

ROBERT HOLLAND FACULTY SENATE AGENDA

November 10, 2023

1. Call to Order
2. [Adoption of Minutes, October 6, 2023](#)..... (p. 2)
3. Introduction of Guests
 - 3.1. Dr. Mark Keenum, University President
 - 3.2. Dr. Brent Fountain, FAR Representative
 - 3.3. Dr. David Shaw, Provost and Executive Vice President
4. [Report of the Faculty Senate President](#)..... (p.15)
5. [Report of the Faculty Senate Vice President](#)..... (p.20)
6. Reports from Faculty Senate Designates on University Committees
7. Business to be sent to Committee
 - 7.1. [AOP 12.11 Undergraduate Student Requirements for Graduation \(Academic Affairs\)](#)..... (p.21)
 - 7.2. [AOP 13.21 Faculty Released Time for Specified Committee Chairs \(Faculty Affairs\)](#) (p.25)
8. Standing Committee Reports:
 - 8.1. Academic Affairs
 - 8.2. Ancillary Affairs
 - 8.2.1. [AOP 10.05 Nepotism](#)..... (p.29)
 - 8.3. Charter & Bylaws
 - 8.3.1. [Letter of Request: AOP Assignment Request from Provost](#) (p.33)
 - 8.4. Faculty Affairs
 - 8.5. Student Affairs
 - 8.6. University Resources
9. Pending Business
10. New Business
11. Adjourn



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of October 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, October 8, 2023.

Members absent and excused were Frank Adams, Jenna Altomonte, Russell Carr, Mark Fincher, Stacy Haynes, Kris Krishnan, Stephanie Lemley, Rocky Lemus, Derek Marshall, Jesse Morrison, Adrian Sescu, Barry Stewart, Beth Stokes, Jacob Tschume.

Members absent were Robert Grala and Paul Tseng.

The meeting was called to order by Senate President Banik.

President Banik said he received a correction from Senator Rai to change the wording in the last sentence of his last comment on page 15 from "don't kill faculty in the process" to "don't kill faculty's research program in the process" and one correction from Senator Gregory to rephrase the paragraph on page 14 to state "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."

Hearing no further corrections, President Banik asked for a vote to approve the amended minutes. Senator Barrett made a motion to approve the October minutes. Senator Robichaux-Davis seconded the motion.

GUESTS

Mr. Tom Ritter, IT Senior Security & Compliance Officer

Mr. Ritter gave a PowerPoint presentation which can be found in the online version of these minutes

<https://www.facultysenate.msstate.edu/sites/www.facultysenate.msstate.edu/files/2023-11/FS%20October%20Minutes%20with%20presentations%20for%20web%20site.pdf>.

Mr. Ritter spoke to the Senate about the upcoming security and compliance changes at MSU and the seriousness of the problems that are being seen, especially in higher ed. He began by saying that on the first day of classes at the University of Michigan the internet had to be completely turned off and stayed off for the first 3 ½ days of classes. Mr. Ritter said although they have not said publicly what the issues were, the FBI and their law enforcement partners were brought in.

Mr. Ritter stated he would only be forced to completely shut down the internet if a) our data was being lost by going to a foreign country, b) we had encryption problems and they were holding us for ransom, or c) a data breach, such as the University of Minnesota, which had 7 million social security numbers accessed that dated back to 1989 from a 2021 security breach. Mr. Ritter added that the “bad guy” had gained access for a long time and it would be the same as someone gaining access to all the information on Banner.

Mr. Ritter said with Ransomware they destroy and encrypt your research data and hold it for ransom. MSU has experienced ransomware in five departments. He said most of those were in 2016 before we changed to a new security system. Mr. Ritter said an office employee opened an email one day and ran a program that destroyed the desktop data and all the files they could write to which was the entire department’s common share.

Mr. Ritter said we must have more user awareness as 91% of targeted attacks begin with a phishing email and 10% of MSU users will answer a phishing email. Mr. Ritter said attackers will ask if you are available and go from there in getting your information. Mr. Ritter said phishing emails were previously more recognizable with spelling errors, but there are more savvy hackers now and AI will continue to make them more difficult to recognize.

Mr. Ritter said we had a targeted phish from a Dropbox where they pulled names from our HRM benefits employees to send a message. He said it had a look-alike domain name similar to msstate.edu that they had purchased just 48 hours previously to sending it to 1,500 employees.

Mr. Ritter said a look alike FedEx malware was sent to a campus office employee that had sent a FedEx package the day before. He said they received an email stating there were issues with shipping and delivery and had a zip file attached, so the employee opened the zip file and it destroyed a complete department’s information.

Mr. Ritter said Payload is another example of malware. He said a hacker sent a look alike msstate.edu login to campus and 30 people logged in and gave away their name, social security number, date of birth, and address. Mr. Ritter said these were all examples of external attacks.

Mr. Ritter said MSU has had insider attack threats as well. There were two malicious students who went into labs and put a keystroke logger into the computers. The first student knew about financial aid so he opened a fake bank account and deposited people’s financial aid. Mr. Ritter said the second student was able to change grades and raised his grade to a “C” and lowered the grades of other people that he did not like.

Mr. Ritter said there are constant attacks from all over the world to gain access to personal information. He said we have had 8-character minimum passwords since 2005 and he has never expired a password. He added that we moved to Duo for extra security, but now have close to 20 years of usernames and passwords exposed. Mr. Ritter said we must move to a 16-character passphrase of words together instead of random letters, numbers, and symbols. Mr. Ritter said they have found it is better to have length than complexity as it is much more difficult to access.

Mr. Ritter said Multi-Factor Authentication (MFA) can cause push fatigue where you then receive a lot of MFA notifications then begin to accept the pushes without thinking. Mr. Ritter said he would consider a password manager app and that YubiKeys is supported.

Senator Freeman asked if the YubiKeys are an option to get from ITS and if there was a way to use the new ID cards to work the same way as the YubiKeys. Mr. Ritter answered that the ID cards would not be able to be used in that manner. He said ITS can install the YubiKeys for you but it would be up to you to purchase and they cost \$25 - \$50 depending on where you want to use them.

Senator Freeman asked if they will still be giving out dongles for free and Mr. Ritter said they would but those are dying off at a fast pace.

Senator Walters asked about the people still using dongles and Mr. Ritter answered there would be no change.

Senator Beckman asked for a password manager recommendation. Mr. Ritter said he would have recommended LastPass but it recently had a major security issue. Bitwarden is a commercial app you could purchase. He added KeepPass is a free app and one he uses but there are others as well.

Senator Jaffee asked when the changes were coming. Mr. Ritter answered the Duo Verified push is coming in March with more information coming out as that date gets closer.

