

ROBERT HOLLAND FACULTY SENATE AGENDA

August 21, 2020

1. Call to Order
2. [Adoption of Minutes, April 17, 2020](#) (p. 2)
3. [Adoption of Minutes, June Special Session](#) (p. 21)
4. Introduction of Guests
 - Dr. Mark Keenum, University President
 - Dr. David Shaw, Provost and Executive Vice President
5. [Report of the Faculty Senate President](#) (p. 31)
6. [Report of the Faculty Senate Vice President](#) (p.34)
7. Report from Faculty Senate Designates on University Committees
 - 7.1. [Report From Senator Yu: Instructional Technology Advisory Committee](#) (p. 35)
8. Business to be sent to Committee:
 - 8.1. [AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Materials](#)
(Student Affairs)..... (p. 37)
 - 8.2. [AOP 11.01 Shackouls Honors College](#) (University Resources)..... (p. 42)
 - 8.3. [AOP 12.17 Undergraduate Academic Fresh-Start or Academic Amnesty](#) (Academic
Affairs)..... (p. 44)
 - 8.4. [AOP 13.03 Responsibilities in Instruction and Curriculum and Attendance at Class](#)
(Academic Affairs)..... (p. 47)
 - 8.5. Clinical/Instructional Task Force (Faculty Affairs)
9. Standing Committee Reports:
 - 9.1. Academic Affairs
 - 9.2. Ancillary Affairs
 - 9.3. Charter & Bylaws
 - 9.4. Faculty Affairs
 - 9.5. Student Affairs
 - 9.6. University Resources
10. Special Committee Reports
11. Pending Business
12. New Business
13. Adjourn



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of April 17, 2020

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting at 2:00 p.m. on Friday, April 17, 2020. This meeting was held online through Cisco Webex due to the ongoing Covid-19 pandemic.

The meeting was called to order by Senate President Randy Follett.

President Follett asked for any corrections to the minutes of the March 27, 2020 meeting. Hearing no corrections, President Follett accepted the minutes as presented.

GUESTS

Dr. Mark Keenum, University President

President Keenum began by saying that Governor Reeves extended the stay at home order this morning with some slight modifications for small businesses. He said the University posted a response to this action which continues the operating procedures we are currently employing.

President Keenum said he shared at the last Faculty Senate meeting that the state was in good shape financially. He said fiscal year 19 ended with just over \$300 million more than estimates. Through March of this year, the state revenues have exceeded estimates by over \$217.7 million. The month of March saw \$29.3 million in revenues over the estimate. President Keenum said the remainder of the fiscal year does not look as good as what we have experienced, and the expectation is that revenues will fall short of estimates. President Keenum said, according to Lt. Governor Hosemann, the Legislature will wait until May revenue numbers are available before setting the budget for next fiscal year. They want to have as much information as possible before the new budget is constructed. Lt. Governor Hosemann also said the legislature will be as conservative with the budget as they can be for the next fiscal year.

President Keenum said the federal government passed the \$2 trillion CARES Act. Higher Education will receive \$14.2 billion and MSU's portion of that is \$17.8 million. The bill stipulates that 50% of these funds must be paid to students in the form of student grants. There is a national webinar currently in progress to provide guidance as to how the grant funds are to be disbursed. There is also no clear direction on how the other 50% of the funds may be spent. The Federal Department of Education will provide guidance with regard to the allocation of the non-grant funds in the coming weeks. President Keenum said he has been in touch with members of our congressional delegation asking for their assistance in getting as much discretion on how the funds are spent as possible. He said there are many costs being incurred and many unknowns such as enrollment and the impact on appropriations. The CARES Act includes a maintenance of effort requirement which requires states to fund K-12 and Higher Education at the same level as the average of the last 3 fiscal years. For IHL, the average for the last 3 fiscal years would allow the state to cut funding by up to 1.9% and still be in compliance. President Keenum said the University is developing multiple budgets for the coming year which capture many what-if circumstances. Another potential source of funds is the Governors Emergency Education Relief Fund. This is part of the CARES Act and allocates \$3 billion nationally for governors to disburse at their discretion in education. Mississippi will receive \$34.6 million. MSU has begun preliminary conversations with the governor's staff. Dr. Keenum said he has not had the opportunity to discuss this with Governor Reeves yet.

Dr. Keenum said it was announced on April 6th that the University would implement a pass/fail grading system. Many other schools in the IHL system announced pass/fail grading much earlier. It was decided, with input from faculty and student leadership, the announcement of pass/fail grading at MSU would be closer to the end of the semester to keep students engaged. Dr. Keenum said if students decided to accept their pass/fail grade and coast through the end of the semester, it could have implications for their continuation on their path to graduation. Once the decision was made to go completely online, the deans were told to be as understanding and compassionate as possible. Dr. Keenum said he is very pleased with how the option for pass/fail grading turned out.

The IHL Board of Trustees directed all universities to provide prorated refunds to students for housing, meals, and parking effective from March 16th. These refunds are being processed currently. The announcement of refunds happened much earlier for many schools around the country. The Board of Trustees delayed this announcement until the State Attorney General had reviewed all applicable laws and contracts.

Dr. Keenum said a new commercial for Student Advantage has just been released. This is to encourage participation in summer school. The summer classes will be offered solely online. Dr. Shaw, working with the deans and various departments across campus, has been able to increase the course offerings this summer. This includes upper-level courses which would normally not be available. Dr. Keenum said the feedback he has received has been tremendous. It is believed that having a strong summer enrollment will have a positive impact on fall enrollment. Summer school will be very affordably priced and will give students the opportunity to continue their progress on their education.

Dr. Keenum said the commencement ceremony for spring graduates will be held virtually on May 1st at 2:00 p.m. He said this is not what he wants to do, but due to the circumstances it is what can be done for now. The hope is to be able to do an in-person ceremony at some point in the summer or fall. If this is not possible and we are able to hold a December graduation ceremony, the spring 2020 graduates would be invited to participate.

Dr. Keenum said the disruptions this pandemic is causing include disruption to tenure-track faculty's ability to stay on track to earn their tenure. He said he has spoken to Commissioner Rankins about this on several occasions. This past Wednesday, all of the University Presidents/Chancellor met with Commissioner Rankins and discussed tenure clock extension. Commissioner Rankins brought this to the board yesterday and they were in agreement that tenure clocks should be extended. Dr. Keenum said he believed, at a minimum, we would be able to offer one additional year for those faculty who wish to extend their clock. This will be an item voted on at the May meeting of the Board of Trustees. Dr. Keenum recommended that tenure-track faculty discuss this option with their department heads. He said, just as with students, he would like faculty to be treated with compassion and understanding.

Dr. Keenum thanked President Follett for his outstanding leadership as president of the Robert Holland Faculty Senate. He thanked Vice President Jones for her leadership in the role of Faculty Senate Vice President. Dr. Keenum presented two cowbells for Dr. Follett and Ms. Jones.

Senator Freeman asked when faculty would be notified about the tenure-clock extension possibility. He said the deadline for applying for the tenure review in his department was May 15th. Dr. Keenum replied that this question was discussed in the meeting of the university presidents and it was decided that these deadlines would be pushed back to allow faculty more time to make an informed decision.

Senator Sebba thanked Dr. Keenum and Dr. Shaw for their leadership during this difficult time. She said it has been difficult for everyone, but she could not imagine how it has been for administrators. Dr. Keenum thanked Senator Sebba for her comment and said it has been tough, but our University is blessed to have such great people working so hard. He said we are helping not only ourselves, but all universities in the IHL system. He said Commissioner Rankins is looking to us for guidance for the system. Dr. Keenum said seeing Senator Sebba reminded him that we just issued the construction contract to build the new music building. He said this project has been funded by the legislature and the funds have been in place to move forward. The exact construction schedule is not known due to Covid-19.

President Follett read a submitted question. The question was, will the master class schedule be changed to reflect all online courses for the summer semester. Dr. Shaw replied this was overlooked in the transition and will be updated. He asked if anyone sees any other errors like this to please report them to him so we can present the most accurate information possible.

Senator Williams asked if it has been considered to change the pay schedule for faculty during the summer session to bi-weekly instead of monthly. He said there are likely spouses of faculty which have been adversely affected by the pandemic and receiving more frequent payments may be beneficial. Dr. Shaw replied he will visit with Don Zant and the financial team to determine if it is possible. If there is any way it can reasonably be done, the University will do it. President Follett said he asked this question several years ago and was told that the payroll list is not final until several days into the term and that does not allow for enough time to be processed through the payroll system. Dr. Shaw said he will see if it is now possible to do this.

Senator Freeman said there is discussion in his department about developing graduate degree options online. He said it usually takes a couple of years to get these degree programs through IHL. He asked if there has been discussion about facilitating the transition of these programs to online. Dr. Shaw replied in December and January there was discussion of how long the process takes. He said he had some very engaged discussions with Dr. Casey Prestwood at IHL about the process. She asked that Dr. Shaw and Dr. Ryan provide some suggestions on how the process could be improved. An approval timeline was shared with Dr. Prestwood and she was stunned and appalled at the amount of time it took. She immediately began working with the Chief Academic Officers of all 8 institutions to better understand the process and the impediments. She is in the process of making a number of changes at the IHL level to improve the process. Dr. Shaw said he believes the process can be cut from 2 years to under a year. Dr. Shaw said internal streamlining of the process is being pursued on campus through UCCC.

Senator Ridner said the news recently has been discussing, particularly with regard to private schools, furloughing of employees and across-the-board pay cuts in higher education. She asked if there was any anticipation of furloughs or faculty cuts at MSU. Dr. Keenum said he does not know what the future holds and he has been through a lot of what-if budgeting. He said this is his 12th year at MSU and we have gone through some tough times during that period. He said in particular over a decade ago during the recession there was a task force instituted and chaired by Dr. Hart Bailey, the Faculty Senate President at the time. Their charge was to figure out how to save money in the operation of the campus. Dr. Keenum said his one directive was to not terminate any personnel. Dr. Keenum said this sentiment has not changed and he hopes and prays it will not come to having to terminate anyone as we go through this budget cycle. He said terminations would be the absolute last resort. He added that the University is in the best financial shape it has been in a very long time. He said the Commissioner has told him we are in better financial shape than any other school in the system. Dr. Keenum said we still have a lot to deal with moving forward, but he hopes this gives an idea of his mindset going into this. Senator Ridner said she had a question from one of her constituents who asked if there were any protections being discussed for contingent faculty such as lecturers and instructors. Dr. Shaw replied this was the impetus for the creation of the task force chaired by Vice President Jones. He said she has given him regular updates and they have been having some very good conversations. He said there are no formal mechanisms in place but he and Dr. Keenum are not planning to let up with regard to recruiting and retention. Dr. Shaw said the only way contingency faculty would be released is if there was a significant decline in enrollment.

