee met on January 25<sup>th</sup>, 2024, to discuss two topics. First, the email discussion and vote in mid-December concerning the parking for faculty and staff at the Hill Science Building on the west side of campus next to Newell-Grissom was revisited at the request of Dr. Regina Hyatt and Mr. Les Potts. The committee decided to leave the parking as is, not rezoning the Maroon (any permit) to be allotted to staff parking since staff can park in the Maroon lots. This will allow students to park there if spaces are available.

Also discussed was the possibility of having an “employee of the month” space for the College of Veterinary Medicine outside of the Dean’s office at the Wise Center. After some discussion, the committee felt an approval of this would open a wave of “designated spaces” for all sorts of faculty members around campus. The decision was to deny this type of parking space to anyone who is not at a President/Vice President administrative level.

**Sustainability Committee** – This committee did not meet in January.

**University Faculty Senates Association of Mississippi (UFSAM)** – The committee met on January 29, 2024. We discussed a report from an ad-hoc committee formed in the Fall 2023 semester consisting of various senators from across the state of Mississippi. The ad-hoc committee was charged with researching, preparing, and submitting a proposal for paid parental leave for faculty employees of IHL universities in Mississippi. The report is presented in



this report as well. The committee concluded that granting 12 weeks of paid parental leave to faculty employees of IHL Universities of Mississippi will have a positive impact on the recruitment and retention of faculty, the intellectual growth of IHL institutions, the morale of employees, and Mississippi family values. Senator James Chamberlain was a member of this ad-hoc committee and is bringing this proposal to the Robert Holland Faculty Senate today.

President Banik asked for comments and questions. Senator Sutton asked President Banik for an update on the resolution put forward at the last meeting on the competitive salary structure. President Banik stated an Ad Hoc committee had been formed and would meet immediately after the current Senate meeting.

Senator Sutton asked why an Ad Hoc Committee was formed and how the committee members were chosen. President Banik stated the Ad Hoc Committee is being chaired by Vice President Breazeale and was formed because the issue was not specific to any one Faculty Senate Committee. He and Vice President Breazeale compiled a list of members and tried to include members from each college.

Senator Rai asked who the representative was from the College of Engineering. President Banik replied that they asked Senator Taggart, as she is from Ag & Bio Engineering. Senator Rai noted that Senator Taggart does not represent Engineering. President Banik said as there were already nine members on the committee, they felt it was good representation and did not want to add more members. Senator Rai stated it was the prerogative of the president to select the committee members, but it would not be accurate to say all major colleges are represented on the committee.

Senator Rai requested that information about the resolutions that come through the Senate and require action or any feedback be included in the President's report.

Senator Krishnan asked that the graduate student database be further explained. President Banik stated it was for current graduate students. Dr. Shaw stated the database is intended to compile potential graduate student assistantship opportunities for prospective graduate students.

### Report of the Faculty Senate Vice President

#### **Committee on Campus Access**

No meetings were held since the last Vice President's report.

#### **Calendar Committee**

No meetings have been held since the last Vice President's report and no meetings are scheduled to date. Proposed dates for all 2025 semesters have been sent out for approval. The committee plans to resume meetings later this spring where the chairs will provide all the variables and "constraining factors" that are involved in planning the semesters. Discussion of the 2026 calendar will begin in hopes of having it determined and posted by October 1.

## **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. Campus-wide ORED Research Week is scheduled for the week of April 8. Individual units are encouraged to host their own Research Week the prior week. ORED Undergraduate Faculty Research Grant applications will soon be live on the ORED website. The deadline for applications is April 1. UG faculty can apply for up to \$2,000 to be made available as summer funding.

## **Reports from Faculty Senate Designates on University Committees**

**Business Sent to Committee**

**Business to be Sent to Committee**

**Standing Committee Report**

## **Academic Affairs**

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

Senator Robichaux-Davis, on behalf of the Academic Affairs Committee, presented the committee report on AOP 12.04.

Senator Vivier asked why the permission of the respective Department Head and Dean was necessary. Senator Robichaux-Davis stated the committee thought if there was going to be a change in the way the final exam was delivered from the format of the class that the student had enrolled in, the Department Head and Dean should permit that change.

Senator Tschume stated in the College of Arts & Sciences the Department of Chemistry gives a National Exam in which they are given 110 minutes. He asked if this would be implemented in that department. Senator Robichaux-Davis said she couldn't speak to that and if they are not following the policy then something would be done.

Senator Spurlin asked if the Department Head and Dean are still needed to approve the Hybrid Courses, as those students expect to have some flexibility in class delivery, including exams. Senator Robichaux-Davis said yes, any mode other than asynchronous online.

Senator Lemus stated the faculty provides information on how the exams are going to be presented to the students on the class syllabus. Senator Robichaux-Davis stated the committee thought the delivery method of the class should match the way the student takes the final examination.

Senator Musser stated that if it is clearly stated on the syllabus there is no real rationale for requiring the extra signatures.

Senator Vivier questioned how the statement aligns with the university syllabus statement on continuity of instruction, which seems to expect some flexibility of students as well as faculty between modes of delivery depending on the external circumstances of weather and such.

Senator Robichaux-Davis stated the committee did not intentionally go against the continuity of instruction in the syllabus, but that they were discussing the policy as it was presented to them. The committee read it as any course that is not asynchronous could be put online.

Senator Herrmann stated if a course is only approved for face-to-face instruction, giving the examinations asynchronously online seems inconsistent with the mode of delivery that has been approved for the course.

Student Association President Elle Herndon asked why, in a face-to-face course, if all the examinations were offered online the final examination would need to match the course of instruction and not how the rest of the tests were formatted. Senator Robichaux-Davis said she thinks it may be because the final examination was weighted heavier.

Senator Chamberlain stated many of the assessments his students do, such as assignments and papers they write, are outside of the classroom. He said with face-to-face classes work is done outside the classroom and asked how the final examination is any different. Senator Robichaux-Davis stated the final examination applies to the total number of contact hours, so if it is a 3-hour lecture it is part of the 45 hours of contact.

Senator Kundu asked how the policy would be applicable if the final exam was a take-home exam. Senator Robichaux-Davis said that a take-home exam is not an online exam.

Senator Spurlin made a motion to amend the committee's report to add "or Hybrid" so it would read "For courses delivered in a mode other than asynchronous online or hybrid." Senator Fincher gave the second. The motion passed by majority hand vote.

Senator Vivier made a motion to delete the text stating "with permission of the respective department head or dean." Senator M. Priddy gave the second.

Senator Tschume asked if allowing any faculty to go asynchronous online is going to affect contact minutes as far as accreditation and SACS. Senator Robichaux-Davis replied that was discussed at the Associate Dean's Council and the last sentence states "In these cases, the final examination must include at a minimum the full three-hour session allotted by the academic calendar."