Senator Freeman asked if they would have to send a push multiple times while in the classroom with the new Duo Verified as they do now. Mr. Ritter answered that it would be the same as now, however if you had a YubiKey or a FOB to generate a password you would not.

Senator Freeman asked if it was possible to delay the new authentication until after the semester is completed to assist with time and to adjust to a new system. He added when changes are made in the middle of the semester it makes it very difficult on all. Mr. Ritter stated he is very sensitive to the classroom experience and would look into it.

Senator Kundu asked about misplacing the YubiKey and Mr. Ritter said it would be on your keychain and you would carry it with you, then when you are asked to authenticate you would select the YubiKey choice and tap one time.

President Banik called on Senator Matthew Priddy and introduced him as our newest senator who was just elected to represent the Bagley College of Engineering.

Senator Priddy then asked about the time Mr. Ritter mentioned for compliance and whether he could expand. Mr. Ritter said compliance is a complicated business dependent on what kind of project or money you get. He stated the draft of the Information Security program has about 14 controls and those are the ones they are moving to implement campus-wide.

Senator Wyatt looked up the YubiKeys on Amazon and said they came with USB-C or USB 2/3 and while his laptop is USB-C, all the classrooms are USB 2/3. He asked if they would need to purchase more than one YubiKey. Mr. Ritter answered the YubiKey would need to be compatible so it would be the lower, older one.

Senator Tagert asked if this would affect the off-campus locations such as the Extension and R&E Centers. Mr. Ritter said it would long term.

Dr. Shaw Question

President Banik said Dr. Shaw was in attendance and would take questions from the floor.

Senator Gregory asked Dr. Shaw if the registrar and department heads could be required to have information as to what they are teaching before the bookstore, deans, and department heads begin their notification of books to be adopted. Dr. Shaw stated that he saw those emails and had questions as well so he would absolutely report back with information at next month's meeting.

REPORT OF THE FACULTY SENATE PRESIDENT

Where has the time gone? The semester seems to be flying by without a hint of slowing down. Still, take some time to enjoy the coming fall weather. Biking, walking, or hammocking in the fall is a favorite of mine.

Since the last meeting, I sent out an update on the passed resolution concerning EOP 37 on September 20th. For anyone who may have missed that update, the email from Dr. Jason Keith, Dean of Bagley College of Engineering, is included below:

“In response to the Faculty Senate letter to President Keenum regarding EOP 37, we will delay implementation. Dr. Babski-Reeves and I will begin meeting with Drs. Shaw and Jordan, the BCoE Faculty Senators, and President Banik and the Executive Committee of the Faculty Senate to find a plan that accomplishes the goals of (1) providing more time for research through reduced teaching loads, and (2) a sustainable funding solution to do so, to incentivize faculty, and increase externally funded research activities in line with MSU’s Strategic Plan for Transformational Change.”

Dr. Jim Dunne and I met on September 26th to discuss the standing committees. Several committee chairs have responded, but we are waiting for a few chairs that have not. We hope to provide updates on the general status of most committees very soon.

A general call for applications for the 2024 Grisham Master Teacher Awards, the 2024 Donald Zacharias Early Career Undergraduate Teaching Excellence Awards, and the 2024 Alumni Association Graduate and/or Professional Teaching Excellence Awards has been posted to the website of the Office of the Provost. Deadlines are October 22nd if teaching can only be observed in the Fall 2023 semester or January 7th if teaching can be observed in the Spring 2024 semester. Please consider nominating a deserving faculty member to one of these prestigious awards.

Reports from Committees on which I Serve:

Athletic Council – This committee met September 13th. Deputy Athletic Director for External Engagement Tom Greene gave updates on a new ABC/ESPN contract for broadcasting, our new script State secondary mark, and the Bulldog Initiative, among other topics. Athletic Director Zac Selman gave updates to the group about a new streaming series featuring SEC football filming Spring 2024 and the new strategic plan for the Athletic Department (serve, together, act, transform, excel).

The faculty appreciation game for football will be October 7th against Western Michigan. New this year is the \$15 ticket option for faculty in the lower bowl of the stadium or the \$5 ticket option for the upper bowl. There will also be a practice day for faculty and staff to attend on October 3rd (or 4th with rain).

Updates were given by Athletic Academics. There were 107 new graduates this past spring, and 33 athletes currently playing have graduated. Overall GPA was 3.18 at the end of Spring 2023.

Updates were also given by Student-Athlete Development. Several workshops and service projects were held. There are two local schools that will host teams on Fridays at the schools. There will be a new Bulldog Pit Crew for student athletes to learn about car maintenance. Men's Tennis will be working with the ACCESS program, with other teams working with ACCESS throughout the year.

Dean's Council – This committee did not meet on September 11th. The next meeting is scheduled for October 9th.

Design Review Committee – This committee met on September 7th to discuss renovations and site plans to Dorman Hall and Howell Hall. Dorman Hall was approved with the proposed site plans. Howell Hall was approved contingent on adding additional ADA parking around Howell/Giles/McArthur Halls. This loss is due to the closing of College View Drive and connecting Bailey Howell Drive to Bost Drive.

Inclusive Excellence Leadership Council – This committee has not met since our last meeting. I received an email update was on September 28th stating that the committee will be convening soon with Christine Jackson leading the committee. The goal of the committee is to coordinate efforts that enhance the missions of research, teaching, and service by creating affirming efforts and preparing our students to thrive in a diverse and interconnected world, which is one of the core values of higher education.

Executive Council – This committee did not meet on September 25th. The next meeting is scheduled for October 23rd.

Game Day and Special Events – This committee met on September 12th to discuss SEC Nation coming to campus on September 16th for the LSU-MSU football game. Location of the SEC Nation stage and the Nissan Heisman House were discussed.

Information Technology Council – This committee met on September 5th. Topics included the new Verified Push (DUO) to allow access to MSU owned computers and devices. There will now be a code instead of a green check on DUO to gain access. This will roll out no later than March 2024.

Also discussed were the lengths of passwords. To ensure greater security, passwords (or phrases) should be between 16 and 24 characters long.

An update on the SEOS cards was also given. Approximately 300 cards have been printed as of the meeting date.

Master Plan Development and Advisory Committee – This committee met on September 14th via WebEx. The discussion consisted of a fountain to be placed between Mitchell Memorial Library and Hand Chemical Lab. The fountain was approved and is in the process of being installed.

Parking and Traffic Regulations Committee – The committee meeting on September 28th was cancelled due to the lack of agenda items. The next scheduled meeting is on October 26th.

Sustainability Committee - This committee has not met since our last meeting.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council – No meetings were held since the last Vice President’s report. Next meeting is scheduled for Monday, October 9.

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

Through the MSU accessibility website (www.accessibility.msstate.edu), the need for a redesign was identified. The remaining money from the fiscal budget for 2023 (approximately \$200,000) is being allocated for redesign of restrooms in Allen Hall.