Senator Zuckerman said the College of Arts & Sciences faculty received an email from Dr. Travis discussing flexibility and anticipating potential issues with the final examination period. One of the recommendations was to leave the final exam window open for 72 hours. She said she discussed this with several faculty including one who does completely online education. This is apparently standard practice for online courses but the way to combat academic misconduct was to have a large bank of questions each test is drawn from. She asked if recommendations can be provided on the 72 hour exam period very soon since faculty will need time to prepare their test bank or alternatively prepare students for a shorter exam period. Dr. Shaw said he would need to see the email to be able to speak to the specifics, but the guidance that was provided to the deans was to provide students the latitude to perform their best on the final exams. He said the 72 hour recommendation was one of a long list of best practices provided by Susan Seal. His message to the deans was to provide all of those recommendations to the faculty. Everyone is going to be in a different situation. He said the students may be competing with siblings for bandwidth or could experience accessibility issues during a narrow testing window. The 72 hour window is not a mandate but is one of the strongly encouraged best practices. Senator Zuckerman said that it did not come from Dr. Travis as a mandate but a recommendation. Faculty not experienced in distance learning may not be aware of the impact of having an exam open for an extended period of time could have with regard to academic misconduct. She said she feels it would be helpful to inform faculty if they plan on utilizing the 72 hour period, there are things that may need to be started now to prevent academic misconduct. Dr. Shaw said he appreciates Senator Zuckerman bringing this to his attention and the directive will be sent out next week. Senator Eakin said she believed that not all of the recommended online instruction techniques work with the students who started the semester face to face since they have already established relationships with their peers in the class. She said it is helpful to have a large question bank, but she also performs a Google search of the questions, changes the wording of the questions accordingly, and randomizes the questions.

Senator Bora thanked Dr. Shaw for taking care of the students with the institution of pass/fail grading. He asked if there is any planning being done to allow international students who may not be able to arrive on time due to Covid-19 to be allowed to come in at a later date. Dr. Shaw replied this topic has been discussed frequently this week. He said the consulates are saying it will be at least mid-July before they will begin processing Visa applications. He believes there will be major challenges getting international students to our campus if they are not already in the states regardless of where they are from. Discussions have begun on how to allow international students to enroll in online classes but not have to be distance education students. He said it is also being discussed how we can handle those students with assistantships while conforming to federal, state, and IHL regulations to allow those students to be engaged. Dr. Shaw said we are seeing a dramatic increase in applications from both undergraduate and graduate international students. He said he wants to capitalize on this and not lose students due to the paperwork process.

Dr. Julie Jordan, Interim Vice President for Research

Dr. Jordan said for this fiscal year it looks like we are on track to have another record-breaking year in research expenditures. We ended FY19 with record numbers and so far this year we are tracking ahead of last year in awards and direct cost recoveries. Dr. Jordan said, even with the pandemic, the submissions are holding up and submissions are being made at a normal pace. She gave kudos to all the people working hard to stay on top of solicitations and submitting proposals.

Dr. Jordan said, throughout this semester, her office has tried to invest in the research tools that are needed by faculty and to make them available campus wide. Campus wide licenses have been purchased for Qualtrics and Stata. The ORED seminars that are able to be performed virtually are going forward. A host of webinars related to how to conduct research during the Covid-19 crisis are being created. The Intensive Grant Writing Workshop is continuing virtually.

There is a third-party organization doing an economic impact study of our research enterprise and MSU as-a-whole. This is similar to a study Ole Miss recently did. The results of this study should be available in the next couple of months.

Dr. Jordan said another effort her office has made this year is to increase the invitations to corporate and federal agency leaders. She said many who come to campus say they would not have thought that was happening in Mississippi. Since the first of the year, the FBI, Fed-Ex, NOAA, Boeing, and a variety of other hi-tech companies came to campus. She said they look forward to getting back on schedule with these visits. It gives us a great opportunity to show off what we are doing and is resulting in partnerships which should yield funding down the road.

Locally, ORED has continued to work with local community leaders and the Greater Starkville Development Partnership to make sure we are staying in sync with our activities as they relate to economic development and what is going on in the region. Dr. Jordan said the research park is basically full. Our corporate partners have been very successful, and we are trying to figure out ways to create new opportunities at the research park.

Dr. Jordan said all of the offices are open and she is very proud of the way her offices have been able to keep working during the crisis. She asked the senators to report if they get the sense that anything has slowed down or things are not getting through as fast. She said the offices are trying to be more responsive during this time. Dr. Jordan gave kudos to Dr. Devon Brenner for being key in keeping the website up to date with the help of James Carskadon in the Office of Public Affairs as well as the ITS team. There are great resources on the site including guidance from all the federal agencies and sponsors as well as ideas about what to do from a research perspective when you are working from home. There are weekly town hall sessions being held on Wednesdays at 3:00. These will continue as long as people keep participating. There have been 60 to 70 participants for the first two.

Dr. Jordan said a task force has been formed to focus specifically on Covid-19 proposal responses. They are looking for research opportunities related to Covid-19. This committee will help match these proposals with funding opportunities. It is believed that the next CARES Act will contain infrastructure opportunities. We already have a list of 30 or 40 potential projects. There is a push for the next bill to include \$26 billion specifically for research. This could include funds to cover the cost of shuttering and reopening labs and extending grants among other things. The delay of research has a ripple effect down the road on our competitiveness in science and technology.

Dr. Steve Turner, Faculty Athletic Representative

Dr. Brent Fountain, Faculty Athletic Representative Elect

Mr. John Cohen, Athletic Director

Dr. Turner said he would defer to Mr. Cohen in the interest of time.

Mr. Cohen said listening to the discussion over the last hour and 23 minutes of what is going on in the university puts everything in perspective and definitely puts athletics in perspective. He said his father was a faculty senator for the University of Alabama for several years. He said he remembers his father telling him on many occasions that there is too much emphasis on athletics. He said it is ironic that his career has been in college athletics. Mr. Cohen thanked the senators for their leadership and what they are doing as well as Dr. Keenum and Dr. Shaw for their leadership.

Mr. Cohen said one of the things that he is most proud of is the resiliency of our kids. He gets so many reports from around the country about what our kids are doing in their respective communities to help. One example of this is Darryl Williams. He is working for a food pantry in his hometown of Bessemer, Alabama. He said these kids realize at an early age that being part of a team and being part of a community are extremely important.

Mr. Cohen said the student athletes have achieved a cumulative GPA of 3.0 or higher for the last five consecutive semesters. Tyre Phillips was named to the NFF Hampshire Honor Society for maintaining a 3.2 or higher GPA during his college career. We have 7 football players entering the draft this year. Cameron Dantzler, Tyre Phillips, Darryl Williams, Willie Gay Jr., Brian Cole II, Chauncey Rivers, and Stephen Guidry have all attended the NFL combine and been listed on the NFL draft board predictions.

Mr. Cohen said Fletcher Cox was named to the NFL 2010's All-Decade Team. He said he is very proud of him and said he is a great representative of Mississippi State and his hometown in Mississippi.

Mr. Cohen said some of the best defensive linemen in the NFL came from Mississippi State University. Currently, Preston Smith, Chris Jones, Fletcher Cox, Jeffery Simmons, Pernell McPhee, Denico Autry, Montez Sweat, and Kyle Love are active players considered to be high level defensive linemen in the NFL. Mr. Cohen said Darius Slay just became the highest paid cornerback in NFL history.

Coach Vic Schaefer notified Mr. Cohen that he would be leaving the university. Mr. Cohen said several candidates for his position were identified and Nikki McCray-Penson became one of those people that could not be walked away from. Mr. Cohen said he is not sure anyone has come to coach at MSU with a resume as a player and a coach in any sport as good as Nikki's. He said she has an amazing attention to detail and is a special person. He added that Rickea Jackson won the Gillom Award making this the sixth consecutive time an MSU player has won the award. She was also second team All-SEC along with Jessika Carter. Many people believe we will have a top 5 ranked team going into the preseason. The women's basketball team finished in the top 10 for the fourth straight year and won 131 games during the last 4 years which ties us for the second most in NCAA Division I history. Mr. Cohen said there is no telling how many more wins we would have added to that total had the season not been cut short.

Reggie Perry was co-SEC Player of the year and has entered the NBA draft. Mr. Cohen said he wishes him the best. The men's basketball team has had 3 consecutive twenty plus win seasons. Reggie Perry won our 3rd straight Howell Trophy. Mr. Cohen said at some point Humphrey Coliseum will be renovated, but due to the current circumstances this has fallen on the priority list.

Mr. Cohen said softball got off to a great start and was ranked 20th in the country in one poll. Fa Leilua was going to be a finalist for SEC Player of the Year. The team had 2 of the top 100 players in the country in Mia Davidson and Fa Leilua.

MSU baseball has finished the season in the top 10 for the third straight season. The season ended with a 2-game sweep of Texas Tech who was ranked #2 in the country. Most of our players will be returning next season. There will be an MLB draft this year and we are being told that it will be shortened to 5 rounds instead of the traditional 40. Every Saturday game played this season had 10,000+ fans in attendance.

Men's tennis was ranked in the top 6 in the country a year ago. They lost arguably the best tennis player in the history of our program at MSU. The women's tennis team was making some vast improvements and went to the NCAA tournament 5 of the last 6 years.

The women's golf team was off to an amazing start. They had 1 team win and were ranked 21st in the country when their season was cut short. Mr. Cohen said Ginger has done a remarkable job getting the program back to where it should be at MSU.

Mr. Cohen said Ben Rodriguez heads the Student-Athlete Development Program. The four pillars of the program are personal development, professional development, leadership development, and community engagement.

Student-athletes participated in Networking Night which included 60+ businesses. Mr. Cohen said all of our student-athletes want to be professional athletes, but the statistics show that they will not all be professional athletes. This helps them prepare for life outside of athletics.

Some of the service projects undertaken by athletics include the T.K. Martin Center, Bulldogs in the Delta, and outreach to nursing homes in the area. There is also an Athletic Identity Night where the student-athletes are asked “Who are you outside of your sport?”. Additionally, professional workshops are offered to help with resume building, personal branding, job searching, and professional dress to name a few.

Mr. Cohen said right now state and federal governments are grappling with NIL or Name, Image, and Likeness. The federal government is trying to prevent individual states from creating their own rules regarding NIL. This can create a recruiting disadvantage.

Due to Covid-19, the one-time transfer rule has been brought into question. Since students will be given an additional year of eligibility, some rosters will be overloaded for the spring sports. The one-time transfer rule is only applicable in 5 sports and requires a transfer to sit out a year before becoming eligible to play again.

Players are currently allowed to practice in a virtual manner with the strength and conditioning coaches. No practices virtual or otherwise are allowed the week before and the week of final examinations.