Senator Stewart stated some courses do not have to count the final exam as hours of contact as the 45 contact hours have been met by that point. He added in best practices for online exams you do not give them 3 hours and are instructed to limit the time on an online exam. Senator Robichaux-Davis confirmed with Provost Shaw that online exam times could be shorter.

Senator Herrmann stated in an asynchronous online class many students are non-traditional and do not know one another. However, for a face-to-face class, the students may meet at someone's apartment and do the exam together, so her concern was if the class was face-to-face the examinations should be delivered in the same format as the course. Senator Robichaux-Davis stated that given that concern, the committee felt the Department Head and Dean should be aware of exams being put online.

Senator Chamberlain stated the faculty have the freedom and control to an extent in how they assess their courses. Needing a department head to sign off on how exams are given, then do they also need to make sure we are assigning enough essays and other assignments? President Banik stated there is only an AOP for the final exams but not for other assignments.

Senator Robichaux-Davis stated that students who want to come to campus to take a face-to-face course are not required to have access to technology or there may be the potential to not have access to technology. She said the committee felt that if there was a legitimate reason why it should be online, just get permission, otherwise it should be on campus for the final exam.

Senator Grala stated we do require students to have access to certain items such as textbooks and calculators, so we can also require access to the Internet. He said if they do not have that access from home, they can come to a university computer lab. President Banik stated if a student is coming to campus to take the test they may as well come to the classroom.

Senator Vivier clarified that the added language giving the Department Head and Deans more authority, which they did not ask for, came from the Faculty Senate Academic Affairs Committee. President Banik stated that was correct.

Hearing no other comments, President Banik asked for a vote on removing the added phrase "with permission of the respective department head and dean." The amendment passed with a majority hand vote.

Senator Musser stated in his opinion the wording of the last sentence in the same section says the final examination due date must include the full three-hour session. He said the date and three-hour session do not seem to go together. Senator Robichaux-Davis said it is an asynchronous exam, which means it could be open for 72 hours if it is in a regular time period, which must include at a minimum the full 3-hour session allotted by the academic calendar. If it is a face-to-face examination and we are opting to go asynchronous online, the amount of time they have to take it has to include the face-to-face schedule of the regular final examination period on the academic calendar.

President Banik asked for questions or comments on the original discussion on the approval of the AOP as now presented.

Senator Perkins made a motion to amend the already amended AOP to change the last sentence of the paragraph being discussed to replace “due date” with “window” so that it reads, “In these cases, the final examination window must include at a minimum the full three-hour session allotted by the academic calendar” and to move the second paragraph on the first page that begins “For the purpose of this policy” to the top of the AOP as the first paragraph. Senator Musser gave the second. The motion to amend the AOP to include those two changes passed by unanimous hand vote.

President Banik asked for any comments or questions on the amended AOP. Hearing none he moved to vote on the amended AOP. The motion passed by unanimous hand vote.

### **1. Academic Amnesty for Graduate Students**

Senator Robichaux-Davis, on behalf of the Academic Affairs Committee, presented the committee report on AOP 12.18.

Senator Lemus requested to add (GPA) in the first paragraph after “their grade point average (GPA) upon successful readmission.”

Senator Freeman moved that any grammatical or correctional statements be corrected by the Secretary of the Faculty Senate. Senator Haynes gave the second. The motion passed unanimously.

The motion to approve AOP 12.18 passed by unanimous hand vote.

Ancillary Affairs – No Report

### Charter & Bylaws

#### **1. Report on Senate Apportionment**

Senator Spurlin presented the report from the Charter & Bylaws Committee. He stated the Charter & Bylaws Committee is tasked with reporting the apportionment across the 11 college units represented in the Faculty Senate. Per the Faculty Handbook, in odd-numbered years we can reapportion; for this year, 2024, we are simply providing a report of the total count of general faculty represented and how those should be apportioned. He stated if we had done reapportionment this year there would be no changes. This can be found in the Faculty Handbook, section 3 pages 17-20, which goes into further detail on apportionment.

Senator Vivier asked about the letter of request sent to the Faculty Senate last November concerning representation for the Honors College on the Robert Holland Faculty Senate. The letter was sent to the Charter and Bylaws Committee in January, which then recommended in

April the Senate appoint a special committee to address the issue of unrepresented faculty. He asked the Faculty Senate President in October if the committee had been formed and was told it had not been. Senator Vivier stated the Senate voted to form a committee to discuss unrepresented faculty in general and representation in the Honors College in particular. He asked if the committee had been formed and if not, why not.

President Banik stated it had not been formed as the official breakdown of the Senate is based on the colleges represented in the faculty handbook. He said the Honors College is not listed as well as the new College of Professional and Continuing Studies. He said as far as representation goes for those positions the Honors College is represented by Senator Vivier's presence as an Arts & Sciences Senator as well as for the Honors College. The Executive Committee discussed the formation of said committee and in speaking with Dr. Shaw, it seemed more logical at this time to place those unrepresented faculty in colleges instead of doing a whole section to try to get those people in there.

Senator Vivier asked if it was within the power of the president of the Faculty Senate to determine not to form a committee when the Faculty Senate has voted to do so. Senator Freeman stated any resolution that is presented before the Senate that relates to the internal operations of the Senate would then need to be sent to a committee to be reviewed within a timely manner. If that committee fails to act or make a recommendation of no action, the originator can bring that resolution before the full Senate to take a vote.

Senator Viver stated that Senator Freeman's response had not answered his question, which was about a president failing to form a committee that the Senate voted as a body to form. Senator Freeman stated Senator Vivier could still bring the resolution from the committee back in front of the whole Senate to vote. President Banik stated it was discussed with the Executive Committee and they did not see the purpose of that committee being formed.

Senator Vivier stated the Senate voted on it and asked President Banik if he had the power to not form it. Senator Freeman stated the President did have to form the committee if requested to do so, but the President could decide who is on the committee.

President Banik stated it would go to the Executive Committee and they will have that report back in March.

The motion and second from the Charter & Bylaws Committee to accept the Apportionment Report from the Charter & Bylaws Committee passed by hand vote of 18 yay and 0 nay.

## Faculty Affairs

### **1. EOP 12.26 Credit for Prior Learning**

Senator Tschume gave an update for Senator Barrett regarding AOP 12.26 Credit for Prior Learning. He said it was discussed via email and afterward the Executive Committee had some concerns about the amount of work faculty would have to put in towards approving credit for prior learning. Senator Barrett will be meeting with Dr. Susan Seal and the committee will have an update next month.

## Student Affairs

### **1. AOP 12.21 Veterans' Academic Status**

Senator Haynes, on behalf of the Student Affairs Committee, presented the committee report on AOP 12.21.

Senator Haynes stated the committee had Andrew Rendon, the new Executive Director of Veterans and Military Affairs, review the AOP to ensure the policies and procedures being described were consistent with the Department of Veterans Affairs.

She said all the edits in red were to make the AOP consistent with the Department of Veterans Affairs.

The motion to accept AOP 12.21 as presented passed by unanimous hand vote.