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

Master Plan Development and Advisory Committee – A \$70K gift from former employee, Sam Hogue, has been designated for the installation of an interactive fountain to be installed between the Hand Lab and the Mitchell Memorial Library. Designs are being evaluated now.

Undergraduate Research and Creative Discovery Committee – A representative from the Office of Admissions asked for stories about undergraduates conducting research. Anyone who would like to

share such a story can contact Lana Bentley in that office at lkh255@msstate.edu. We also had a first look at a new Canvas course that is being developed specifically to introduce undergraduate researchers to the responsible conduct of research. Once launched, this site will walk undergraduate students through a 2-hour course similar to that which faculty and graduate student researchers must complete through CITI.

REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES
BUSINESS TO BE SENT TO COMMITTEE

STANDING COMMITTEE REPORTS

Academic Affairs

1. AOP 12.08 Requirements for Academic Programs and Academic Consortial/Contractual Agreements (Academic Affairs)

Senator Robichaux-Davis on behalf of the Academic Affairs Committee, presented the committee report on AOP 12.08.

The motion of the Academic Affairs Committee to accept AOP 12.08 as presented passed by unanimous hand vote.

2. AOP 12.29 Undergraduate Admission Requirements

Senator Robichaux-Davis on behalf of the Academic Affairs Committee, presented the committee report on AOP 12.29.

Senator Musser gave a suggestion to have the links in the AOP be clickable.

The motion of the Academic Affairs Committee to accept AOP 12.08 as presented passed by unanimous hand vote.

Ancillary Affairs

No Report

Charter & Bylaws

1. Letter of Request from Provost Concerning AOP Assignment to Faculty Senate Committees

Senator Spurlin on behalf of the Charter & Bylaws committee, presented the committee report on the Letter of Request from Provost Concerning AOP Assignment to Faculty Senate Committees. The Charter & Bylaws Committee recommended the senate amend the section of the bylaws by inserting new language to meet this request. Senator Spurlin added since the committee was recommending changing that section in the bylaws, they also recommended amending voice voting versus hand voting.

President Banik opened discussion for questions and comments.

Senator Robichaux-Davis asked if the committee considered OP 01.01 to make certain we do not violate the time period. She said OP 01.01 stated that *within the review cycle, any given entity reviewing has 30 days to do so and should any of the reviews not be accomplished within 30 days the policy shall be deemed approved by the entity failing to complete the review.* Senator Spurlin said they did not look at that policy but would check. He added the motion may put us more in line with that policy.

Senator Robichaux-Davis said AOP's that are pulled for an early review seem more pressing and should be sent to committee as soon as possible. She questioned why the committee decided they should first be voted on by the Senate to be sent to committee. Senator Spurlin stated the committee was unanimous that AOPs go through Senate but no reasoning was given. However, after some discussion the committee did agree it would be acceptable for the President to decide on a committee if the AOP was part of a normal 4-year review cycle.

Senator Robichaux-Davis asked about the committee suggestion on amending the Senate Bylaws on voting that the President had an option to call for a hand vote or a voice vote or if the default is always a voice vote. Senator Spurlin said the President has the option of calling for a voice vote or another method of voting. Senator Robichaux-Davis clarified that if there should be a debate and the president feels that it's going to be a very close vote or a split vote, they can at that point in time make the decision to use a hand vote. Senator Spurlin stated that was correct.

Senator Mochal stated she thought, on the question of voice votes and hand votes, that it was based on the number that was recorded in attendance. Senator Spurlin stated it is a simple majority of the Senate, but if someone thinks it is not clear they can ask for a hand vote to cover the discrepancy.

Senator Rai stated if an AOP is received a few days before the meeting it would not be a realistic expectation that the assigned committee could review it for the upcoming meeting. Senator Spurlin said this recommendation gives the option to review the AOP faster. Senator Rai stated the 30-day AOP review could become a problem in the future.

Senator Carskadon asked that the Senate be informed when an AOP has been received and what committee the President has sent it to for the Senators to give input to that committee if desired.

Senator Robichaux-Davis asked that along with Senator Carskadon's request to be informed of the AOP being sent to committee, that the Senate be told when the official day 1 of the 30 days is so that can be taken into account of the review.

Senator Kundu commented changing the voting sounded like it would be more complicated.

Senator Messer commented the report language states *another method of voting may be used except that if one-third of the senators present request it, the vote must be by show of hands*. He asked for clarification that if a vote occurs and you do not think the president ruled correctly, then a single senator can request a hand vote. Senator Spurlin agreed and stated the one-third language was already in the bylaws so they were trying to change as little of that language as possible.

Senator Messer commented that the language *referring to the appropriate standing committee* be changed to *the committee previously reviewed and approved* as he stated *appropriate* is a vague term. He added that the President does not have discretion to committee shop without the approval of the Senate, it would just keep business rolling as it has been. Senator Spurlin said at present even though it may seem like the Senate is voting to send it to a particular committee the vote is just to send to committee and the committee it goes to is at the President's discretion.

Senator Robichaux-Davis stated that in general AOPs are numbered and coded as to what committee they go to based on that numbering. She continued saying the Academic Affairs committee usually has AOPs that begin with a 12 while Faculty Affairs usually has ones that begin with a 13 and so on for other committees. Senator Robichaux-Davis added if a committee has two or three AOPs they are currently working on, the President can monitor and make certain one committee is not being overtaxed therefore has the flexibility to send to a different committee.

Senator Messer said his understanding from the last meeting is the Senate votes to send to a committee but the President has presented which committee before the meeting. He said then we can vote not to send it to a committee if we don't like the committee the President has assigned so it then goes back to the Executive Committee.

President Banik stated that if the Senate votes to not send it to committee then the AOP will sit there and by OP 01.01 the Senate has then approved it because nothing was done with it.

Senator Gregory clarified on OP 01.01 language that the start date of the 30-day AOP review is when it is sent to committee, but if Faculty Senate does not approve sending it to a committee, it is never approved. President Banik stated that was correct and that it will get approved if we do not act on it in those 30 days, however the Senate does not get to review or voice their opinions.

Senator Gregory stated it would be best to send the request back to the committee to be redeveloped and brought back to Senate.

Senator Spurlin stated a Senate committee only investigates the AOP, then gives a report on their findings. The Senate body makes the decisions.

Senator Robichaux-Davis requested the committee separate the original request from Dr. Shaw and the changes to the voting procedures to make those two separate issues.

Senator Spurlin withdrew the motion from the Charter & Bylaws Committee.

Faculty Affairs

1. AOP 13.20 Exit Interviews of Departing Faculty

Senator Barrett on behalf of the Faculty Affairs Committee, presented the committee report on AOP 13.20.