Spring sport athletes will be granted an extra year of eligibility due to the crisis. Mr. Cohen said this creates some unintended consequences which we will have to deal with.

Mr. Cohen said the most common question he gets is when will fall sports start and how will they start. These questions cannot be answered at this time. Mr. Cohen said the SEC is doing a remarkable job of providing options based on the information they have.

Mr. Cohen thanked the senators for their time and said if anyone feels there is anything Athletics can do to help any department or anyone to please let him know.

REPORT OF THE FACULTY SENATE PRESIDENT

As a first item of business, I wanted to take this opportunity to thank each of the senators who are “rolling off” of senate at the mid-point of today’s meeting. Each of these senators has served a regular term (or two) as a senator for their indicated college:

Matthew Brown	Arts & Sciences
Dipankar Dutta	Arts & Sciences
Stacy Haynes	Arts & Sciences
David Wipf	Arts & Sciences
Gregory Martin	CAAD
Guihong Bi	CALS-MAFES
Jamie Larson	CALS-MAFES
Raja Reddy	CALS-MAFES

Barry Stewart	CALS-MAFES
Kathleen Alley	Education
James Sobaskie	Education
Marina Denny	Extension
Mary Ann Jones	Library

In addition to these senators, Shrinidhi Ambinakudige, of Arts and Sciences has completed his temporary term as a replacement senator.

There were four senators who were re-elected to serve a 2nd term:

Deborah Eakin	Arts & Sciences
Sol Pelaez	Arts & Sciences
Molly Zuckerman	Arts & Sciences
Chinling Wang	Vet Med

Finally, we have thirteen newly-elected senators:

Rachel Allison	Arts & Sciences
Alicia Hall	Arts & Sciences
Kimberly Kelly	Arts & Sciences
Todd Mlsna	Arts & Sciences
Kevin Williams	Arts & Sciences
Alexis Gregory	CAAD
Erdogan Memili	CALS-MAFES
Sorina Popescu	CALS-MAFES
Ted Wallace	CALS-MAFES
Missy Hopper	Education
Stephanie King	Education
Amanda Stone	Extension
Derek Marshall	Library

For those senators who will not be returning next year, I offer you my profound thanks for your willingness to serve your college and the university by serving as a senator. For those of you who were re-elected, congratulations, and I look forward to continuing to work with each of you. Finally, to each of you who are newly elected, whether it is your first time as a senator or if you have been off for a while and are returning, I do look forward to working with you on the senate, and thank you for your willingness to serve.

Over the last few weeks since our March meeting of the senate, things seem to have settled down quite a bit in terms of the overall situation here at MSU. As you all hopefully are aware, quite a few decisions had to be made in a very compressed time period, many times subject to either delays or forced decisions based on rulings from the Board of Trustees of the IHL. While this didn't lend itself to debate and following the normal process associated with the shared governance document in place at MSU, I do really believe that the spirit of that document was certainly observed with respect to those decisions. Many items were discussed only during a fairly brief time period, but did involve a broad base of representation from the

various parts of the university. The basis for my participation in these meetings was, as much as possible, based on all of the interactions that I've had over the years with faculty senate in particular, and being a faculty member at MSU in general. As a result, if there are any specific issues that have been problematic from your perspective, I am in hopes that you are going to convey those to senate leadership. Crisis situations don't always work out perfectly, but debriefing of the people involved in the "after action" part of the process is always informative.

My personal take on all of the actions taken by MSU has been very positive, and I am optimistic that of all of the state IHLs, we will come out of this in at least as good a shape as our sister universities, if not better. Several specific items to note involve the recent announcements last week concerning partial refunds available to students, and the upcoming May 1 online commencement ceremony that is being planned. Dr. Keenum has additionally indicated that if it is possible, MSU would obviously like to be able to honor all of our May graduates in person, but depending on timing of the various restrictions currently in place, that might or might not be possible before the December commencement ceremony. Student input on the timing of such an event would be very important, obviously, but faculty and staff would also play a vital role in the decisions surrounding such an event.

As we move forward on Faculty Senate operations in this physically distant new world, I am presiding over the last scheduled meeting with me as president today. As I have repeatedly told the senate, this has been a great job to have, and I have been honored to be able to represent you over the last few years as vice president and president. You are likely aware that I would run for president again if it weren't specifically prohibited in our bylaws. I do have two years left in my current term as a senator, and I look forward to whatever roles I end up playing during that remaining time. Whoever is elected as our next president today will obviously be taking office during a very different time than they would ordinarily experience. I offer any assistance that I can provide in support of the new president and vice president coming to office amidst all of these changes. (It is a difficult enough task in the best of times, but now made more difficult by the radical changes occurring at global, national, state, community and institutional levels.)

In terms of the specific goals that I had when I ran for the president's position two years ago and again last year, I am glad to be able to say that some are complete, and some are in progress. We do have a current, valid AOP on evaluation of teaching, which was one of the longest running issues (with regard to timeframe) that I have seen while on senate. While we're not finished on that item yet, there is a task force that will hopefully be reporting back to us "soon" on that topic, with suggestions for change and improvement. It is significant to note that in the current, valid AOP, the choice of paper versus electronic administration of the surveys is still listed as being up to the individual instructor. Similarly, the annual faculty evaluation AOP is under debate on a separate task force, with progress being made there, too. A separate issue that I've also been strongly advocating for is the decision about an appropriate naming convention for the class of faculty known as Clinical Faculty (meaning the ones who are called that, but aren't "clinical" in any real sense). If at all possible, we need to get this resolved, in order to be able to move forward on suitable promotion processes by colleges and departments, which aren't currently in existence in many places in the university.

In summary, I am optimistic about MSU's progress and future, despite the incredible changes that have occurred in the last month. I also look forward to continuing as a senator for the next two years, and seeing specifically how we end up surviving all of this.

Status of AOPs:

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

AOP	Title	Date
10.05	Nepotism	12/5/2012
11.01	Shackouls Honors College	2/11/2016
12.01	Academic Add-Drop	7/23/2015
12.04	Final Examination	7/23/2015
12.22	Undergraduate Student Courseload	8/25/2015
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
13.12	Summer School Teaching	3/28/2016
31.02	Legal Resident Status	2/5/2013

Reports from committees on which I serve:

Athletic Council – has not met since my last report

Diversity Council – has not met since my last report

Executive Council – has not met since my last report

Executive Enrollment Management Committee – has not met since my last report

Game Day and Special Events – has not met since my last report

Information Technology Council – (met via Webex on April 7)

In this meeting, we were able to receive updates on several initiatives that have been ongoing with ITS.

We recently completed our required 3-year cyber security evaluation, which was conducted by HorneCyber. The findings were sent to MDITS in Jackson, and we are officially compliant now. There were 99 findings that were given to us, and ITS is working through remediation on those issues. (Most were based on still having the default credentials in place on devices.)

CSpire has been working with MSU to change the way the on-hold recordings work, so that you don't always start at the beginning of the loop. It turns out that we have up to 30,000 calls/month placed on hold, so this is actually a non-trivial issue.

As has been true of everyone else, all of the physical training events have been postponed, based on the Covid-19 crisis.

Fortinet was recently chosen as the supplier for our firewall replacement process. Their Enterprise agreement gives threat analysis to anyone at the university that procures Fortinet hardware, with no added charge for that. Note that their solution provides hardware decryption as opposed to the competitor's approach, which is a software decryption. Based on that and the volume of traffic expected, Fortinet's solution was far superior. The previously announced, but delayed classroom technology upgrades have now been completed, since nobody is using those classrooms. (Harned 105 – Level 2, Dorman 134 and 152 – Level 2, and Allen 14 – Level 1)

A brief discussion about how ITS has been involved over the previous three weeks in terms of the ramp-up for online instruction and virtual meetings was also provided. It should be noted that we did request additional hardware support from Instructure (the company that owns Canvas) in anticipation of the increased load that was expected. Extra laptops (50 of them) have been ordered to help support working from home, but Dell has delayed shipments to focus on delivery to first responders. Extension has provided about 120 laptops that are being processed and will be available for use by faculty/staff/students as needed. CSpire provided 27 Hotspots initially, with Emergency line use for approximately 60 days of use at no cost. Specific white-listed websites were approved for usage on the no-charge operation of the devices, but personal use will be billed to the individual. 25 more were delivered last week, and we're working on getting additional hotspots, but the supply is scarce.

As hopefully everyone has seen, there have been procedures published about how to take equipment home to be able to handle your job remotely. One note is that any computers taken home need to have the drive encrypted, for security. Also, if there is significant software in place on a desktop computer that is required for you to accomplish your work, an alternative to taking the computer home is to use remote desktop software to access the computer from home. This sometimes works better than trying to take the desktop home, especially when there are server access issues that might get much worse when trying to operate at home. You should be sure to sign any required hand receipts, of course, when taking equipment off-site. In addition, some amazing Webex statistics were provided for the period from March 4 through April 2. There were 69,386 total participants in a total of 14,027 meetings (6,902 of those were video meetings) for a total of 615,765, which had a total of 2,313 unique hosts. (I would anticipate that the numbers for this month will be considerably higher, of course, given some of the security issues that have appeared with other platforms, and the site license we have for Webex.) It was noted that the conference call function in Microsoft Teams (using video or just voice) seems to work best for relatively small groups, but the built-in support for SharePoint and OneDrive make it an incredibly useful tool, as well.

Master Plan Development and Advisory Committee – has not met since my last report

Parking and Traffic Regulations Committee – has not met since my last report

Sustainability Committee – (has not met since my last report, but we did receive an update on March 27 via e-mail)

It was noted that the Coronavirus has disrupted many events and projects, but others are continuing despite the issues we are experiencing. A new MSU Energy & Sustainability Coordinator, Mr. Joseph Paige, was welcomed to the committee. He has an M.S. in Civil Engineering with an Environmental Engineering Emphasis from Jackson State University, and comes to us from the Mississippi Dept. of Environmental Quality, where he had several years of experience on sustainability initiatives.

The following updates and list of ongoing initiatives was provided:

1. All spring events, including Earth Week events will not occur this semester.
2. Recycling has decreased significantly due to a large decrease in the number of people on campus. Renewed emphasis will be placed on these after a return to normal operations.
3. Buildings across campus are being identified that can go into an energy conservation mode, based on nobody being in them most of the time. Temperature setbacks, when properly applied, can potentially save hundreds of thousands of dollars during this time.
4. Most building projects are on schedule still, including:
 - a. Rula Engineering Building
 - b. Poultry Science Building
 - c. Indoor Tennis Facility
 - d. Music Building (bidding)
 - e. Transit Building
 - f. Kinesiology Building
 - g. Humphrey Coliseum Renovation
 - h. Butler Hall Mechanical Renovation

Note that a, b, c, and d above each exceed the Energy Code by more than 30% and have qualified for a TVA Efficient Construction rebate. Item e exceeds the ASHRAE 90.1 Energy Code by 30% or more and the application for the TVA rebate is in progress. The last three items haven't yet entered the stage where energy modeling has begun, but the intent is to exceed the code again, and to apply for the TVA rebate for each of these.