## University Resources – No Report

## Pending Business

### New Business

### **1. Resolution for the Ombudsman**

The resolution for the Ombudsman was presented by Senator M. Priddy and Senator Haynes in the form of a motion. Senator L. Priddy passed out a letter of support from the Graduate Student Association President Luck Tucker. Senator Sutton gave the second.

Senator M. Priddy provided context for bringing the resolution forward and stated that there have been many faculty to use the Ombudsman office over the years and the confidentiality of the Ombudsman office coupled with the fact that it is not within their chain of command has been very important to them receiving swift feedback and resolution to issues.

Senator M. Priddy stated there is one modification in the original Resolution under the Resolved section at the very end to strike the verbiage in (ii) from “an election cycle/protocol” and replace it with “a protocol.”

Senator Robichaux-Davis asked why the suggestion of multiple ombudsmen was included given the confidential nature of everything that happens in that office. Senator M. Priddy stated other universities have three ombudsman people who rotate on three-year cycles so there is some continuity within the office of how they are allowed to pass information, but they also learn from each other. He stated other universities have an ombudsperson that is specifically for certain constituents, such as one to answer faculty questions and another for graduate students. The thought is they are better trained in knowing how to provide feedback.

Senator Musser said in the first sentence of the Resolution it states there are plans to restructure the Ombuds Office and asked Dr. Shaw what that meant. Dr. Shaw stated the intention is to reevaluate how to approach the office of the Ombudsman.

President Banik stated if the resolution passes it will be sent to President Keenum to take action.

The motion on the resolution as presented with one edit passed with unanimous hand vote.

## **2. Resolution for Parental Leave**

Senator James Chamberlain presented the resolution in support of the Parental Leave Policy Adoption in the form of a motion. Senator Chamberlain was part of a committee in the fall made up of representatives of faculty members across the state from various institutions.

President Banik stated this resolution will not go to our university president but to the University Faculty Senate Association of Mississippi.

President Banik asked for a second. Senator Tschume gave the second.

Senator Fincher asked how this policy would be squeezed into a semester schedule as it states it is for 12 weeks and we have 16-week semesters.

Senator Kundu said most of us are nine-month faculty and asked how it is going to be considered in the 16 weeks or 12 weeks of this plan.

Senator Chamberlain stated the way it is written is in terms of the existing FMLA policy and they adopted the language of 12 weeks because that was more than what any of our peer institutions were already offering.

Senator Robinson said fellow faculty members came in and took on her classes when she had medical leave due to pregnancy. She stated there may be a proposal that could be written on how to deal with that situation as it does put the students in an unfortunate situation and there are a lot of complaints because they have two different instructors of record.



Senator Chamberlain stated the policy proposal was for paid parental leave not how we would handle the course.

Senator Tschume said he wondered if this policy would be struck down because IHL thinks 12 weeks is too much.

Senator L. Priddy commented that just because we aren't sure they are going to accept this doesn't mean we shouldn't put it forward.

President Banik stated as a point of clarification, that the Faculty Senates do not talk to the State Legislature, which is where this would have to ultimately go for any significant change. This would go from the United Faculty Senate to IHL.

Senator Haynes stated part of the reason it is important is because there is so much inconsistency across departments about how it is handled as sometimes people are reassigned. She said having some kind of policy in place is going to be good for people to make sure there is consistency because not everyone has had fortunate experiences.

President Banik moved to vote on the Resolution. The motion passed by hand vote with a majority hand vote.

President Banik asked for a motion to adjourn. Senator Robichaux-Davis made a motion to adjourn. Senator Tschume gave the second. The motion passed by unanimous hand vote.

Meeting adjourned at 4:19 pm.

Submitted for correction and approval.

---

Stacy Haynes, Secretary

Dinah Jenkins, Administrative Assistant

## INTRODUCTION OF GUESTS

Dr. Tracey Baham, Associate Vice President of Institutional Research & Effectiveness  
Dr. David Shaw, Provost and Executive Vice President

## REPORT OF THE FACULTY SENATE PRESIDENT

Spring in Mississippi...nothing better. Enjoy the weather, for summer will soon be here. This year truly seems to be flying by! Spring break officially starts in just a bit.

Dinah and I have been actively moving the Senate office to Walker Hall over the last two weeks. Furniture is mostly in, and we will be wrapping up taking random items over. I want to encourage you all to stop by after Spring Break week and check out the new (and more permanent) space on the second floor of Walker Hall. The main office is Walker Hall 210.

The SACSCOC team was here last week, and Dr. Tracey Baham will be updating us on their visit. I had the privilege of meeting with the team for the Bulldog Experience presentation and having lunch with a few of the members.

The General Faculty meeting was on February 12<sup>th</sup>, and we heard about the many activities, events, and initiatives taking place at MSU. Dr. Keenum, Dr. Shaw, Dr. Jordan, and Dr. Coble all delivered very encouraging reports not only about what has happened at MSU but what is in the works for the days and years ahead.

We have a couple of events to be mindful of between now and our April 2023 meeting. Elections for new senators are open now and will close on March 20<sup>th</sup>. Please vote for your new representatives.

Faculty Senate will also begin accepting nominations for Senate officers after the Senate elections close. Be on the lookout for more information. Dr. Andy Perkins will serve as our elections officer so please send all nominations to him and Dinah, and we will begin the compilation process. The officers will be elected at our April meeting.

Dr. David Shaw met with the Executive Committee last week to discuss the current student course surveys and changes that could occur. There will be a committee formed including undergraduate and graduate students along with faculty members to discuss the methods of implementation and improvements for the student course surveys. There should be a report on this at the April Faculty Senate meeting.

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

**Athletic Council** – This council met on February 14<sup>th</sup>, 2024. Athletic Academics is looking to fill 8 graduate student positions. If you know of someone who would be interested, contact Christine Jackson, and she can get that going.

Softball now requires tickets, so be mindful of that if you wish to attend those games.

Dr. Joey Case spoke on the importance of mental health and the services provided to our student-athletes. Mental health is the number one reason athletes leave any institution. Overall, we have an impressive team to assist our student-athletes with their needs.

The next meeting on March 20<sup>th</sup> will be spent considering updates to send to the Standing Committee Review Board.

**Dean's Council** – This committee has not met since the last report in February. The next meeting is scheduled for March 11<sup>th</sup>, 2024.

**Design Review Committee** – This committee has not met since the last report in February. The next meeting is scheduled for March 7<sup>th</sup>, 2024.

**Executive Council** – This council did not meet in February due to the SACSCOC team being on campus. The next scheduled meeting is scheduled for March 25<sup>th</sup>, 2024.

**Game Day and Special Events** – No meeting was held in February 2024. The Division of Student Affairs, MSU Athletics, and the Office of Public Affairs will host student focus groups to discuss Game Day/Junction policies moving forward. These will take place on March 7<sup>th</sup> and March 20<sup>th</sup> in the Union Dawghouse. The plan is to invite students involved with fraternity/sorority life, Student Association, and our major student organizations on March 7<sup>th</sup> and then have the March 20<sup>th</sup> open for general student participation. The Game Day Committee plus personnel from Athletics will facilitate the questions, and the feedback will be used as a component of the formulation of Game Day/Junction policies.