Senator Barrett stated the AOP had come up for rescission as the HRM policy 64.405 incorporated a lot of the similar language but AOP 13.20 had a couple of things not incorporated into the HRM 64.405 policy therefore the committee does not suggest its rescission.

Senator Rai asked if the department head, dean, director, or someone else performs the exit interview. Senator Barrett responded that his understanding was it would be done with the immediate supervisors as that in the language included in the policies.

Senator M. Priddy suggested that when the language of the AOP is changed there should be an alternate, third-party person other than your department head, dean, or director to conduct the interview as you may not want to discuss issues with your immediate supervisor. President Banik responded that we were not voting on a language change but only to rescind or not rescind the AOP.

Senator Williams said the AOP stated the faculty member shall be granted an opportunity for an exit interview with the appropriate department head, dean, or director as requested by the exiting faculty member. He added if you did have an issue with your department head you could request to meet with the dean instead. Senator Barrett responded that was correct but we were not voting on a language change but only to rescind or not rescind the AOP, but he would make notes of the language suggestion as it could possibly be incorporated in the future in the HRM 64.05 policy.

Senator Williams added he likes having it both as an AOP and HRM policy as years ago some of the Senate members were put on a bullying task force and did a good amount of work to present. He added that in the end HRM came back and said they already had a policy and because it was not an AOP they were going to continue to use their policy and not use the task force suggestions.

Senator Gregory stated the date on the AOP is 2018 and asked if it should have been reviewed recently. She added that today should focus on the vote to rescind or not, but she does think it is a good idea to go to committee for review. President Banik agreed it should have already come up for review and today's vote is only to rescind or not rescind the AOP.

Senator Freeman stated if the Senate would like to send this to committee it should be put in a written request to the responsible executive.

The motion of the Faculty Affairs Committee to not rescind AOP 13.20 passed by unanimous hand vote.

Student Affairs - No Report

University Resources - No Report

PENDING BUSINESS

NEW BUSINESS

1. Resolution for Dean of Libraries Evaluation by all faculty

A resolution was presented that the Dean of Libraries should be evaluated by all faculty in the annual Faculty Confidence Survey conducted by the Faculty Senate.

President Banik opened the floor for discussion.

Vice President Breazeale suggested a Customer Service Survey would be more appropriate to gather the same data as to not dilute the Library Faculty and Staff's voices.

Senator Gregory stated the Faculty Confidence Survey evaluates the Dean of the Graduate School as that impacts most college and departments. She said this also applies to the Dean of the Library in making decisions that impact all the faculty, not just the Library faculty.

Senator Sutton asked if the Faculty Senate survey was separate from the Library faculty evaluation of their dean. President Banik replied that it was not separate but was one survey. Senator Sutton asked if the Library respondents could be separated for the report.

Senator Messer asked if it would be possible to design two sets of questions that would be specific to people that report to the dean and another set specific to people who are affected by the Dean with both sets having a N/A option as to if it applies to the specific person.

Senator Robichaux-Davis stated the Dean of the Graduate School does not have faculty who report directly to them, however the Dean of the Library does. She said the relationship between faculty who work in the library is different than those who use it as a service entity. Senator Robichaux-Davis stated there are students in their department who still do not have textbooks so would very much prefer to evaluate Barnes & Noble than the Library. She added having an opportunity to evaluate the Library Dean should be done separately than the Library faculty.

Senator Spurlin said from a data collection standpoint allowing people to self-select the group they are in with relatively few people in the library could introduce a lot of noise into the results so there would be more accuracy with a separate instrument.

Senator Musser said as he recalls, you log in to the survey using Duo, which then gives your respective dean and department head. He said because it is already segmented he thinks it could easily give Library questions to those not Library faculty while giving those who are Library faculty additional questions to evaluate their Dean.

Senator Rai stated the subcommittee that handles the survey could find a way to address some of the concerns raised. President Banik replied it was the Ancillary Affairs committee.

Senator Carskadon stated he echoes what Senator Breazeale and Senator Robichaux-Davis said and that it would be bad to dilute the voices of the people who actually report to the Dean of the Libraries with hundreds of others who do not.

Senator Sutton stated she likes the idea of the resolution going to committee as she believes the mechanism we currently have would be able to be used. She said faculty now evaluate their dean, but they also evaluate the President and Provost so the Dean of the Library could still get separate reports for their direct reports as well as one for the remainder of the university.

Senator Williams stated this seems like something that would be well discussed at the Committee of Institutional Effectiveness, which he is the Senate designate for although they've never had a meeting. President Banik replied they were looking into that issue.

Senator Robichaux-Davis asked if the amendment was voted down today could it come back as a resolution or can it come back as a request for study. President Banik stated now we were just in discussion to adopt or amend the resolution.

Senator Williams made an amendment the resolution be sent to committee. Senator Spurlin gave the second. The motion passed.

President Banik asked for a vote to send the original resolution to committee. The motion passed.

2. Resolution for Mandatory Training of Administrators for Faculty Evaluations

A resolution was presented that all administrators (department heads, center directors, deans) complete mandatory training on the few faculty evaluation requirements and methods for faculty in their respective units.

President Banik asked for a motion to accept the resolution. Senator Wyatt gave the motion to accept. Senator Gregory gave the second. President Banik opened the discussion.

Senator Mochal agreed there should be training for evaluations but questioned who was proposed to do the training as evaluating faculty in Veterinary Medicine is vastly different than faculty in other areas.

Senator Rai stated that we currently have the evaluation rubric and metric which refers to having some kind of consistency where there is a lot of discrepancy within different units. He

said the initial intent of the resolution was to send to a committee to look at the aspect of who was to do the training.

President Banik stated it should not have been sent as a resolution with that intent.

Senator Wyatt stated the evaluation training does need to be done as he has had seven department heads and it has been inconsistent across all seven of them. He said there should be generic training on the forms and rubrics because basically everything else is based off your P&T departmental document and that would be different for everyone.

Senator Gregory stated while HRM has training it is not mandatory, however they do have the specialist assigned to each college and unit who should be able to work with each. She said the evaluation would need to be general enough to apply to all colleges and units but the specialists would be able to assist with the differences. Senator Gregory added that we now also have the contumacious conduct and collegiality aspect, so having general consistency to make certain department heads cannot use things against the faculty should they disagree and stated consistency would be beneficial.

Dr. Shaw stated Dr. Jim Dunne, in his office is serving as Faculty Affairs Associate Vice President and has already began working with HRM and Legal on developing and putting together a framework for this. He said once developed he and Dr. Dunne can bring it to Faculty Senate. Dr. Shaw added we need to get the rigor and consistency in the process.

The resolution passed by unanimous vote.