5. Infrastructure projects are underway that will improve both system reliability and enhance energy efficiency. Some of these are listed here:
 - a. Central Plant Chiller #1 replacement – old, inefficient chiller being replaced with a 1,400 ton high efficiency centrifugal chiller
 - b. Wastewater Lift Station upgrades – 35 year old pumping stations are being upgraded with new, efficient pumps and variable speed controls
 - c. West Electrical Feeder Underground project – new underground electrical feeder will reduce line losses on the system, with electrical capacitors to provide significant energy cost savings for the university
 - d. Horse Park Heater upgrades – converting from electrical to natural gas heaters will reduce energy consumption
 - e. Thompson Hall Envelope repair – exterior sections will be temporarily removed so that a new air and vapor barrier can be applied
 - f. Bost Boiler replacement – new high-efficiency boilers will be installed

6. Solar Project – A preliminary report will be received from Entegriety Energy Partners by the end of April, including potential solar installation locations, a scope of the proposed solar PV systems, lifecycle cost analysis, potential energy savings and emission reductions. The plan is for a utility-scale solar opportunity for MSU, meaning an installation of greater than a Megawatt of capability at MSU properties across the state.
7. The ongoing lighting retrofit for the university was recently audited by Entegriety Energy Partners, covering more than 3.5 million square feet of MSU facilities. The objective was to identify areas that were not retrofitted to LED lighting in the 2014/2015 timeframe. A preliminary report, also due by the end of this month, will include costs and savings associated with the upgrades. Initial estimates indicate that the retrofit could save MSU between \$500,000 and \$1,000,000 per year on energy and maintenance costs, along with helping us achieve our efficiency and carbon neutrality goals.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council – April 6, 2020

The ADC met for the regularly scheduled monthly meeting via WebEx. Dr. Shaw started the meeting by thanking everyone for their input and questions while the administration worked through the many issues involved with the COVID-19 pandemic response. He stated how proud he is of the faculty and how they have handled the sudden transition; he offered his appreciation and asked the Deans to convey his sincere regards to the faculty. A question was raised about student refunds and Dr. Shaw stated that the administration was still waiting for a response from IHL and that IHL was waiting for a response from the MS Attorney General. (This question has since been answered and publicly announced.) Someone from the floor stated that their questions had already been addressed in the latest public update from the university, others agreed.

Approval of AOPs:

- AOP 10.14: The Adoption and sale of Textbooks and other Instructional Materials passed with one addition to section 5.
- AOP 12.07: Undergraduate Academic Fresh-Start or Academic Amnesty passed without changes.

Both AOPs will now go forward to Associate Deans Council and Faculty Senate.

Dr. Shaw thanked everyone for their patience while using WebEx for a large meeting and the meeting was adjourned.

Committee on Campus Access –

Has not met since my last report

Community Engagement Committee – February 5, 2020

Has not met since last report

President's Committee on Planning –

Has not met since last report

Textbook Committee –

Has not met since last report

Undergraduate Research and Creative Discovery Committee –

Has not met since last report

As this is my last meeting as a Senator and as Vice President, I want to offer a few words of appreciation. It has been my pleasure to serve on the Robert Holland Faculty Senate and as your Vice President. I have truly enjoyed this time of service to Mississippi State University and will greatly miss the opportunities conferred upon me in this role. I have learned more about the university in the past two years than in all my 13 years prior to my VP service. I have served on committees that I didn't even know existed until my appointment to them as VP. I have been included in decision making that is unprecedented and extraordinary in the history of MSU and have done my best to offer sound council to university administration regarding matters pertinent to the role of faculty in our community. The work that is being done behind the scenes on this campus is astonishing and admirable. The gears that must move simultaneously to accomplish our mission of teaching, research, and service are complicated and fragile. Understanding the few pieces to which I have been included and allowed to play a role in during the past two years has given me a greater appreciation of this university and the administration who keep it successfully functioning and growing to meet the needs of not only Mississippi, but the world.

I want to congratulate those newly elected Senators and encourage you to be active in your role as a Senator. Get involved, volunteer for a university committee assignment, ask for ways to be included, run for office, lead a Senate committee. These are the roles from which you will have a greater perspective of your university and the role you can play to advance our mission. Use this opportunity, which is bestowed upon only a few, to make a difference in the life of our MSU community.

To the Senators who are continuing, thank you for the opportunity to serve as your Vice President. It has been an honor and I hope you see my service as being faithful to the responsibility your gave me when you elected me. I encourage you to be involved and offer your voice and council to the 2020-21 Executive Committee. It is only when you make your voice heard that your voice can be represented by the Senate leadership.

Again, thank you for the opportunity to serve our community. It has been an honor that I will never forget. The six years I have served on Senate and my two years as Vice President will help guide me through the remainder of my career, and for that I will be forever grateful. Hail State!

Sincerely,
Mary Ann Jones
2019-20 Faculty Senate Vice President

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEES

STANDING COMMITTEE REPORTS

Academic Affairs	No Report
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Ancillary Affairs	No Report
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Charter & Bylaws	No Report
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Faculty Affairs	No Report
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Student Affairs

1. AOP 12.07 Student Honor Code

Senator Haynes, on behalf of the Student Affairs Committee, presented the report on AOP 12.07.

The motion to adopt the committee recommendation on AOP 12.07 Student Honor Code passed by unanimous electronic vote.

2. AOP 12.23 Cooperative Education Program

Senator Haynes, on behalf of the Student Affairs Committee, presented the committee report on AOP 12.23 Cooperative Education Program.

The motion to adopt the committee recommendation on AOP 12.23 Cooperative Education Program passed by unanimous electronic vote.

University Resources

1. AOP 10.16 Distance Education

Senator Marett, on behalf of the University Resources Committee, presented the committee report on AOP 10.16.

The motion to adopt the committee recommendation on AOP 10.16 Distance Education passed by unanimous electronic vote.

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

ELECTION OF OFFICERS

- 1. Faculty Senate President**
 - a. Charles Freeman
 - b. Rebecca Robichaux-Davis
- 2. Faculty Senate Vice President**
 - a. Jason Barrett
- 3. Faculty Senate Secretary**
 - a. Randy Follett

Vice President Jones, as the Elections Officer, said each candidate for President was allowed a five-minute presentation to the Senate if they wished. Senator Freeman and Senator Robichaux-Davis gave a brief address to the Senate. Vice President Jones called for the vote for Faculty Senate President.

Vice President Jones announced the voting results as: Rebecca Robichaux-Davis received 27 votes, Charles Freeman received 13 votes. Vice President Jones congratulated President-Elect Robichaux-Davis.

Vice President Jones said since there is only one candidate for the position of Vice President, nominations may be accepted from the floor. Hearing no nominations, President Follett moved to elect by acclamation. Senator Bora seconded the motion. Vice President Jones announced the motion to elect by acclamation passed by unanimous electronic vote.

Vice President Jones said since there is only one candidate for the position of Secretary, nominations may be accepted from the floor. Hearing no nominations from the floor, Vice President Jones asked for the vote. Vice President Jones announced President Follett was unanimously elected as the Secretary.

NEW BUSINESS

Senator Carskadon made a motion to accept the statement: "The Robert Holland Faculty Senate expresses it's deepest appreciation and support to President Mark Keenum and his entire leadership team for outstanding and effective leadership and communication with Faculty Senate and the entire Mississippi State University community during a time of ongoing crisis that is without precedent in the last 100 years." Senator Bora seconded the motion. The motion to accept the statement provided by Senator Carskadon passed by unanimous electronic vote.

President Follett said there have been many strong presidents of the Faculty Senate over the years. He said his experience with Faculty Senate Presidents pre-dates when they were called presidents. The position used to be chair of the council which was then changed to president of the senate. He said he was first elected to the Faculty Senate in May of 1999 and he is currently in his 6th term. He said it has been a great pleasure to be on Senate and participate in the decisions and various goings on over these terms served. He said that he knows that editing AOPs is not always fun, but it forms the basis for policy at the University and is at the heart of what the Senate does. This process requires strong input from senators as well as others throughout the University. He said if, as a senator, you feel you are not being heard, or if other faculty feel the same, please bring that to the attention of the current officers and/or the Executive Committee to let them know where there is a need. President Follett said he feels we have a good system that works well depending on how amenable administration is to the discussion. He said, as others have previously commented, he feels we currently have as good of a president as he has ever worked under in his time at MSU dating back to 1984. President Follett said he would like to thank all of the Senate presidents he has served under which include Robert Cooper, Dan Embree, Walter Diehl, Mark Goodman, Hart Bailey, Meghan Millea, Gerald Emison, Cody Coyne, and Brent Fountain. He said he has learned a lot from each of them as well as the senators in general.

President Follett explained he uses the "big" gavel to enter and leave office on Senate. He explained this gavel was donated to the Robert Belton Holland Faculty Council by Tom Wade, Chairman of the Council from 1983 to 1984. The significance of that is that Tom Wade was in his department when he was a student and was the last Electrical Engineer to be elected to the Chair position prior to himself.

President Follett, in honor of Chairman Tom Wade, closed the meeting at 4:32 p.m.

Submitted for correction and approval.

Rebecca Robichaux-Davis, Secretary

Jason Cory, Administrative Assistant II



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of June 19, 2020

The Robert Holland Faculty Senate of Mississippi State University held a special session at 2:00 p.m. on Friday, June 19, 2020. This meeting was held online through Cisco Webex due to the ongoing Covid-19 pandemic.

Members absent and excused were: Robin Fontenot.

Members absent were: Brian Counterman, Allison Eddy, Mary Love Tagert

The meeting was called to order by Senate President Randy Follett.

President Follett explained this meeting was to specifically address one topic and therefore the normal agenda items are not included. He said there are 2 guests present, Dr. Shaw and Dr. Hyatt. They will not give a formal presentation but will be available as a resource for discussion. President Follett said an additional letter of request received by Faculty Senate appears on page 6 of the agenda. He said this is included for informational purposes. The letter requested Senate to pass the information to administration, which has been done.

STANDING COMMITTEE REPORTS

Executive Committee

1. Letter of Request from Provost Shaw

President Follett, on behalf of the Executive Committee, presented the report on the Letter of Request from Dr. Shaw.

President Follett invited Dr. Shaw to comment. Dr. Shaw said the Task Force discussed this earlier today. Up to this point, we have received 379 submissions to the feedback website. He said he has read every one of them. Every submission is considered when the Task Force makes decisions. The recommendation of the Faculty Senate on this matter will be further considered at the next Task Force meeting. He said he wished the feedback to continue to be provided and asked for everyone to provide a measure of grace as new science emerges. The focus is to provide a safe environment for the students and employees and still provide a quality education. There are no easy answers.