**Inclusive Excellence Leadership Council** –The committee met on February 27<sup>th</sup>, 2024. We discussed reinstating the awards that were once given by the President's Councils on Women/Minorities along with the Diversity Awards.

The Bagley College of Engineering has rebranded its diversity office to be the BCoE Office of Inclusive Excellence to be more in line with the university committee.

The College of Arts & Sciences IDEA (Inclusion, Diversity, Equity, Access) has put out a Faculty Retention Survey to gather data to better understand how we can retain faculty in the college.

The College of Architecture, Art, and Design had their first official meeting last month and wanted to share an opportunity for a March 21<sup>st</sup> trip to the Legacy Museum in Montgomery, Alabama. There are roughly 30 seats available on the trip if you would like to share with students. Contact Silvina Lopez Barrera or Jenna Altomonte about this trip.

Be sure to check out the many events for Women's History Month throughout March.

**Information Technology Council** – This committee met on February 6<sup>th</sup>, 2024. A new mass email application is in the works for the university. The old system was developed in 2005, and many of the requests were not verified before going out. The new system will have a workflow, adding approvals, HTML editing, templates, and accessibility. February 19<sup>th</sup> was the pilot rollout, and early March will see full implementation.

Ellucian will be on campus again at the end of March to hold a two-day workshop for leadership, faculty, and staff.

The new Information Security Policy is now live. [www.infosecurity.msstate.edu](http://www.infosecurity.msstate.edu) Also, be mindful of the best practices for email forwarding and use.

**Master Plan Development and Advisory Committee** – This committee did not meet in January. The next scheduled meeting is March 14<sup>th</sup>, 2024.

**Parking and Traffic Regulations Committee** – This committee met via MS Teams on February 22<sup>nd</sup>, 2024. Discussion included updating parking fines, parking space allocations around the Hunter Henry Center, and Gated Lot changes. The 56 spaces around the Hunter Henry Center will be zoned as Maroon Permit spaces. Within the gated lots, starting in the Fall 2025 semester, four internal parking zones based on location. Lloyd-Ricks, Allen/McCarthy/Rice, Hand/Band/Rula, and Lee/George/Harned would be the general breakdown for the lots. You may still move throughout the gated area, but parking would be in a certain area.

**Sustainability Committee** – This committee did not meet in February.

**University Faculty Senates Association of Mississippi (UFSAM)** – The committee met on February 15<sup>th</sup>, 2024. All nine senates across the state have passed the parental leave resolution. A formal letter will be drafted to send to IHL soon. We also discussed security at various campuses, and I mentioned some of our security protocols that other members thought would be useful at their campuses (such as the red STOP buttons in some classrooms).

## REPORT OF THE FACULTY SENATE VICE PRESIDENT

### **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. We have been informed that regular meetings of this committee will resume shortly to begin work on the 2026 calendar in hopes of having it determined and posted by October 1.

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

No meetings were held since the last Vice President's report.

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

This committee met on February 16. The Undergraduate Research Symposium Flyer is attached. If you are working with undergraduate students who are conducting research, you can remind them that the URS is April 11-12, with a submission due date of March 19<sup>th</sup>. Faculty were requested to help recruit others (faculty, graduate students, research staff) to serve as evaluators for the URS on April 11 & 12. They are seeking help in providing student presenters with feedback on their projects. If you can devote a couple of hours, please sign up at: [https://msstate.co1.qualtrics.com/jfe/form/SV\\_a5dWtwyaEGICrn8](https://msstate.co1.qualtrics.com/jfe/form/SV_a5dWtwyaEGICrn8)



**MISSISSIPPI STATE**  
UNIVERSITY™

UNDERGRADUATE RESEARCH  
AND CREATIVE DISCOVERY

# SPRING UNDERGRADUATE RESEARCH SYMPOSIUM CALL FOR ABSTRACTS

APRIL 11-12, 2024 ——— COLVARD STUDENT UNION

All undergraduate students engaged in research and creative discovery are welcome to showcase their work in one of the following categories:

- Art, Music, & Design
- Biological & Life Sciences
- Business & Economics
- Education
- Engineering
- Humanities
- Physical Sciences
- Social Sciences

Visit our website for information on the 13 Special Area Competitions!

**SUBMISSION DEADLINE:**  
**MARCH 19, 2024**

For more information, visit  
[urcd.msstate.edu](http://urcd.msstate.edu) or scan here!



REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

## BUSINESS SENT TO COMMITTEE

### **7.1 AOP 13.05 Faculty Grievance**

## BUSINESS TO BE SENT TO COMMITTEE REPORTS

## STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS – No Report

ANCILLARY AFFAIRS – No Report

CHARTER & BYLAWS – No Report

## FACULTY AFFAIRS

### **1. AOP 12.26 Credit for Prior Learning**

**Report to the Robert Holland Faculty Senate**  
**Faculty Affairs Committee**  
**Report on AOP 12.26 Credit for Prior Learning**  
**March 5, 2024**

**Background**

AOP 12.26 – Credit for Prior Learning required an update to align with the university's policy on granting credit to students for their prior learning.

**Recommendation**

The Faculty Affairs Committee recommends that AOP 12.26 – Credit for Prior Learning be accepted with minimal edits from the Holland Faculty Senate.

The Faculty Affairs Committee desires for AOP 12.26 to be approved with the edits listed below.

1. Below “Definitions”, Non-college training programs are instructional programs [add ‘completed’] as part of the students’.
2. Below the section “Undergraduate Credit by Examination”, Advanced Placement Examination followed by the description which should include the statement listed as #1 “A list of specific courses approved for Advanced Placement credit may be ...
3. This makes the actual list of #1, #2, #3, and #4 begin with #1 Advanced Placement Examinations.

The Executive Committee desires for AOP 12.26 to be approved with minor edits.

1. Under the “Purpose” heading, adding “undergraduate” so it now reads ‘students can receive undergraduate credit for’.
2. Under the “Guidelines” heading, adding “undergraduate” to the first bullet point so it now reads ‘students for undergraduate courses’.
3. Under the “Guidelines” heading, adding the last bullet point that reads ‘Departments may choose which of their courses (if any) to allow credit for prior learning.’
4. Under the “Implementation” heading, rewording that statement to now read ‘A Credit for Prior Learning (CPL) Committee will be formed with membership that must include (but not limited to) faculty and staff from participating departments and programs , along with representatives from the Registrar's Office, the Office of Institutional Research & Effectiveness, and the College of Professional and Continuing Studies.’

**Discussion**

AOP 12.26 is a needed policy. The Faculty Affairs Committee discussed grammar and clarity. The Executive Committee was interesting in making sure that we denote this is for undergraduates as well as allowing departments some flexibility of decision.