Other New Business

Senator Mochal stated CVM has a seat on the University Faculty Grievance Committee that is not being filled as it calls for an Associate or higher-level tenured professor. She said due to CVM having over 70% Clinical track most of the faculty cannot fill that position. She asked how the language can be changed. President Banik said the Advisory Board needed to make that change and many of those committee descriptions need to be updated.

Senator Freeman suggested sending a request for AOP 13.05 to be reviewed to include that language.

President Banik asked for a motion to adjourn. Senator Robichaux-Davis made a motion to adjourn. Senator Wyatt seconded the motion. The motion passed by unanimous voice vote.

Meeting adjourned at 4:13 pm.

Submitted for correction and approval.

Stacy Haynes
Dinah Jenkins, Administrative Assistant II

INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President
Dr. Brent Fountain, FAR Representative
Dr. David Shaw, Provost and Executive Vice President

REPORT OF THE FACULTY SENATE PRESIDENT

As we are closing in on the final senate meeting of Fall 2023, and I am amazed at how fast this semester has gone by. As I am winding down my first semester as President, I feel honored to be representing this body on so many fronts. I have gotten to know so many of you on a much deeper level than I have just being a member of this body. As we wind down the semester, I want to encourage you all as we all know, students and emails tend to pop up more this final month than any other time of the semester.

The call and email went out for the Southeastern Conference Faculty Achievement Award. Nominations are due by Tuesday, November 21st. I encourage all that are eligible for this award to apply and nominate someone if you know of a good candidate.

I have spoken to the Executive Committee about the additions of unrepresented faculty members to this body. Dr. Tracey Baham is working on getting a list of the number of unrepresented faculty, and we will be working with this information as Charter & Bylaws begins to consider reallocation of senators in the Spring 2024 semester.

Dr. Jim Dunne and I met on October 17th. We discussed committees, and we will be looking at 1/3 of them at a time. We also talked about updating the descriptions online to more current needs based on faculty.

Know that the Faculty Senate is always open and wants to hear from and work with faculty. Please bring forward any concerns you may have so that we can work on these issues together.

Reports from Committees on which I Serve:

Athletic Council – This committee met October 18th in the M-Club. Some updates include a total goal for student athletes to complete 1900 hours of community service. Currently, 759 community service hours have been completed. Advising Day(s) have started as class registration is going on. Graduation rates are at 79% (77% male, 81% female). This includes a 3% increase in male graduation. Austin Williams (football) and Emma Antonaki (tennis) was nominated for the Halbrook Award. Transfer portal dates have been shortened, 45-day down to 30-day window, possible online betting coming soon.

Josh McCowan spoke about updated goals. These include modernizing the Bulldog Club, looking for new areas for revenue growth, maximizing Name, Image, Likeness (NIL), and supporting athletes and coaches. Zac Selmon spoke about working on athletic master plan and Humphrey

Coliseum should be ready for first game. Ticket sales are up 119% percent. They are working on faculty/staff discounts for games, and premium seating is now sold out for Women's Basketball. On November 15th, there will be a Faculty/Staff Appreciation game for Volleyball against Auburn.

Dean's Council – This committee met on October 9th. AOP 12.11 Undergraduate Student Requirements for Graduation and AOP 13.21 Faculty Released Time for Specified Chairs were discussed and passed. These AOPs will be coming to Faculty Senate in November. Academic Common Market requirements have been changed from an overall GPA of 2.75 to an overall GPA 3.00. Sabbatical forms have been updated as well and are posted on the Provost website. Legal Council gave updates on agreements and how payments should work (co-ops, internships, etc.). Some templates are being constructed to assist with these agreements.

Design Review Committee – This committee did not meet in October. We met on November 2nd to discuss the Perry Hall Renovations and Addition. There will be three dining venues inside Perry, including a Southern Cuisine, BBQ, and a revolving option. Also, the Starbucks and State Fountain Bakery will be moving out of the Union. The Starbucks will be in the southeast corner of Perry, and the Bakery will be back in the original location on the north side of Perry. A glass addition is also planned to join the Perry to the Bakery and Moe's. The Meyer Student Media Center renovations are scheduled to begin on November 27th with a 4-month timeframe. This way, Perry Hall will go offline in May 2024 with renovations completed by August 2025.

Inclusive Excellence Leadership Council – This committee met for the first time in several months on October 26th to discuss the purpose and goal of the committee, best practices and challenges in our areas, and ways in which the committee members can assist each other and continue to support MSU stakeholders. The purpose of this council is to coordinate efforts that enhance the mission of research, teaching and service by creating affirming efforts and preparing our students to thrive in a diversity and interconnected world, which is one of the core values of higher education. Each member gave updates for the represented units. The committee was reduced in number of representatives as was not a need to have multiple people from the same unit, department, or college. The thought is the Council member should work within their unit's structure and report information back. The updated list of membership is on the Standing Committee page for the university.

Executive Council – This committee did not meet on October 23rd. An email vote was taken for OP 91.122 Students with Disabilities. The IHL ADA Task Force is requesting the student disability policies from all institutions. The vote passed.

Game Day and Special Events – This committee met on October 17th. Two items were discussed. A tent on lot 18 for homecoming related to PGM was approved. Student association requested to put a photo booth down in front of the M club on Friday, November 3rd. homecoming activity for pictures and give away homecoming merch leftover from the concert the night before. This was also approved.

An email vote was passed to allow placement for the Learfield Ag Day Partner Tailgate and the Letterwinners Tailgate.

Information Technology Council – About half of the backordered Crestrons for the classroom technology podiums have arrived. They will be installed between now and Spring Break of 2024.

Adobe Express has ended or will be ending soon for MSU credentials. Only around 200 people are currently using Adobe Express, and people can still get it with the use of a non-MSU email address.

The MSU Information Security Program document was discussed at length and will be reviewed again at the next IT Council meeting. This document contains all the new security protocols for the university, some of which were discussed at Faculty Senate last month.

Master Plan Development and Advisory Committee – This committee met on October 12th to discuss plans for a new south campus mechanical plant to be built behind the Ag and Bio Engineering building. This plant is designed to add to the already used plant behind Patterson Hall and give a more centralized location for heating/cooling water. This will also ensure that if one chiller was to go down, there are backups. Right now, if one fails, there would be a loss of supply. The new plant will have the capacity to add six new chillers, but it is proposed to start up with two.

Parking and Traffic Regulations Committee –The committee did not meet on October 26th, but I spoke to Jeremiah Dumas about the question Senator Sutton raised at the previous meeting about ADA parking within the gated areas. Mr. Dumas responded with:

The Americans with Disabilities Act requires that a certain number of parking spaces in each parking facility be designated as handicap parking and that those spaces must be on an accessible path into a building. As a large parking system, we manage ADA parking on various levels. Most importantly, is that we ensure that we have more than the required number of ADA spaces in each permitted zone type (Commuter East, West, South...., Resident North...., Staff, etc.).