President Follett asked for comment from Dr. Hyatt. Dr. Hyatt said she would like to reiterate that cloth face coverings have been procured for all students, faculty, and staff. Face Shields are being prepared for those who will need them. Hundreds of thousands of disposable face masks have also been procured. All the necessary supplies, such as cleaning supplies and sanitizers, are being procured for the fall semester. The building Managers should be contacted to gain access to these supplies.

President Follett said one thing all faculty need to be aware of is that all face to face classes must be recorded. This will allow for a student required to not be present in the class to be able to progress. Dr. Shaw said he requested that ITS provide live-stream and video capture capabilities in every classroom. He said the driver behind this is if a student feels ill or has a fever, we do not want them to feel like they have to go to class to meet attendance requirements. So far \$1.2 million of additional equipment has been purchased. He said he anticipates an additional procurement which may approach the same amount. ITS is working with the Registrar and the committee that examines spaces to make sure our needs are met prior to the start of the fall semester. He said there is some nervousness about getting this complete in time due to supply chain delays.

President Follett asked if anything was being done about microphones and audio equipment. Dr. Shaw replied there is work being done but this equipment is in even greater demand and therefore hard to obtain. He said he is not nearly as confident about the audio equipment as he is about the video equipment.

Senator Pelaez asked what happens when a student must quarantine but does not have internet access at their home. She also asked what is being done to address home internet access in the event that classes move to an all online format. Dr. Shaw said MSU would provide aid such as hot spots and loaner-laptops to those who need them much as we did in the spring when we went all online. He said the experience in the spring showed the students who are usually in town have internet accessibility. He said any quarantine facilities would have internet accessibility as well. Dr. Shaw said short of having to send everyone home, we will have an adequate supply of technological resources to meet our needs.

Senator Sebba said her colleagues and the SEC music group are very concerned about ensembles and lessons. She said they have been doing them online, but it is not as effective as face to face instruction. Some of the regulations being implemented will not work with these courses. She said you cannot wear a mask and use an instrument played with the mouth. Additionally, the instruments not played with the mouth are shared. She said our Department of Music is working with the other music departments across the SEC to find a workable solution. She asked if exceptions could be made in specific circumstances to accommodate the teaching of the classes. Dr. Shaw replied he is very appreciative that the faculty are engaging with their peers to bring recommendations back to administration on how to make these classes safe and meets educational goals. He said this is an example of a situation where exceptions could be made. He said he does not have an answer but is waiting for recommendations so the decision can be made.

Senator Bora asked if every classroom will have card readers so if anyone contracts Covid-19 tracing can be performed more easily. Dr. Shaw replied he is not in a position where he can guarantee that all classrooms will be equipped with card readers. He said part of this is the challenge of some of the alternative spaces being used to host classes. He said this is on the list of things to accomplish but we have to nail down which spaces will be used before a strategy to install card readers can be formulated. Dr. Shaw said we are going to have to rely on a more robust system than just card readers to conduct tracing. Dr. Hyatt said a 3-prong system which starts with screening including temperature checks and screening questions is being employed. A technology enabled solution will be used to handle screening and contact tracing. The participation through this technology is strongly encouraged but not mandatory. This technology will help the Student Health Center team who is already performing contact tracing. The third prong is testing. Testing is available at the Student Health Center. Senator Bora asked if anyone who wanted can get tested, particularly instructors. Dr. Hyatt replied individuals can get tested at the Student Health Center.

Senator Gude asked how policies regarding face coverings should be enforced. He also asked if there will be a hiring freeze. Dr. Shaw said faculty can dismiss students from the classroom who refuse to wear a face covering. He said there are already policies in place to deal with students who refuse to wear face coverings or in any other way are disruptive to the class. He said the bigger question is what to do about faculty who refuse to wear a face covering. He said this is something he will need help from the Senate to solve. Dr. Shaw said he has spoken with the legal team and Human Resources about this. If a faculty member refuses to wear a face covering, they will be dealt with using the same policy for any instance of refusing to follow University policy. The Task Force and the President are in firm agreement that there needs to be solid support from faculty and students to follow the guidelines. Dr. Hyatt said her team is taking a very positive, proactive, educational approach around all expectations for students. A working group facilitated through Health Promotion and Wellness is coming up with ideas on how to inform our students. Dr. Hyatt said a lot of hard work is being done to ensure our

students know what is expected of them and what their classroom responsibilities are. Dr. Shaw said there are various planning and modeling scenarios being reviewed based on different budget reductions, but we are still eagerly looking forward to not placing any hiring freezes. He said he did ask the deans to evaluate open positions to see how critical they are at this time before filling them. He said we want to be in the best position we can to weather any financial storms. Enrollment is looking good for the fall and it seems like we will receive a cut, but not a big cut like we feared. The state budget numbers look better than anticipated. Dr. Shaw said at this point he is very cautiously optimistic that we will not need to implement any type of hiring freeze to be able to do what we need to do.

Senator Gregory said her college has design studios and art classes which are not feasible to record and have the students participate online if not done in a consistent way like was done in the spring. She said it is a unique situation and it may need to be considered how or if a student in this situation could continue in the class. Senator Gregory said she was approached by a faculty member who does not wish to wear a face covering and it is not out of belligerence but genuine concerns such as how it is harder to hear an individual wearing a face covering and we will be in larger rooms. She said microphone availability could mitigate some of the concerns faculty who do not want to wear masks have. The HR process can handle those who choose not to follow policy out of belligerence, but some measures can be taken to address some concerns. Senator Gregory asked for a discussion of what the process is when a student in a face to face class tests positive and guidance on how to maintain academic continuity when this happens. Dr. Hyatt thanked Senator Gregory for her input regarding what to do in an instance when online availability is not an option. She said it is unlikely an instructor would be informed of a student in class being diagnosed with Covid-19 unless the student disclosed the information. With the wearing of a face covering and physical distancing, the instructor and other student's in the class would not be considered close contacts. Close contacts are the ones that contact tracing will be in contact with. Senator Gregory asked that it be considered that some courses will not be able to maintain the six-foot distancing requirement and how that affects contact tracing. Dr. Shaw said what we have been talking about so far falls into two categories, what are the general rules and how do you start addressing all the exceptions. He said we are at a point where these exceptional cases need to be brought forward. Dr. Shaw said he does not want to inhibit the educational process. He said the brainstorming being done in Senator Gregory's college is a perfect example of how we can also take a different approach for just this one semester and hopefully we are in a different situation next year. He said he strongly encourages this type of brainstorming and sharing it across our university and other universities as well.

Senator Kelly said, through feedback from her colleagues, she has three concerns about statement 1 and 2 concerns about statement 2. First, the last sentence of the first statement seems to contradict the policy set to begin July 6th. She said the policy going into effect on the 6th seems to make face coverings mandatory and students would not be able to decline. The

second concern with statement 1 is that common areas such as hallways and stairways are not included. The third concern is about putting faculty in the role of policing whether students are wearing masks and if this was an expectation. She said this could lead to a loss of rapport or, worst case, lead to confrontations. Senator Kelly said the concerns about statement 2 are: will there be guidelines issued for what faculty should do if a student is unable to continue, and practices ensuring academic integrity. President Follett said masks are required in classrooms according to policy. He said the option is whether they would be able to satisfy the course requirements by attending virtually. In some cases, this is not possible. President Follett said to address the first concern of the second statement, it is the same scenario that has always been in place for a student getting sick where there is the possibility of an incomplete, an administrative drop. He said the intention is that the existing policy be used if necessary, but instructors would do their best to provide any options that might be possible. Dr. Shaw said part of the thought process is there is a recognition that there are so many class-specific unique circumstances and the intent is to not prohibit a faculty member from working with a student. He said he is hopeful that, because of the technology and the creativity of faculty, there are other options besides dropping the course that can be explored. Senator Gregory made a friendly amendment to add a sentence to statement 1 saying "In either case anyone not wearing a face covering would not be permitted in the classroom or in the lab".

Senator Williams said his college has several classes and a theater department that is in a similar situation the other senators are discussing. He asked if there will be guidance issued to ensure we conform to HIPPA regulations. He also asked if there will be guidance on how to determine if a student is taking advantage of the situation and trying to get deadline extensions they really do not need. He asked what the expectations were of faculty for handling cases like this. Dr. Shaw replied the expectation at the beginning of the semester is to kick off the semester with all kinds of things going on in terms of hybrid, online, face to face, and combinations of delivery methods. He said the question is how do we communicate a reasonable set of expectations for students. He said it needs to be clearly articulated in the syllabus what the student expectations are so we do not end up in the situation where students feel we are putting requirements on them that are not fair or unreasonable and they did not know were coming. He said the flexibility side of it comes from the fact that we do not know how the fall semester is going to go. We need to think through the way we approach classes and possibly move things that require face to face interaction to the beginning of the semester in case we have to go online. The flexibility is going to come from using the time now to cognitively build in flexibility in anticipation that we do not know what will happen. He said faculty should structure their instruction this semester in a way that does not overload the students and drives them to withdraw, and recognizes the flexibility needed to be able to respond to situations as they occur. Dr. Hyatt said HIPPA does not impact those outside of medical facilities, however as an institution we absolutely have an expectation and requirement to protect student and employee health records. In the case of students, they will work through a process with Disability Support Services for accommodations. Faculty and staff will

work with Human Resources to address their needs. Everyone has the responsibility to not share others health information. This is a moral expectation as well as an expectation we have legally in reference to the protection of personal information.

Senator Zuckerman said she received a question from a graduate assistant who has a teaching appointment and also has a preexisting condition which makes her more susceptible to Covid-19. She said she referred her to the email directing faculty with this situation to contact HR. Senator Zuckerman asked if similar guidance will be sent to graduate students with teaching assistantships. Dr. Shaw replied that this particular situation has not been discussed previously. He said to expect something to be sent regarding this in the near future.

Senator Eakin said she has received similar feedback as Senator Kelly from the faculty in her college. Senator Eakin made a friendly amendment to include “are available for course completion” after options in the last sentence of statement 1. President Follett, on behalf of the Executive Committee accepted the friendly amendment.

Senator Eakin suggested including contact information for the office which the student would need to contact about the requirement for a face covering. Dr. Hyatt said she could see the student going to the dean of the respective college or the Dean of Students. Dr. Shaw asked that he and Dr. Hyatt be given some time to come up with a recommendation for who the student should contact.