**Committee Members: Jason Barrett (Chair), Russel Carr, Alexis Gregory, Kimberly Kelly, Krish Krishnon, Adrian Sescu, Jacob Tschume, Kimberly Walters**



## AOP 12.26: CREDIT FOR PRIOR LEARNING UNDERGRADUATE CREDIT BY EXAMINATION

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to describe how students can receive undergraduate credit for prior learning (CPL) ~~promote an understanding among the holders of this manual regarding the issuing of undergraduate credit by examination.~~

### POLICY/PROCEDURE

Mississippi State University accepts three forms of credit for prior learning (CPL) as fulfilling academic course requirements as defined in AOP 12.08 Requirements for Academic Programs and Academic Consortial/Contractual Agreements.

### Definitions

- Credit by Examination is an external, standardized test used to demonstrate the level of knowledge a student has in a particular subject.
- Portfolio-based or individual assessment is a method where students prepare evidence that demonstrates their competency of course content based on their experiences or other non-credit activities.
- Non-college training programs are instructional programs **completed** as part of the students' employment or military training that offer comparable course content (e.g., American Council on Education (ACE) or military credits).

### Guidelines

- CPL applies to current Mississippi State University students for **undergraduate** courses approved by the University Committee on Courses and Curricula (UCCC).
- CPL may be awarded at any time after the student is admitted to the university.
- CPL may not apply toward residency requirements.
- The combination of all forms of CPL must be less than 25% of the credit hours required for the academic credentials for which the student is enrolled.
- Coursework fulfilled by CPL receives an "S" grade and therefore is not calculated in the grade point average.
- Students may apply for CPL up to the last day to withdraw in the semester prior to degree completion.
- Departments may choose which of their courses (if any) to allow credit for prior learning.



## Undergraduate Credit by Examination

~~Undergraduate credit by examination is included as part of the overall limit of 25 percent of non-traditional credit that may be counted toward graduation. Credit for these exams does not affect grade-point averages.~~

~~1. **Advanced Placement Examinations.** Students entering Mississippi State University for the first time are allowed credit on the advanced placement examination administered by the College Entrance Examination Board. **Grades of Satisfactory (S) appear on the transcript for courses in which advanced placement credit is earned. Applicability of such credit to a specific degree is to be determined by the dean and/or head of the academic unit where the course is housed.**~~

~~A list of specific courses approved for Advanced Placement credit may be obtained from the University Registrar. As more high schools develop Advanced Placement courses, Mississippi State University will consider their inclusion in this listing for credit found in the university catalog at <http://catalog.msstate.edu>.~~

~~2.1. **College-Level Examination Program (CLEP).** Mississippi State University serves as an open testing center for both the General and Subject Examinations. Academic credit on the Subject Examinations is awarded to students who are enrolled at the University and who make a scaled score as indicated in the university bulletin catalog. Credit is considered the same as extension credit and is subject to the same limitations. The applicability of credit to a specific degree is determined by the dean and/or head of the academic unit where the course is housed. A list of courses for which credit may be obtained can be found in the university catalog at <http://catalog.msstate.edu>. found in the current Bulletin of Mississippi State University. The bulletin is available online at <http://www.registrar.msstate.edu/> or in print. If you have any questions concerning CLEP credit, contact the Registrar's Office.~~

~~3.2. **The International Baccalaureate (IB):** Mississippi State University recognizes the IB Program. Advance standing credit will be considered for the higher level subject examinations with scores of 5, 6, or 7 pending approval of dean and/or head of the academic unit where the course is housed.~~

~~A-Students must request a final official IB transcript will be sent by from the International Baccalaureate North America (IBNA) regional office following the grade awarding and upon the request of the student.~~

~~4.3. **Cambridge International:** Students entering Mississippi State University for the first time may be granted credit for examinations administered by Cambridge International. Courses taken as part of the AS level or A-level curricula will be considered. **Grades of Satisfactory (S) appear on the transcript for courses in which Cambridge credit is earned. Applicability of such credit to a specific degree is to be determined by the dean and/or head of the academic unit where the course is housed.** Contact the Office of the Registrar for details on how credit is presently assigned in the various subject areas.~~

**Credit by Portfolio, Individual Assessment, and Non-College Programs**

Demonstration of learning from prior work/military experience may be used on a limited basis to count as academic credit. Work experience may also count toward internship credits in the major. It will be incumbent upon the student to demonstrate how the knowledge and experience is equivalent to the learning outcomes of the selected course. Prior learning will be denoted on the transcript with the select course. These credits may not necessarily transfer outside of Mississippi State University.

- Credit is awarded based on the student's demonstration of competency in the course learning outcomes, as opposed to experience in the field.
- Assessment of student learning for CPL is equivalent to the assessment of student learning in the course and may use the same rubrics or checklists for evaluation. Demonstration of learning outcomes may include but are not limited to the following:
  - Report, paper, brief, or other form of written document
  - Presentation, poster, podcast, or other form of multi-media scholarship
  - Peer-reviewed or juried scholarship (journal article, conference presentation, exhibition, recital)
  - Comprehensive examination (written, oral, or combination)
- Assessment of student learning is completed in accordance with AOP 13.09 by academically qualified faculty members who are from the department that offers the course.
- Qualified faculty from the student’s academic program communicate with the student how credit earned through CPL will be applied to the student's program of study.
- Students will be notified in writing about the determination of the assessment.
- Students may submit evidence of learning at most two times for a given course. The second attempt cannot be submitted within 30 days after the written notification of the determination of the first attempt.
- Prior learning will be denoted on the transcript with the select course (see example).

<u>XX</u>	<u>1103</u>	<u>Starkville</u>	<u>Course Title</u>	<u>S</u>	<u>3.00</u>	<u>0</u>
			<b>XX-1103: Prior Learning Assessment</b>			

- Experiences completed prior to enrollment at Mississippi State University will be denoted on the transcript in the same manner as transfer credits, and experiences

while enrolled at Mississippi State University will be denoted in the semester the credit is issued.

### **Implementation**

A Credit for Prior Learning (CPL) Committee will be formed with membership that must include (but not limited to) comprised of faculty and staff from participating departments and programs affected academic programs, along with representatives from the Registrar's Office, the Office of Institutional Research & Effectiveness, and the College of Professional and Continuing Studies. This committee will address the following topics:

- Uniform fee structure
- Uniform CPL appeal process
- Guidance for departments to develop internal assessment tools
- For-credit course to help students build portfolios
- Process through the Office of University Registrar to uniformly record CPL experiences on students' transcripts

This policy may be implemented for credit by portfolio, individual assessment, and non-college training programs as soon as the CPL Committee has finalized its process and the University Registrar is prepared to transcript the credits.

### **REVIEW**

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

REVIEWED:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



## AOP 12.26: CREDIT FOR PRIOR LEARNING

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to describe how students can receive undergraduate credit for prior learning (CPL).