In addition to the zone-specific ADA spaces, we have constructed large banks of ADA parking around the campus core that are Maroon Permit areas (open to any permit type), so that when the ADA spaces in your permitted zone, nor the SMART system, provide the access needed, anyone with a permit can use these central facilities. These areas are around Montgomery Hall, the Chapel of Memories, between Cresswell and Fresh Foods, between Bowen and Patterson Hall, between the Student Health Center and IED, and between the Roberts Building and Middleton Hall.

We have a long-standing accommodation process that works well for when people with a permit need an additional ADA parking accommodation that is above the standard ADA approvals. This process can be found on our website, and I can explore further if need be.

Gated parking, including the ADA spaces and like all other parking zones, is protected for those who pay the premium for gated parking. Access into gated is a parking accommodation that we do consider for various permit holders who seek that level of accommodation and those that are provided a gated parking accommodation are required to pay the price of a gated permit. This is also true for ADA spaces in our metered/timed areas and our garages. All vehicles, even those with placards are required to pay the regular parking rates.

A handicap placard is not a park-for-free or a reduced cost credential, it is simply a credential that qualifies that the individual has met the state standard of using a handicap space.

We do have an accommodation process that includes access into the gated core and for those that are granted the accommodation, they aren't charged extra, they are simply required to pay the standard gated parking rate.

Gated parking does not include most of the ADA parking. The gated zone has it's required number of spaces per the ADA. Most of the ADA spaces are outside of campus, with the largest banks of spaces around the core in zones that are open to any permit.

Sustainability Committee – This committee did not meet in October, but a meeting is scheduled for November 8th. I did meet with Saunders Ramsey for about 30 minutes on October 26th to discuss the coordinator position. I also received answers to several questions posed from the August meeting of the Faculty Senate.

1. What types of chemicals are being used in Chadwick Lake to combat algae growth?

Regarding the chemical treatments in Chadwick Lake, Mark Peterman from the College of Veterinary Sciences is working on the algae treatments. As of right now the primary treatment for algal growth is Hydrogen peroxide. The Hydrogen peroxide is being used in unison with two, liquid, copper-based products, Cutrine-Ultra and Cutrine-Plus, as well as the occasional Bio-block (also called a pond block or eco-block). The only other part of this treatment includes the diffusers and aerator fountains currently in Chadwick. Bream fish have increased as well, and bass have been added to the lake. Mark is currently working with several other departments to get better information on the sources of over-nutrication, once there are some confirmations made there may be a future addition to this treatment including granulated activated carbon placed in/at the known point sources, as well as possible treatment using Nutrisorb, which Mark believes to be made up of aluminum sulfate and magnesium oxide, but he is not 100% sure.

Algae growth has been due in high part to the amount of phosphorus entering Chadwick. This phosphorus is most likely coming from the fertilizers used on campus, particularly the sports fields. The athletic department has not given out information regarding the fertilizers used. This has increased the difficulty of treating the algae in Chadwick. Despite this, it seems that Mark and the other members of this operation are making very active progress and I don't want to diminish that.

2. What is the current approach to recycling on the campus, and how can we better develop what we currently are doing?

Recycling on campus is collected through Campus Services. The recycling is moved to the blue dumpsters, which are then transported to a recycling facility. There are a few things that could be improved upon this system. From my understanding and previous recycling audits processed, we have a rather high contamination rate on campus. This is in part due to lack of signage and awareness of the blue dumpsters on campus (the one outside Critz hall for instance where freshmen regularly dispose of trash). Our recycling audit from June discovered that there are many inconsistencies between the different recycling dumpsters, such as the signage, color, and whether or not they have lids to protect from rain.

Educating the student body and faculty of the different dumpsters would also be highly beneficial. We as an office can only spread so much information, which is why we would really like to encourage an educational section on recycling/campus sustainability practices for the freshman and transfer student orientation processes. Increased awareness and lower contamination rates are an important goal of ours, as it prevents from wasting Campus Service's time and energy and increases the materials, we actively keep from entering the landfills. I have also personally received comments during tabling for the office, that there are not enough recycling bins in comparison to trash bins. There none outside around the union for instance, but there are plenty of trash bins. This encourages students to do what is more easily accessible, which is throw recyclables away. I am sure we will uncover more improvements to be made of the recycling processes at MSU, but for now these are our big concerns.

This semester, use of maroon/white bags have been implemented during football games to differentiate from the "green" bags used. This is an effort to add more recycling effort to the gameday experience. This may be marginal due to the possible lack of cooperation from fans at tailgates. Also, put on your calendars November 7th. This is the Fall 2023 glass recycling drive from 1pm – 5pm.

3. What is the timeline for a new sustainability coordinator hire?

MSU is having a hard time attracting a person just for sustainability when other people are doing much of the work, including engineers and student interns.

There are two ideas to handle this issue:

1. Instead of hiring someone into a standalone coordinator position, MSU could try to hire a Public Affairs person to coordinate the student interns that are currently working on sustainability efforts. Most of the engineering type efforts are being handled by others in Campus Services, and a public affairs style person could get the word out about all that is going on with sustainability.
2. Instead of hiring someone into the coordinator position, MSU could combine efforts of the sustainability coordinator with a current position in Campus Services. This would combine someone from plumbing or electrical or some other position into sustainability so that interns would have someone to report back to.

There are several other efforts for sustainability currently on campus. The new solar farm is under construction. The chiller plant behind Patterson is using water and ice to cool water through the peak of the hot summer months. Hundreds of trees are being planted around campus. Each building on campus must meet 30% more than the requirement of energy usage. These are just some of the many efforts this campus is doing to promote a sustainable campus.

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, and no meetings are scheduled to date.

Master Plan Development and Advisory Committee

This committee met on October 12 and President Banik will give an update with his report.

Undergraduate Research and Creative Discovery Committee

This committee met on October 20. Faculty were asked to save the dates, April 11-12, 2024 for the Spring Undergraduate Research Symposium. Departments, colleges, and other units are encouraged to consider planning and supporting a Special Area Competition within their disciplines. You can e-mail urcd@msstate.edu for a fact sheet about these competitions and how to get involved. Faculty and staff will also be asked to visit these projects when displayed to provide constructive feedback via comment cards.

REPORTS FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEE



MISSISSIPPI STATE
UNIVERSITY™

AOP 12.11: UNDERGRADUATE STUDENT REQUIREMENTS FOR GRADUATION DEGREE REQUIREMENTS – UNDERGRADUATE

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to provide a better understanding of the policies relating to the undergraduate degree program requirements at Mississippi State University.