Senator Winer said his first question relates to the medical accommodations with regard to mask wearing. He said he is confused by the fact that at-risk students are given permission to not wear a mask due to medical reasons in a setting which most likely puts them at higher risk for the virus. He asked if these students were being encouraged to attend classes in a virtual manner. Dr. Shaw replied he believes advisors are really informed and sensitive to when a student has a medical accommodation. He said they need to help the student think through and decide how to approach the situation. Dr. Shaw said he knows faculty will be involved but we need to do additional work with our advisors to make sure we are giving those students the best advice on the front end. Dr. Hyatt said the accommodations process is iterative between the student and the Disability Support Services staff member who is working on what the appropriate accommodations are. She said it may be that the accommodation is to allow a face shield. She said the support staff can have the conversation with the student about their specific situation as it relates to attending classes. Senator Winer asked what the policy is for Disability Support Services. Dr. Hyatt replied the request form is already active and online and the process is in place. The student has the ability to suggest accommodations that will meet their needs.

Senator Winer asked if contact tracing is voluntary. Dr. Hyatt replied there will be a technology enabled way to help facilitate contact tracing but contact tracing is already ongoing. Senator Winer asked if students have the option to opt out of contact tracing. Dr. Hyatt said students and employees can opt out of the technology-based contact tracing but if they test positive at

the Student Health Center, contact tracing is automatically initiated. Senator Winer asked if there is a plan for random testing. Dr. Hyatt replied there is no plan for random or mass testing. Testing will be initiated through the screening process.

Senator Winer asked if there was an initiative to get the type of antibody testing discussed in an article from Mt. Sinai. Dr. Hyatt replied we currently have antibody tests available in the Student Health Center. She said the efficacy of these tests are continuing to evolve. She asked Senator Winer to provide her with the article he was referring to.

Senator Dinh provided the results of various research done on Covid-19. He said he realized Senate is only considering the syllabus statements, but he wanted to share the results of his research since Dr. Shaw and Dr. Hyatt were in attendance. Dr. Shaw thanked Senator Dinh for sharing his research. He asked Senator Dinh to please forward the results of his research to him.

Senator Hall said she has heard that some faculty are concerned that the communications sent regarding accommodations seemed to only pertain to the faculty member him/herself and not others in his/her household. She asked if there will be a way to accommodate faculty living with individuals at a greater risk for the virus. She said her second question is, if faculty have already arranged to teach online with their department heads, do they still need to go through the medical accommodation process. Dr. Shaw replied he would like to have a record of medical accommodation agreements, but he does not want to overturn decisions made between a faculty member and his/her department head. Dr. Shaw said he has been hearing a lot about Senator Hall's first question in the past few weeks. He said we are currently in the process of figuring out how to balance accommodating needs and completing our mission. He said the goal right now is to identify the ones that we can certify first and then address the needs based on a situation involving other household members. He said this topic will be discussed next week in the Task Force.

Senator Stokes said the College of Forest Resources has similar situations to those which have already been discussed and students are often taken outdoors for labs and classroom instruction. She asked if there is any guidance on how to transport students to the field in a safe and responsible way. Dr. Shaw replied this is an important aspect of many classes and having students outdoors is preferable to having them in enclosed spaces. He said the transportation issue has become more manageable due to the face covering requirement. The current thinking is to allow for 50% capacity in vehicles with the requirement for facial coverings. He said this is not final yet. Dr. Shaw asked for any input about what this policy should look like because the discussions are currently ongoing. Senator Stokes said in the past, instructors with small classes had the students provide their own transportation. She asked if this raises any liability concerns. Dr. Shaw said this does not raise any greater concerns than what we have always had in the past. He said it was previously discussed to mandate that

personal transportation be utilized. He said the conversation has moved past this thinking, but anytime personal transportation is the best or only option, we are firmly in favor of that.

Senator Stokes asked if there is a requirement for facial coverings in classrooms if the classrooms are being used for something other than classes such as departmental meetings. Dr. Shaw replied the way the policy is written, there is a requirement for facial coverings in classrooms at all times.

Senator Stokes said the policy does not distinguish between academic labs and research labs. She said research labs often have very small groups of people. She asked if the research laboratories will be treated the same as the academic laboratories. Dr. Shaw replied separate guidelines are being developed for research laboratory spaces.

Senator Freeman asked if faculty have the ability to write classroom policy that goes beyond what is being considered today such as class participation or will faculty have to strictly adhere to what is passed today. He also asked if a statement could be included in statement 2 which allows faculty to modify syllabi mid-semester. Dr. Shaw said he would like to hear more about what additional policy Senator Freeman is suggesting. He said it was intended to not be too prescriptive about what can and cannot be included in syllabi. Senator Freeman said could a points penalty be assessed to a student who refuses to wear a mask in class or could it be tied to attendance points if students show up without a mask much like if they showed up without a textbook. Dr. Shaw said what we are trying to do is create a policy that recognizes the unique nature of the semester and at the same time gives enough teeth that faculty have the latitude to dismiss the student from the classroom. He said he would not encourage going beyond that. This is one of those semesters that there needs to be a different form of flexibility. Dr. Shaw said providing face coverings in the classroom seems to be enough to him that he would be hesitant to say we will be taking punitive measures above the provision of masks available for them to put on. Dr. Shaw said he is not envisioning modifying the AOP relating to syllabi at this point. He said if someone has a request to change the syllabi mid-semester he is not adamantly opposed to it, but this is a contract with the student. He said it takes extraordinary circumstances to change this contract. He said he is not rejecting the idea, but he said it needs to be thought through very carefully before we set that kind of precedent. Dr. Shaw said statement 2 is intended to inform the students up-front that modifications are possible if circumstances change. President Follett said contingency information could be addressed in the syllabus at the beginning of the semester based on possible circumstances such as a shift to all online instruction.

Senator Marshall asked if face coverings can be required regardless of social distancing ability inside buildings. In the library there is continual movement and this creates unpredictability of when social distancing will be breached. Dr. Shaw said the Task Force will take this into additional consideration.

Senator Pelaez said the last sentence of statement 1 opens the door for students to complain. She said she has no issue with providing online options for those students who are required to not attend class due to quarantine but she does not feel compelled to provide the online resources for a student who is not thinking in a scientific manner and chooses to not help to make the learning environment safe. She said this sentence also creates potential confrontational situations. Individuals such as graduate assistants and lecturers may not feel comfortable saying no in these instances. President Follett said the sentence has been amended to not allow any leeway for students to be in the classroom or lab if they choose not to wear a face covering. Senator Pelaez asked for the word “simply” to be removed from the sentence. Senator Pelaez said the modified sentence still invites students to ask for accommodations based on not wanting to wear a face covering and invites trouble so it should be removed. She said this is a situation where a pledge might work. She said this would be less confrontational and would take the pressure off the instructor to police the situation. She said right now there is a lot of pressure on the instructor to police this. She said it is not easy to tell a student to leave the room particularly if the instructor is a woman or minority or are not a tenured professor. Senator Pelaez said having students sign a pledge allows the instructor to communicate to students that the situation is out of his/her hands because the student signed the pledge. Senator Pelaez said the additional letter included in the agenda for administration is asking for more participation and it has been wonderful today to be able to discuss this. She said the Faculty Senate should be meeting during the summer in this situation. She said the faculty should have more representation on the Task Forces. She said faculty need more information and have no idea when to expect it. President Follett said there are town hall meetings in the process of being set up for faculty in all of the colleges as well as town hall meetings for staff and students. Dr. Hyatt said every student will receive an acknowledgement they will have to complete through technology which will address various behavioral expectations and include other information about their experience in the fall semester.

Senator Gregory asked how an attendee can address Senate. President Follett said a motion, a second, and a majority vote are required to allow a non-senator to address the Senate for a specific purpose. Senator Gregory said she will just pass along the questions from the attendee. She asked for more clarification regarding contact tracing and if it is only being performed for those cases identified by the Student Health Center and not for cases identified at other local or non-local sites. She also asked what the collective contingency plan is for some percentage of faculty who are not able to teach. Rather than a case-by-case basis, what happens if 5% of faculty are out of service especially if some are the only subject specialists in their area. Senator Gregory also asked what the trigger which will move all classes to online only instruction is. Dr. Hyatt said contact tracing is provided by the provider where the testing took place. She said ultimately the Mississippi Department of Health is responsible for contact tracing for all positive results in the state. She said, fortunately, we are able to perform contact tracing much faster than the state for results obtained through the Student Health Center. We are not doing contact tracing for those cases identified outside of the Student Health Center

but the expectation is that the contact tracing technology will provide opportunities to initiate contact tracing even if the tests are not performed on campus. Dr. Shaw said we are still in the middle of the conversation on the subject of dealing with situations where a significant number of faculty are unable to perform their duties and expertise in a subject is not available outside of a single faculty member. He said he has been in conversation with the deans to help provide guidance on this subject since it varies so widely. He said we have HR procedures in place to deal with small situations with few people. Dr. Shaw said that the question of what happens for a more widespread situation is something that is being thought about as we speak here at MSU and at other universities across the IHL system, the SEC, and the country. He said there is no clear answer for this question. We are still very much in a listening mode if anyone has any feedback they would like to put forward on the subject. Senator Gregory said it would be helpful if the upcoming policy changes were communicated while we are here because there unfortunately seems to be some misinformation going around. Dr. Shaw said the University is trying to get information out as soon as decisions are made but it is sometimes hard to do. He said based on hearing about the confusion and misinformation circulating through social media and across campus as well as some feedback that has been received prompted his weekly update emails and the upcoming listening sessions being planned. He said any ideas on how to disseminate information more effectively would be greatly appreciated.

Senator Winer asked if students who are diagnosed outside the Student Health Center are being encouraged to inform the Health Center of their positive results and if so, does this initiate contact tracing. Dr. Hyatt said students are being encouraged to share their results with the Student Health Center as employees are and that will initiate the contact tracing process. Dr. Shaw said there have been 2 cases he is aware of where information was shared inappropriately. He said we need to hold each other accountable when information that should be considered confidential is shared inappropriately and point people back to the guidance provided.

Vice President Jones made a friendly amendment to change the word “declining” to “refusing”. President Follett accepted the friendly amendment on behalf of the Executive Committee.

Senator Pelaez said all of the amendments have improved the statements but she feels the last sentence of statement 1 should be removed. President Follett said he took Senator Pelaez’s statement as a friendly amendment which the Executive Committee does not accept.

The recommendation of the Executive Committee to accept the 2 syllabus statements as amended passed by majority electronic vote.

Senator Williams made a motion to adjourn. Secretary Robichaux-Davis seconded the motion. The motion to adjourn passed by unanimous voice vote at 5:05 p.m.

Submitted for correction and approval.