### POLICY

Mississippi State University accepts three forms of credit for prior learning (CPL) as fulfilling academic course requirements as defined in AOP 12.08 Requirements for Academic Programs and Academic Consortial/Contractual Agreements.

### Definitions

- Credit by Examination is an external, standardized test used to demonstrate the level of knowledge a student has in a particular subject.
- Portfolio-based or individual assessment is a method where students prepare evidence that demonstrates their competency of course content based on their experiences or other non-credit activities.
- Non-college training programs are instructional programs completed as part of the students' employment or military training that offer comparable course content (e.g., American Council on Education (ACE) or military credits).

### Guidelines

- CPL applies to current Mississippi State University students for undergraduate courses approved by the University Committee on Courses and Curricula (UCCC).
- CPL may be awarded at any time after the student is admitted to the university.
- CPL may not apply toward residency requirements.
- The combination of all forms of CPL must be less than 25% of the credit hours required for the academic credentials for which the student is enrolled.
- Coursework fulfilled by CPL receives an "S" grade and therefore is not calculated in the grade point average.
- Students may apply for CPL up to the last day to withdraw in the semester prior to degree completion.
- Departments may choose which of their courses (if any) to allow credit for prior learning.

### Undergraduate Credit by Examination

1. **Advanced Placement Examinations.** Students entering Mississippi State University for the first time are allowed credit on the advanced placement examination administered

by the College Entrance Examination Board. A list of specific courses approved for Advanced Placement credit may be found in the university catalog at <http://catalog.msstate.edu>.

2. **College-Level Examination Program (CLEP).** Mississippi State University serves as an open testing center for both the General and Subject Examinations. Academic credit on the Subject Examinations is awarded to students who are enrolled at the University and who make a scaled score as indicated in the university catalog. A list of courses for which credit may be obtained can be found in the university catalog at <http://catalog.msstate.edu>. If you have any questions concerning CLEP credit, contact the Registrar's Office.
3. **The International Baccalaureate (IB):** Mississippi State University recognizes the IB Program. Advance standing credit will be considered for the higher level subject examinations with scores of 5, 6, or 7 pending approval of dean and/or head of the academic unit where the course is housed.

Students must request a final official IB transcript from the International Baccalaureate North America (IBNA) regional office following the grade awarding.

4. **Cambridge International:** Students entering Mississippi State University for the first time may be granted credit for examinations administered by Cambridge International. Courses taken as part of the AS level or A-level curricula will be considered. Contact the Office of the Registrar for details on how credit is assigned in the various subject areas.

#### **Credit by Portfolio, Individual Assessment, and Non-College Programs**

Demonstration of learning from prior work/military experience may be used on a limited basis to count as academic credit. Work experience may also count toward internship credits in the major. It will be incumbent upon the student to demonstrate how the knowledge and experience is equivalent to the learning outcomes of the selected course. Prior learning will be denoted on the transcript with the select course. These credits may not necessarily transfer outside of Mississippi State University.

- Credit is awarded based on the student's demonstration of competency in the course learning outcomes, as opposed to experience in the field.
- Assessment of student learning for CPL is equivalent to the assessment of student learning in the course and may use the same rubrics or checklists for evaluation. Demonstration of learning outcomes may include but are not limited to the following:
  - Report, paper, brief, or other form of written document
  - Presentation, poster, podcast, or other form of multi-media scholarship
  - Peer-reviewed or juried scholarship (journal article, conference presentation,

exhibition, recital)

- Comprehensive examination (written, oral, or combination)
- Assessment of student learning is completed in accordance with AOP 13.09 by academically qualified faculty members who are from the department that offers the course.
- Qualified faculty from the student’s academic program communicate with the student how credit earned through CPL will be applied to the student's program of study.
- Students will be notified in writing about the determination of the assessment.
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- Prior learning will be denoted on the transcript with the select course (see example).

XX	1103	Starkville	Course Title	S	3.00	0
			<b>XX-1103: Prior Learning Assessment</b>			

- Experiences completed prior to enrollment at Mississippi State University will be denoted on the transcript in the same manner as transfer credits, and experiences while enrolled at Mississippi State University will be denoted in the semester the credit is issued.

**Implementation**

A Credit for Prior Learning (CPL) Committee will be formed with membership that must include (but not limited to) faculty and staff from participating departments and programs, along with representatives from the Registrar's Office, the Office of Institutional Research & Effectiveness, and the College of Professional and Continuing Studies. This committee will address the following topics:

- Uniform fee structure
- Uniform CPL appeal process
- Guidance for departments to develop internal assessment tools
- For-credit course to help students build portfolios
- Process through the Office of University Registrar to uniformly record CPL experiences on students' transcripts

This policy may be implemented for credit by portfolio, individual assessment, and non-college training programs as soon as the CPL Committee has finalized its process and the University Registrar is prepared to transcript the credits.

#### REVIEW

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



REVIEWED:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## STUDENT AFFAIRS – No Reports

### UNIVERSITY RESOURCES

#### **1. AOP 13.05 Faculty Grievance Procedures Report to the Robert Holland Faculty Senate**

##### **University Resources Committee**

##### **Report on AOP 13.05–Faculty Grievance Procedures**

**February 28, 2024**

#### **Background**

Upon request by a senator to review this policy, AOP 13.05 was revised to include additional faculty ranks in the grievance committee pool and also send grievances directly to the Grievance Committee, rather than being sent to the Provost first for an informal resolution.

#### **Recommendation**

The University Resources Committee recommends that AOP 13.05 – Faculty Grievance Procedures be accepted as revised.

#### **Discussion**

The University Resources Committee met virtually on February 22 to review and discuss AOP 13.05 – Faculty Grievance Procedures. The committee agreed that revision was needed to make the membership of the grievance pool more inclusive. Some committee members, as well as other senators providing input to the committee, indicated that the process for any grievance involving the Provost may be problematic due to the prominent role that the Provost plays in the grievance process. Changes were suggested to clarify this process.

The following edits were made by the committee:

Section 2 specifies that all grievances are sent directly to the Grievance Committee for a hearing. This necessitates forming a standing Grievance Committee, whose purpose is to elect a chair and serve as a pool of faculty members to hear grievances.

Section 1e (previously 2c) was changed to include any faculty member at Rank 2 or higher, to include Professor, Clinical Professor, Teaching Professor, Professor of Practice, Extension Professor, or Research Professor at the associate level or higher, or Instructor I or II.

The committee continued discussions via email and agreed upon the final revisions to the policy.

**Committee Members:** Andy Perkins (Chair), Leigh Beckman, Cheryl Justice, Cate Mochal, Peter Messer, Fred Musser, Beth Stokes, Mary Love Tagert



## AOP 13.05: FACULTY GRIEVANCE PROCEDURES

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish a standardized procedure concerning the review and resolution of the grievance of a faculty member.