POLICY/PROCEDURE

1. University-wide Requirements:

~~To complete a baccalaureate degree, a student must~~

- a. ~~A student must S~~satisfactorily complete the degree curriculum requirements.;
- b. ~~A student must M~~make an overall ~~C average (2.00 GPA)~~ on all hours scheduled and rescheduled at all institutions attended, including Mississippi State University.;
- c. ~~A student must M~~make a ~~C average (2.00 GPA)~~ on all hours scheduled and rescheduled at Mississippi State University.;
- d. ~~A student must C~~complete ~~from Mississippi State University no less than at least 25 percent of 30 -semester credit hours of his/her/their~~ degree program in ~~junior and senior subjects~~upper-division courses (courses numbered 3000 through 5000) ~~at Mississippi State University. approved by the dean of the college or school in which he or she is enrolled~~Any exception to the 30 semester credit hour requirement must be approved in writing by the student's dean.;
- e. ~~A student must C~~complete at least ~~the last~~ 25 percent of semester credit hours of course work taken to fulfill degree requirements from Mississippi State University. ~~-(Any exception to the 25 percent requirement must be approved in writing by the student's dean prior to taking course work at another institution.)~~ Any course in the student's degree program that carries academic credit from Mississippi State University will fulfill these requirements. Hours earned at an approved exchange institution will count toward the 25 percent requirement.
- e.f. ~~Students must complete N~~not more than 25 percent of any curriculum (any and all coursework, laboratory, internships, externships that may be part of or meet the academic requirements for a degree) ~~may be earned~~ by Advanced Placement (AP) course, advanced standing examinations, College-Level Examination Program (CLEP), International Baccalaureate (IB), Cambridge International, evaluated military service credits, tutorial, ~~and~~ extension courses, ~~and~~ prior learning assessment. Evaluated military training courses granted academic credit are classified as MSU (institutional) academic pass/fail credit with a grade of S and annotated as "ACE Guide Military Credit." Military training

courses include all branches of the United States Armed Services, except the United States Air Force. The Air Force provides a Community College of the Air Force transcript and credit is entered as transfer courses. Refer to AOP 12.26 Undergraduate Credit by Examination for more information.

- f.g. The limit on the acceptance of credit from junior or community colleges is one-half the total requirements for graduation in a given curriculum.
- g. No more than 12 hours of Directed Individual Study (DIS) may be used to complete degree requirements. The creation of DIS courses must be approved in advance by the department head.
- h. ~~Prior job/work experience may be used on a limited basis to count as academic credit. Such credit will require approval by the Provost and Executive Vice President. University studies grants up to six hours of credit toward experiential/work experience.~~

~~2. Board of Trustees Core Curriculum:~~

~~To be awarded a baccalaureate degree, all students must complete the Board of Trustees of the Institutions of Higher Learning for the State of Mississippi core curriculum consisting of the following:~~

English Composition	6 semester hours
College Algebra, Quantitative Reasoning, or higher math	3 semester hours
Natural Science	6 semester hours
Humanities and Fine Arts	9 semester hours
Social or Behavioral Sciences	6 semester hours
TOTAL	30 semester hours

~~NOTE: These requirements are included in the University General Education Curriculum.~~

~~3. University General Education Curriculum:~~

~~All students graduating from Mississippi State University must earn a minimum of 36 semester hours of credit (or equivalency) in courses making up the General Education Curriculum. (Specific courses to satisfy the General Education Curriculum will vary by academic major.) (For details on University General Education Curriculum, see *Bulletin of the Mississippi State University*.)~~

~~4.2. Catalog Terms:~~

Students must meet the graduation requirements stated in the MSU catalog under which they first enrolled or the graduation requirements in a subsequent catalog with approval, providing they graduate within seven years. If a student interrupts his/her enrollment at Mississippi State University for two consecutive years or longer, the graduation requirements stated in the catalog under which the student resumes enrollment apply. Students changing majors or

programs must meet the requirements listed in the catalog that is current at the time they make such changes. Students may request fulfilling the requirements outlined in a subsequent catalog after their first enrollment. If this option is selected, then all college and major requirements in the later catalog must be met. The student must complete an approval form to switch to a more current catalog, obtain signatory approval of his/her advisor, and submit it to the office of the appropriate dean for notification of the change. In cases where course work is outdated or requirements have changed, reasonable substitutions may be required.

5.3.Other Degree Requirements:

The announcements of the various colleges and schools specify the additional requirements for the bachelor's degree in the various departments and programs.

6.4.Second Baccalaureate Degree Requirements:

For a student who has received a baccalaureate degree to qualify for a second baccalaureate degree, requirements for the second degree must be certified by the appropriate dean as having been met and must include 30 hours in courses numbered 3000 or above from Mississippi State beyond the requirements for the first degree.

7.5.Advisement and Registration:

Every student in the University will have access to quality academic advising as described in *AOP 12.38 Undergraduate Academic Advisement*.

Every student in the University will plan their schedule and register for classes as described in *AOP 31.10 Schedule Planning and Registration*.

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 13.21: FACULTY RELEASED TIME FOR
SPECIFIED COMMITTEE CHAIRS**

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual regarding faculty reassigned time for the Robert Holland Faculty Senate President, the Robert Holland Faculty Senate Vice President, the Faculty Athletics Representative, and the University Committee on Courses & Curricula Chair.

POLICY/PROCEDURE

The University operates under the philosophy that certain committee positions filled by faculty members carry specified released time in order to perform the assigned functions. There are four such positions.

Nine-Month Faculty

The University will ~~reimburse-release time for~~ the appropriate departments ~~for the percent of~~ the faculty servicing in the following roles ~~time released~~ based upon 9-month salary or equivalent for these activities according to the following:

1. Faculty Senate President – Released time of 50% during the fall and spring terms, plus 16.67 % for the summer. This is to be paid to the employee via a summer appointment request form ~~for the summer-~~ time period in service to Faculty Senate. The summer timeframe includes May 16 through August 15. The rate for the summer is based on the salary of the faculty member at the time he/she serves as ~~chair~~president. ~~These equivalent funds will be transferred to the faculty member's department in August of each year. In the event the faculty member fails to complete the year's obligation, the funds remaining revert to the Office of Academic Affairs.~~
2. Faculty Senate Vice President – Released time of 25% during the fall and spring terms plus 8.33% for the summer. This is to be paid to the employee via a summer appointment request form for the time period in service to Faculty Senate. The summer timeframe includes May 16 through August 15. The rate for the summer is based on the salary of the faculty member at the time he/she serves as vice president. ~~These equivalent funds will be transferred to the faculty member's department in August of each year. In the event the faculty member fails to complete the year's obligation, the funds remaining revert to the Office of Academic Affairs.~~
3. Faculty Athletics Representative – Released time of 25% during the fall and spring terms. ~~These equivalent funds will be transferred to the faculty member's department in August of each year. In the event the faculty member fails to complete the year's obligation, the funds remaining revert to the Office of Academic Affairs.~~

4. University Committee on Courses and Curricula Chair – Released time of 25% during fall and spring terms plus 8.33% for the summer. This is to be paid to the employee via a summer appointment request form for the time period in service to UCCC. The summer timeframe includes May 16 through August 15. The rate for the summer is based on the salary of the faculty member at the time he/she serves as chair.