Rebecca Robichaux-Davis, Secretary

Jason Cory, Administrative Assistant II

INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President

Dr. David Shaw, Provost and Executive Vice President

REPORT OF THE FACULTY SENATE PRESIDENT

The majority of the activities that have occurred over the summer focused on planning for our return to on-campus classes in the Fall 2020 semester, as well as a smooth transition of Jason Barrett and I into our Senate leadership roles. During the month of June, Jason and I met regularly with out-going president, Randy Follett, and out-going vice-president, Mary Ann Jones and Provost Shaw. Beginning in July, Jason and I have met weekly and we have continued to meet regularly with Provost Shaw. I am looking forward to continuing to foster a great collaborative working relationship with Provost Shaw, as he remains steadfast in his commitment to working closely with the Robert Holland Faculty Senate.

With the start of a new academic year, one of my first responsibilities as President was to assign senators to the various university committees for which we have a designated seat. Many of the committee representatives are specifically identified based on position, which is true of those that I and Vice-President Barrett currently serve. The others are open to any current senator. To determine which senators would be appointed to each of the other committees, I requested in two consecutive summer update emails that senators who were willing to represent the Senate on one of the university committees communicate that to me via email this past summer. In instances where no one had volunteered for a committee, I asked the previous representative. Through this, I was able to confirm appointments to each of the university committees for which we have a seat. The current list of representatives for each of the standing university committees is provided below.

Committee	2020-21
Academic Accommodations Committee	Ted Wallace
Academic Deans Council	Jason Barrett
Academic Review Board	Missy Hopper
Associate Deans Council	Randy Follett
Athletic Council	Rebecca Robichaux-Davis
Calendar Committee	Randy Follett
Commencement Committee	Brian Davis
Committee on Campus Access	Jason Barrett

Committee on Courses and Curricula	Kathy Sherman-Morris
Community Engagement Committee	Jason Barrett
Dining Advisory Committee	Patty Lathan
Dining Advisory Committee	Sorina Popescu
Diversity Council	Rebecca Robichaux-Davis
Employee Benefits Committee	Molly Zuckerman
Executive Council	Rebecca Robichaux-Davis
Executive Enrollment Management Committee	Rebecca Robichaux-Davis
Faculty Research Advisory Committee	Ganesh Bora
Faculty/Staff Housing Appeals Committee	Rebecca Robichaux-Davis
Galleries and Museums Committee	Kevin Williams
Gerontology Committee	Lyndsey Miller
Information Technology Council	Rebecca Robichaux-Davis
Institutional Effectiveness Committee	Erdogan Memili
Instructional Improvement Committee	Tom Carskadon
Instructional Improvement Committee	Stephanie King
Instructional Technology Advisory Committee	Chien Yu
Library Committee	Derek Marshall
Master Plan Development and Advisory Committee	Rebecca Robichaux-Davis
Master Plan Development and Advisory Committee	Jason Barrett
Parking and Traffic Regulation Committee	Rebecca Robichaux-Davis
President's Committee on Planning	Rebecca Robichaux-Davis
Registration and Scheduling Committee	Rebecca Long
Special Events and Game Day Operations	Rebecca Robichaux-Davis
Sustainability Committee	Rebecca Robichaux-Davis
Teaching Evaluation Committee	Alexis Gregory
Textbook Committee	Paul Spurlin
Undergraduate Research and Creative Discovery Committee	Jason Barrett
University Health & Wellness	Sol Pelaez
Work Life Balance Committee	Kimberly Kelly

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

Status of AOPs:

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

AOP	Title	Date
10.05	Nepotism	12/5/2012
10.08	Classroom Regulations	4/26/2016

12.01	Academic Add-Drop	7/23/2015
12.04	Final Examination	7/23/2015
12.22	Undergraduate Student Courseload	8/25/2015
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
13.12	Summer School Teaching	3/28/2016
31.02	Legal Resident Status	2/5/2013

Reports from Committees on which I Serve:

Athletic Council – This committee has not met since July 1, but I met with Brent Fountain, the new chair, to discuss meeting times and dates, as well as the potential faculty members who could replace those faculty who have rolled off of the council. Our monthly meetings will begin in September.

COVID-19 Future Planning Task Force –This task force met and continues to meet weekly. Information from each of these meetings is provided through my bi-weekly updates, the Provost’s weekly updates, as well as other email correspondence from the Office of the Provost and the Division of Student Affairs. An extensive website with guidance, information and other resources concerning COVID-19 has been developed with specific web pages for faculty, students and employees at www.msstate.edu/covid19. To launch the Cowbell Well Campaign, I participated in an educational video about the Cowbell Well “steps” for staying healthy. This video was released on August 3rd. Additionally, when students first log into their MyState accounts, they are prompted to sign an acknowledgement concerning the Cowbell Well Code of Conduct, which includes the policy that requires that face coverings be worn in all indoor spaces on campus. It is critical that everyone, faculty, staff and students, adhere to this policy. More recently, the Task Force recommends that assigned seating be used in all classes and that classes be dismissed “by rows” to assist students in maintaining social distancing while exiting classes. The Task Force also acknowledges that some courses do not lend themselves to being recorded for those students who are absent to view later, but faculty who choose not to record classes should have a plan in place for how students who miss class can still receive the information presented when the absence(s) occurred. All classrooms should have a bin of disposable masks, sanitizer spray and wipes. Lastly, one look around campus and one can see the predominant use of signage to communicate the university’s expectations concerning the behaviors of anyone on campus. These signs reference the various components of “Cowbell Well”, including the requirement to wear face coverings and to socially distance. In looking around campus, one can also see large tents and spaces with seating. Those are intended to provide students with a place to eat and/or “attend” online classes in between face to face classes.

Diversity Council – This committee has not met since July 1st.

Executive Council – This committee has not met since July 1st.

Executive Enrollment Management Committee – This committee has not met since July 1st.

Fall Convocation Group – This committee met on July 20th to discuss the feasibility of Convocation for the upcoming academic year. It was decided that there will be no Convocation for 2020, but the Keynote Speaker may still come to campus and speak to smaller groups of students in a venue where social

distancing could be maintained. Coins will still be provided to new students, transfer students and potentially new graduate students through the deans of the colleges.

Game Day and Special Events – This committee has not met since July 1st.

Information Technology Council – This committee met most recently on August 4th. This semester students needing an ID card were allowed to upload their own photo for the ID and then the ID was mailed to them prior to arriving on campus for classes. Updates to Canvas and WebEx occur often and faculty will be notified of such updates by ITS. One of the most recent updates is that virtual backgrounds are now available in WebEx which is something that many faculty requested. Through a new initiative, DawgTech Connect, student volunteers have been trained to provide assistance to teaching faculty during the first two weeks of class. These volunteers will be wearing name tags that say “DawgTech Connect” and will be assigned to specific classrooms. If these volunteers are unable to address whatever technology issue a faculty member is having, the volunteer will contact ITS to get additional support to the classroom. Please remember these students are volunteers. ITS has worked around the clock during the past week to install video cameras and other technology so that all classrooms have needed technology, including the non-traditional spaces that are being used as classrooms. To prepare for the arrival of these cameras, over 26,400 feet of network cable was pulled into the various teaching spaces. ITS has also offered and will continue to offer training on the use of classroom technological equipment. In terms of Return to Campus Safety Measures, MSU has 50 Temperature Detection Kiosks that you may have seen in various buildings across campus. These kiosks are touchless and when the user positions his/her head in a certain space the machine can detect the user’s temperature. Additionally, the Everbridge App which was previously our Maroon Alert app can now be used for daily health checks.

Master Plan Development and Advisory Committee – This committee has not met since July 1st.

Parking and Traffic Regulations Committee – This committee has not met since July 1st.

Sustainability Committee - This committee has not met since July 1st.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council –

July Meeting

- Discussed many of the cleaning and disinfecting strategies that will be employed in the fall.
- Discussed AOP 13.03 Responsibilities in Instruction and Curriculum and Attendance in Class.

August Meeting

- Discussed AOP 13.05 Grievance Policy
- Discussed talent acquisition and compensation with the Human Resources Head

Committee on Campus Access –

Has not met since I have been assigned to the committee.

Community Engagement Committee –

Has not met since I have been assigned to the committee.

Master Plan Development and Advisory Committee –

Has not met since I have been assigned to the committee.

Textbook Committee –

Has not met since I have been assigned to the committee.

Undergraduate Research and Creative Discovery Committee –

Has not met since I have been assigned to the committee.

REPORT FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

1. Senator Yu: July Report from Instructional Technology Advisory Committee

- The Committee met on 7/23/20, Thursday, at 2:00 PM, chaired by Dr. Michael Seymour, Acting Director of Center for Teaching and Learning.
- Issue brought up to the Committee from Mr. Steve Parrott, CIO:
 - **Need to identify 100 rooms on campus for a technology upgrade so they can be bid at the end of August.**
 - These upgrades will not be quite as robust as the Level 2 lecterns that ITS has installed. This will likely include PC, projector, monitor, audio transmitter and camera (for capturing lecture); there was discussion of adding the ability to connect a laptop. Any existing technology in these rooms would be removed and replaced.
 - The overall thinking is that some rooms are not being used because there isn't adequate technology in place. Some rooms, for example, just have an older projector but not much else. For this reason, the Committee do not just look at current room usage to make a decision.
 - For the time being are **working on a decision-making and schedule**. Therefore, it is suggested that each representative will get in touch with their college or unit **to propose a list of classrooms to for the upgrade**. These rooms do not necessarily need to be within each unit's purview; they just need to be rooms

representatives think would be useful to upgrade.

- **There is not a particular number per unit or college that the Committee are looking for.** Some may have many rooms that could use the upgrade and others only a few. That's the information the Committee need.
- Each of representatives will need to get in touch with the group they represent to make them aware **this process is occurring and to begin to nominate rooms.** The goal is to make as sound a decision and therefore need wide participation.
- More details on the process and schedule will be informed once they are developed.

BUSINESS TO BE SENT TO COMMITTEE

1. AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Materials (Student Affairs)..... (p.)
2. AOP 11.01 Shackouls Honors College (University Resources)..... (p.)
3. AOP 12.17 Undergraduate Academic Fresh-Start or Academic Amnesty (Academic Affairs)..... (p.)
4. AOP 13.03 Responsibilities in Instruction and Curriculum and Attendance at Class (Academic Affairs)..... (p.)
5. Clinical/Instructional Task Force (Faculty Affairs) (p.)

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

ANCILLARY AFFAIRS

CHARTER & BYLAWS

FACULTY AFFAIRS

STUDENT AFFAIRS

UNIVERSITY RESOURCES

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

ADJOURN



AOP 10.14: THE ADOPTION AND SALE OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish a Mississippi State University textbook policy consistent with IHL Board policy 617 and to standardize the policy on the sale of textbooks and other instructional materials. This policy provides the means by which the University addresses and balances the issues of textbook and required material costs for students with faculty academic freedom in publishing and choosing textbooks and other required materials; maintaining the academic integrity of the curriculum and ensuring compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008.