### 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 to the Provost and Executive Vice President.

### POLICY/PROCEDURE

#### **1. Foreword**

- a. The University operates under a philosophy that emphasizes the importance of ensuring the rights of its faculty. Both personnel and operating policies are formulated ~~in order~~ to assist administrators and faculty in working harmoniously toward the collective goals and objectives set forth by the Board of Trustees. When a faculty member has a grievance, efforts will be made to determine the facts surrounding that grievance and to respond appropriately and justly within a timely manner. The purpose of these procedures is to address grievances of faculty members and to provide a mechanism for resolving them. The times noted in these procedures are to be followed except under extenuating circumstances.
- b. Whenever possible, problems of faculty members should be solved within the University at the level at which they arise. -The faculty member may wish to consult with the University Ombudsman prior to initiation of a formal grievance.

Each member of the University faculty shall have the right to a hearing of a grievance through established channels. -Access to these channels is restricted to University faculty members or those who were University faculty members when the event leading to the grievance occurred.

- c. This policy (AOP 13.05) will not apply to some types of grievances. Grievances related in any way to tenure, promotion, salary, grounds for termination, termination procedure, and notice of nonreappointment or termination are not covered by this policy. In such cases, the aggrieved faculty member should refer to other applicable University policies, including the Tenure and Promotion Policy (AOP 13.07) or the

Termination of Employment Policy (OP 60.113). If the grievance is related in any way to harassment or discrimination based on being a member of a protected class, this policy AOP 13.05 will not apply. The aggrieved faculty member should instead refer to the Discrimination, Harassment, and Retaliation Policy (OP 03.03) or Sexual Misconduct Policy (OP 03.04). The grievance of a student or the grievance of a faculty member against a student will not be covered by this policy.

d. A faculty member holding an administrative position will have access to these procedures with regard to ~~his/her~~their faculty duties, but will not have access to the procedures with regard to ~~his~~their/~~her~~ administrative duties.

d.e. To facilitate the resolution of grievances the University will establish a standing grievance committee ~~to consist~~consisting of the following members:

- President of the Robert Holland Faculty Senate (if eligible),
- Chairperson of the Robert Holland Faculty Affairs Committee (if eligible),
- Chairperson of the Promotion and Tenure (Appeals) Committee,
- Two faculty members elected from each college, MSU Extension Service, MSU Meridian, and the University Libraries serving two-year terms. Each of these committee members will serve two-year staggered terms with half of the committee members (one from each of the above units) elected each year. Committee members can be re-elected, but cannot serve more than 3 consecutive terms.

All members of the Committee must be full-time faculty with rank 2 or higher. Specifically, committee members must have the titles of Professor, Clinical Professor, Teaching Professor, Professor of Practice, Extension Professor, or Research Professor at the associate level or higher, or Instructor II or III. The chair of the Grievance Committee will be elected at the first meeting of the academic year, will serve a one-year term, and will be eligible for reelection, ~~and will serve a one-year term.~~

## 2. Faculty Grievance Process

An aggrieved faculty member is encouraged to pursue an informal resolution of the grievance with the individual(s) with whom the faculty member believes caused the grievance prior to submitting a formal grievance. -If an informal resolution cannot be reached, the aggrieved faculty member may then make a formal grievance and proceed according to the following process:

~~a. Membership on the standing Grievance Committee will include the following individuals:~~

~~a. A written grievance must be submitted to the chair of the Grievance Committee, Office of the Provost and Executive Vice President. The grievance must contain a statement of the facts of the grievance, the individual(s) who the grievant believes is responsible for the wrongful action, and a precise description of the remedy sought by the grievant. The grievance must be signed and dated by the grievant.~~

~~b. After reviewing the grievance, the Provost or his~~their~~/her designee may attempt to pursue an informal resolution with the grievant and the respondent. If such an attempt is not successful within thirty (30) days of receiving the grievance, or if the Provost, in his~~their~~/her discretion, determines that informal resolution would be futile, the Provost will forward the grievance to the Grievance Committee.~~

~~Membership on the Grievance Committee ("the Committee") that hears an individual grievance will be determined by the level of the grievance. Each formation of the Committee will include five elected faculty members chosen by the Provost from the following:~~

~~President of the Robert Holland Faculty Senate (if eligible),~~

~~Chairperson of the Robert Holland Faculty Affairs Committee (if eligible),~~

~~Chairperson of the Promotion and Tenure (Appeals) Committee,~~

~~A and a pool of full-time, tenured faculty members, two elected from each college, MSU Extension Service, MSU Meridian, and the University Libraries to serve two-year terms.~~

~~All the Committee must be full-time faculty with rank 2 or higher. Specifically, committee members must have the or, or or~~

~~b.~~

~~When the grievance involves a faculty member holding an administrative position, the Committee to hear the grievance will also include at least one administrator at the level of the grievant and/or respondent and one higher level administrator, both to be chosen by the Provost. The grievant and the respondent shall have the right to challenge any individual member of the Committee with the total number of challenges limited to two (n=2) for each party. As each challenged member is excused, his~~their~~/her replacement will be selected by the Provost in consultation with the other members of the Committee.~~

~~c. Upon receipt of the grievance, the chair will form a Hearing Committee consisting of five members of the standing Grievance Committee and will schedule a grievance hearing. Upon receipt of the grievance from the Provost, the Committee will schedule a grievance hearing. This hearing should be held within 10 business days after receiving the request. The Hearing Committee will elect its own chairperson,~~

who will act as presiding officer. -The notice of a time and place for the hearing must be delivered to the parties involved at least two business days prior to the hearing.

When the grievance involves a faculty member holding an administrative position, the Hearing Committee will also include at least one administrator at the level of the grievant and/or respondent and one higher level administrator, both to be chosen by the Provost. In grievances involving the Provost, the President will receive appoint the relevant administrators and assume thereafter- the recommendation and thereafter assume the responsibilities of the Provost with respect to the remainder of the grievance procedure.- The grievant and the respondent shall have the right to challenge any individual member of the Hearing Committee with the total number of challenges limited to two (n=2) for each party. As each challenged member is excused, their replacement will be selected by the Grievance Committee Chairperson in consultation with the other members of the Grievance Committee.

~~e.d.~~ The formal hearing will be conducted in private. During the proceedings, the parties concerned will be permitted to have a nonparticipating advisor of their choice. -A recording or transcript of the proceedings shall be kept and made available upon request to the parties concerned. -The grievant will present ~~his~~their/~~her~~ own case and has the right to present whatever evidence, written or oral, ~~he/she~~they considers relevant or material to the grievance. -This includes the calling of witnesses.

~~e.e.~~ After the presentation by the grievant, the respondent will be given an opportunity to present ~~his/her~~their case under the same rules as the grievant. -The University may be represented by counsel. -The Hearing Committee may also call witnesses as it considers appropriate. -Both the grievant and the respondent may question all witnesses. The Hearing Committee will not be bound by strict rules of legal evidence. -The Hearing Committee may receive any evidence of probative value in determining the issues involved. -Every reasonable effort shall be made to obtain the most reliable evidence possible. -All questions relating to the admissibility of evidence or other legal matters will be decided by the Chairperson of the Hearing Committee. -Evidence considered in the hearing must relate to the grievance and be of the type relied on by faculty members or administrators in the conduct of their professional affairs.