The summer pay for the Faculty Senate President, Vice President, and UCCC Chair will ordinarily be paid in July and June of a single fiscal year.

Twelve-Month Faculty

The University will reimburse the appropriate departments for the percent of faculty time released based upon 12-month salary or equivalent for these activities according to the following. No additional pay is needed for summer because of the 12-month appointment.

The salary for twelve-month faculty serving in these roles will be treated as follows:

1. Faculty Senate President – Released time of 50% of their 12-month appointment.
2. Faculty Senate Vice President – Released time of 25% of their 12-month appointment.
3. Faculty Athletics Representative – Released time of ~~25%~~ 2.25 months of their 12-month appointment (equivalent to 25% of a 9-month appointment).
4. University Committee on Courses and Curricula Chair – Released time of 25% of their 12-month appointment.

Twelve-month faculty with less than full-time appointments can negotiate released time with their department through their appropriate reporting channels with final approval from the Provost's Office.

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 and
Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Associate Vice President, Institutional Strategy & Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS – No Report

ANCILLARY AFFAIRS

Report to the Robert Holland Faculty Senate

Ancillary Affairs Committee

Report on Proposed Changes to AOP 10.05 NEPOTISM

November 6, 2023

Background

The AOP 10.05 focuses on nepotism as related to relatives working in the same unit of Mississippi State University. This topic is also discussed in the HRM Policy 60.103 (Employment of Relatives). The proposed change involves adding a paragraph explaining that employees are prohibited from participating in the hiring process of their relatives or otherwise participating in the hiring decisions that would affect their relatives. Additionally, two minor editorial changes have been added to the existing text.

Recommendation

The committee recommends approving the changes to AOP 10.05 NEPOTISM contingent on implementing minor editorial changes to improve text clarity.

Discussion

Members of the committee have reviewed the proposed changes and support their implementation. Members have also identified minor text edits that will help improve text clarity. Most of these edits are minor, except for the alternative structure for reporting accommodations to avoid non-employment conflicts of interest. According to the HRM policy, the alternative structure must be approved in writing through the chain of command to the appropriate vice president. The committee recommends incorporating this clarification in addition to the changes already proposed.

Committee Members: Robert Grala (Chair), Charles Freeman, Rocky Lemus, Derek Marshall, Lauren Priddy, Tara Sutton, Paul Tseng, Kevin Williams



AOP 10.05 NEPOTISM

PURPOSE

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

REVIEW

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

POLICY/PROCEDURE

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

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

In cases where circumstances result in relatives being employed in the same unit, [wherein one has administrative authority over a relative](#), the administrative unit must develop a plan to show an alternative reporting structure [such that](#) ~~the relative being employed~~ shall report to the next higher administrative authority. This structure is necessary to avoid conflicts of interest involving relatives where decisions result in direct benefits to such individuals. The alternative reporting lines must be clearly stated and approved [through the next higher administrative level chain of command to the appropriate vice president](#) within a month after a nepotism issue develops.

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

REVIEW

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

REVIEWED:

Executive Vice Provost & Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Associate Vice President, Institutional Strategy & Effectiveness

Date

General Counsel

Date

APPROVED:

President

CHARTER & BYLAWS

Report to the Robert Holland Faculty Senate

Charter & Bylaws Committee

Report on Letter of Request from the Provost Concerning AOP Assignment to Faculty Senate Committees

November 10, 2023

Background

Provost Shaw sent a letter of request for the faculty senate to consider changing its policy such that the senate president can assign AOPs to a senate committee as part of an AOP's review/revision process. After the request letter was assigned to the Charter & Bylaws committee, a senator asked that the committee also discuss changing senate policy to allow voice voting instead of voting by show of hands. In the October 2023, meeting, the senate returned the Charter & Bylaws Committee report on these issues for more consideration by the committee.

Recommendation

The Charter & Bylaws Committee offers a motion that the senate amend its bylaws section concerning procedures found on page 23 of the faculty handbook by inserting immediately before *External Resolutions* the following language:

Review of Academic Operating Policy (AOP): When revision of an AOP has been requested and the president of the senate receives it for senate approval, the president may assign the AOP to an appropriate standing committee of the senate without a senate vote to send it to committee such that the standing committee may begin its review of the AOP for purposes of reporting to the full senate.

The committee also suggests that in conjunction with this motion the senate requests that OP 01.01 be revised to allow the senate a minimum of two consecutive meetings to consider an AOP that is being revised.

Discussion

The Charter & Bylaws committee again discussed the request letter by exchanging emails. All committee members participated in the discussion by email. In our last report, the committee recommended that the senate allow the forwarding of AOPs to the appropriate standing

committee without a vote of the full senate when the AOP was being considered as part of its normal review cycle. However, after OP 01.01 was brought to our attention in the October senate meeting, we investigated the issue further by seeking an opinion on OP 01.01 from Joan Lucas, university general counsel. She wrote that the 30-day limit for review of AOPs that is imposed by OP 01.01 begins when the senate president receives an AOP from the body that previously reviewed it. While the committee recognizes that there has not been a history of AOPs being implicitly approved by the senate according to the 30-day limit provided in OP 01.01, we suggest that to speed up the review process the senate allow the senate president to send an AOP that is being revised to the appropriate standing committee when received without waiting for a full senate vote to send it to committee. Additionally, OP 01.01 should be updated to allow more than 30 days for the senate to act. A minimum of 60 days should be allowed for senate consideration of AOPs because in many cases the senate cannot act within 30 days based on our current practices and meeting schedules. Since even a 60-day period may not be feasible when the senate is not meeting in the summer, we suggest a period of two consecutive meetings to provide extra time during summer. The committee is dropping its previous recommendation to allow more instances of a voice vote on issues brought before the senate since our investigation into voice voting was not formally requested by the full senate.

Committee Members: Paul Spurlin (Chair), Beth Baker, James Chamberlain, Michael Jaffe, Stephanie Lemley, Matthew Priddy, Barry Stewart, and Jon Woody

Insert Shaw Letter

FACULTY AFFAIRS – No Reports
STUDENT AFFAIRS – No Reports
UNIVERSITY RESOURCES – No Reports

PENDING BUSINESS

NEW BUSINESS

ADJOURN