~~e.f.~~ After all evidence is received, the Hearing Committee will meet privately to consider the evidence. -The opinion held by the majority of the members will constitute the Hearing Committee's recommendations. -The Hearing Committee should provide its recommendations in writing to the Provost, with copies to the parties to the grievance, no later than 5 business days from the last date of hearing of the grievance. ~~In grievances involving the Provost, the President will receive the recommendation and thereafter assume the responsibilities of the Provost with respect to the remainder of the grievance procedure.-~~ Minority opinions of the

committee may be submitted to the Provost and involved parties at the same time as the Committee recommendations are submitted. Recommendations to the Provost are advisory in nature.

f.g. The Provost should send a written notice of his/her/their final decision within 5 business days of receipt of the Committee's recommendations. -Copies of the final decision will be sent to the grievant, respondent, and Grievance Committee Chairperson. -If the Provost's recommendation is different from that recommended by the Hearing Committee, the grievant, the respondent, and the Grievance Ccommittee will be informed in writing of the reasons. The Provost's decision is the final University decision on the grievance.

g.h. The grievant may withdraw a formal grievance at any stage of this process but may not reinstate it once it is withdrawn. The withdrawal request should be made in writing to the Provost Grievance Committee Chairperson who will then notify the Grievance Committee if applicable.

REVIEWED:

/s/ Peter Ryan 3/22/21  
Executive Vice Provost & Dean, Graduate School Date

/s/ David Shaw 3/22/21  
Provost and Executive Vice President Date

/s/ Rebecca Robichaux-Davis 3/22/21  
President, Robert Holland Faculty Senate Date

/s/ Tracey Baham 3/22/21  
Director, Institutional Research and Effectiveness Date

/s/ Joan Lucas 3/22/21  
General Counsel Date

APPROVED:

/s/ Mark Keenum 3/22/21  
President Date



## SPECIAL COMMITTEE REPORTS

### 1. Resolution for the Comprehensive Salary and Compensation Study at Mississippi State University

**Whereas**, the faculty, staff, and graduate students at Mississippi State University (MSU) and across the state of Mississippi have faced challenges concerning fair compensation and benefits, as highlighted by various reports indicating that university faculty in Mississippi are woefully underpaid, a condition exacerbated by inflation and economic realities;

**Whereas**, a comprehensive analysis of faculty, staff, and graduate student salaries and benefits is essential to ensure that MSU remains competitive and capable of attracting and retaining top-tier talent, thereby enhancing the quality of education and research;

**Whereas**, comparisons with peer institutions within the Southeastern Conference (SEC) are crucial for maintaining competitive standards in faculty, staff, and graduate student compensation and ensuring MSU's standing and reputation among these institutions;

**Whereas**, the cost of living in college towns, including Starkville, MS, significantly impacts the overall compensation package necessary for faculty to maintain a reasonable standard of living;

**Be it resolved that**, the Executive Administration at Mississippi State University shall contract with a reputable third-party vendor to conduct a comprehensive salary and compensation study. This study will include, but not be limited to, the following components:

1. **Salary Analysis across Faculty Ranks and Colleges, including staff and graduate students:** To assess and compare the current salary structure at MSU with those of our peer institutions within the SEC, identifying disparities and areas for adjustment.
2. **Benefits Evaluation:** To examine the full range of benefits provided to faculty members, staff, and graduate students, including health insurance, retirement plans, and other perks, and compare these with those offered by peer institutions.
3. **Cost of Living Comparison:** To conduct a thorough comparison of the cost of living in Starkville, MS, with similar-sized college towns and the national average for cities of comparable size. This analysis will help in understanding the real value of salaries in relation to living expenses and should include a qualitative component to address quality of life issues.
4. **Implementation Timeline and Budget:** The third-party vendor will be required to present a detailed plan for the study, including timelines and budget estimates, for approval by the university administration before the commencement of the study.

**Be it further resolved that**, upon completion of the study, the Executive Administration will review the findings and develop an action plan to address any identified disparities or issues. This plan will aim to ensure fair and competitive compensation for all faculty members, thereby contributing to the overall academic excellence and reputation of Mississippi State University.

## OLD BUSINESS

### **1. Honors College Motion**

Whereas the Shackouls Honors College is a college with its own curriculum, its own faculty, and its own distinct interests, the Honors College is a meaningful “division” of Mississippi State University, its faculty should be represented by a dedicated senator on the Robert Holland Faculty Senate. We move that the Charter of the Robert Holland Faculty Senate be amended to include “The Shackouls Honors College” as a “unit to be represented” on the Robert Holland Faculty Senate (Faculty Handbook Section III. C., p. 20).



**MISSISSIPPI STATE**  
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February 19, 2024

MEMO

TO: Robert Holland Faculty Senate

FROM: Dr. Mark Keenum

RE: Bagley College of Engineering EOP 37

Following a resolution passed by the Robert Holland Faculty Senate on September 8, 2023, related to a policy established by the Bagley College of Engineering, EOP 37, I asked for implementation of the policy to be put on hold. I further requested Provost David Shaw and Vice President Julie Jordan review this policy and provide recommendations to me. Drs. Jordan and Shaw met with Dean Jason Keith and discussed the concerns expressed by the Faculty Senate and potential solutions. Subsequently, Dr. Jordan met with senators representing BCOE on Faculty Senate to gather additional information. Drs. Shaw and Jordan are now developing a variety of university-wide incentives to stimulate research, rather than the measures outlined in EOP 37. Thus, EOP 37 as written will not be implemented.

Sincerely,

Mark E. Keenum  
President



**MISSISSIPPI STATE**  
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February 20, 2024

Mr. Robert Banik  
President  
Robert Holland Faculty Senate  
123 Howell Building  
Mississippi State, MS 39762

Dear President Banik:

Thank you for forwarding the ombudsman resolution passed by the Robert Holland Faculty Senate at its February 9, 2024, meeting to me. I appreciate knowing of the concerns of the senators, as well as the interest of the Graduate Student Association in this matter.

As Provost David Shaw mentioned during the Faculty Senate meeting in November, he is planning to meet with the Office of General Counsel, the Office of Civil Rights Compliance, and MSU Human Resources Management soon to develop plans for the university's ombudsman position. Once these plans are developed, I have asked Dr. Shaw to share them with you.

Thank you again for sharing this information with me. I appreciate your leadership and service as president of the Faculty Senate, as well as the work of the senators and their contributions to shared governance on campus. I look forward to visiting with you soon. Until then, please call if I can be of assistance.

Sincerely,

Mark E. Keenum  
President

C: Dr. David R. Shaw  
Provost and Executive Vice President

**Office of the President**

NEW BUSINESS

ADJOURN