POLICY/PROCEDURE

Textbook and Other Instructional Material Adoption

In this policy, the term textbook and other instructional materials includes various course materials, including software, electronic files, supplemental materials, and course packs.

1. Adoption Deadlines

- The deadline for adoption of textbooks shall be 30 calendar days before the beginning of the pre-registration period so that affiliated bookstores have sufficient time to meet the HEOA posting requirements. Courses and or course sections added to the schedule (late) during or after the pre-registration period will include textbook adoption information as the course and sections are added to the schedule.
- The adoption process will include an indication of whether a textbook and other instructional materials are required or recommended and should include to the extent possible whether an alternate (e.g., earlier) edition of the textbook may be used. Timely adoption of textbooks is required for the following course types: lecture, lecture/lab, laboratory, and recitation/discussion. These course types, as designated and defined by the IHL Data Dictionary, are generally assumed to be courses with textbook requirements. Any other courses at Mississippi State University that historically require textbooks shall be included in this adoption policy.
- Department heads will be responsible for ensuring that all pertinent courses under their authority have adoptions submitted by the deadline, even in instances where no instructor has been assigned for a course section as of the announced adoption deadline date.

- Departments are strongly encouraged to adopt the same course materials for all sections of each course.

2. Minimum Adoption Periods - In this section, textbook refers specifically to a book that is resalable, as opposed to one-time usage materials (e.g., workbooks, common reading books) or books that have limited resale value. Exceptions to this policy require approval by the respective dean level, after recommendation from a department head. Deans are required to record and report to the Textbook Committee the number of textbook adoption exceptions they grant each semester.

- Mississippi State University requires a minimum three-year adoption period for lower division courses (courses numbered 2999 and below). Exceptions to this policy may include instances when editions go out of print, when substantive changes are made in either the course description or the textbook, or when there is a significant change in the body of knowledge pertinent to the course.
- Mississippi State University recommends a minimum textbook adoption period of at least two years for upper division, graduate and professional courses (all courses numbered 3000 to 9999). Mississippi State University recognizes that, to provide current scholarship in a global marketplace, upper division courses will have more advanced and changing content, that students often wish to build a personal library of books in their major, and that there is a more limited potential for establishing a favorable local buy-back market for such upper division textbooks. Because of these factors, this policy will balance the benefits of a minimum adoption period with the selection of the best available textbook.

3. Dissemination of Textbook Information - Mississippi State University in conjunction with affiliated bookstores shall:

- Provide faculty with information and tools for the selection of textbooks, including pricing information and the availability of alternative formats for course materials (e.g., whether textbooks are available in electronic versions) and of separately available components of a bundled textbook.
- Provide students with tips on purchasing textbooks, including the availability of electronic versions, the availability of unbundled textbook components, buy-back and exchange policies, price-matching policies and will include an explanation of the significance of ISBNs, to entering freshmen during orientations or within 30 days before the beginning of the fall semester.
- Provide faculty and students with results from surveys of student satisfaction with textbooks.

4. Assessment of Progress

- The Provost and Executive Vice President will appoint a Textbook Coordinator and a Textbook Committee. The Textbook Committee, chaired by the Textbook Coordinator, will be responsible for the implementation and administration of this policy.
- The Textbook Committee shall develop procedures to assess the success of the above practices in containing the costs of textbooks. These procedures shall include analyses and reports appropriate to assessing compliance with this policy, as well as identifying and improving system and institutional practices.
- The Textbook Committee will review and monitor the number of textbook adoption exceptions approved each semester by each college dean.
- Assessment strategies shall include: the inclusion of questions on student surveys about the value of assigned textbooks; production of reports of the extent of compliance of each institution with the adoption deadlines; information about the costs of the textbooks for the top twenty (highest enrollment) courses; the volume of buy-back purchases at the affiliated bookstores; the number of electronic versions of textbooks being used; and surveys (student and faculty) of the ability of the affiliated bookstore to provide adequate stocking of books.
- Annually, the textbook coordinator will submit such assessment information as required by the assessment plan as an annual assessment report to the IHL Commissioner or his/her designee.
- The annual assessment report will be made available on the website of the subject institution, as well as on the System website.

5. Conflicts of Interest in Sale of Textbooks and Other Instructional Materials

- Mississippi State University encourages faculty members to write, publish and create instructional materials. Before the adoption of textbooks and other instructional materials from which royalties could constitute a conflict of interest, approval must be obtained from the departmental textbook adoption committee, which can be a committee of the whole or an established departmental committee. The existence of such a committee is necessary to reduce the potential for conflicts of interest.
- When revenue from the sale of textbook (s) or instructional material goes directly to a unit, the unit will be required to obtain no fewer than two competitive quotes for equivalent and current material from mainstream vendors. The cost to the student for the textbook or instructional material must be less than the least expensive competitive price for equivalent and current material. Approval for the adoption of the textbook (s) or instructional material that generates revenue for the unit must be obtained from the University's Textbook Approval Committee. Once approved, the request must be submitted to the department's Dean's Office, and then to the Office of the Provost for final approval.

- No faculty member may charge or collect remuneration for educational materials directly from the students.
- If any potential conflict of interest is brought forward as a result of sales of textbooks or other educational materials, the Provost and Executive Vice President, in consultation with appropriate individuals, the Deans Council, Faculty Senate, and Student Government (undergraduate and graduate), will appoint a committee to hear the case and advise the Provost on a course of action.
- Copyright clearance must be obtained by the issuing department or faculty, where necessary, for compilations to be resold through the MSU Bookstore. University General Counsel or employees of the MSU Bookstore may assist in this process, if desired.
- Royalties may not be paid to individual faculty for compilations he/she produces for copy and resale through the MSU Bookstore.

REVIEW

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

REVIEWED:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>04/12/2019</u> Date
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<u>/s/ Judy Bonner</u> Provost and Executive Vice President	<u>04/15/2019</u> Date
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<u>/s/ Randolph F. Follett</u> President, Robert Holland Faculty Senate	<u>04/29/2019</u> Date
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<u>/s/ Timothy N. Chamblee</u> Assistant Vice President and Director Institutional Research and Effectiveness	<u>05/01/2019</u> Date
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<u>/s/ Joan Lucas</u> General Counsel	<u>05/01/2019</u> Date
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APPROVED:

<u>/s/ Mark Keenum</u> President	<u>05/06/2019</u> Date
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AOP 11.01: Shackouls Honors College, Division of Academic Affairs

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding of the Shackouls Honors College at Mississippi State University.

REVIEW

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

POLICY/PROCEDURE

The Shackouls Honors College offers a challenging variation of the standard curriculum, through which qualified undergraduate students throughout the University enrich their academic experiences. For many courses both required and elective, Honors sections have been established. These are limited enrollment sections taught by designated faculty members. There are Honors courses and seminars in addition to these sections of regular [departmental](#) courses. To enroll in Honors courses, one must have been admitted to the College, which is University-wide. In addition to Honors course, Shackouls Honors College promotes development opportunities for Honors students, including undergraduate research, international study, ~~and prestigious~~ national scholarships [and creative performance art activities](#). Requirements for joining the College and a full explanation of its offerings can be found in the University catalog (consult the index) [and on the College's web page \(\[honors.msstate.edu\]\(http://honors.msstate.edu\)\)](#)⁰.

APPROVED:

Dean, Shackouls Honors College

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

REVIEWED:

Assistant Vice President and Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date



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AOP 12.17: UNDERGRADUATE ACADEMIC FRESH-START or ACADEMIC AMNESTY

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to assist undergraduate students in making timely progress toward obtaining their first baccalaureate degree by invoking either a fresh start or amnesty.

POLICY/PROCEDURE

Academic Fresh Start and Academic Amnesty are designed to provide former undergraduate students, either at Mississippi State University or elsewhere, an opportunity to reenter higher education at Mississippi State University without the burden of past low grades. Students admitted under these policies must complete current curriculum requirements in residency to earn a degree. This policy pertains only to Mississippi State University and students should be advised that they may not be honored in other institutions of higher learning.

A. Academic Fresh Start

To be eligible for Academic Fresh Start, an individual must be pursuing their first baccalaureate degree and ~~may not have attended any post-secondary institution of higher education~~ have not attended Mississippi State University for a period of at least twenty-four consecutive months. The individual may petition for admission or readmission through their academic dean's office under the academic fresh-start policy. If the academic dean approves the petition, all college credits earned prior to being granted academic fresh start will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Mississippi State University.

When submitting the petition, the student must specifically identify the twenty-four consecutive months of their absence they wish to be used in evaluating their petition. All courses taken during the identified twenty-four consecutive months and all courses taken prior to that period will be eliminated from the student's grade point average and may never be used towards graduation at Mississippi State University.

The student's transcript will reflect the complete academic record but will contain the notation at the appropriate point that all academic work prior to the consecutive twenty-four months absence would be declared void for the purposes of academic standing and graduation. The notation will be made upon the successful completion (GPA 2.00 or better) of at least 12 credit hours at Mississippi State University.

B. Academic Amnesty

To be eligible for Academic Amnesty, an individual must be pursuing their first baccalaureate degree and may not have attended ~~any post-secondary institution of higher education~~ Mississippi State University for a period of at least ~~five~~ four consecutive years. The individual may petition for admission or readmission through the student's academic dean's office under the academic amnesty policy at any time up until the end of the semester preceding that in which the student graduates. When submitting a petition, the student must specifically identify the four consecutive years of their absence they wish to be used in evaluating their petition. If the academic dean approves the petition, all credits earned, regardless of grade, during the specified four consecutive years will be eliminated from the student's grade point average and may never be used towards graduation at Mississippi State University. In addition, a student may have specific previously completed courses, where grades of D or F were assigned, eliminated from the computation of his or her grade point average. These eliminated courses may also never be used toward graduation at Mississippi State University.

Academic amnesty will be applied to the student's record only once, and the new grade point average will be noted on the transcript at the end of the semester during which the request was approved. The notation will be made upon successful completion (GPA 2.00 or better) of at least 12 credit hours at Mississippi State University.

REVIEW

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

REVIEWED:

Associate Provost for Academic Affairs

Provost and Executive Vice President

President, Robert Holland Faculty Senate

Assistant Vice President and Director
Institutional Research and Effectiveness

General Counsel

APPROVED:

President



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AOP 13.03: RESPONSIBILITIES IN INSTRUCTION AND CURRICULUM, AND ATTENDANCE AT CLASSES

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to help promote an understanding of instructor of record responsibilities in instruction and curriculum.

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

A. Instructional Responsibilities:

An instructor of record has the following obligations to his/her students:

- 1.** Develop a syllabus for each class to serve as an academic contract with the students in his/her classes.
 - i.** The syllabus should clearly state the learning objectives for the course, assignments and exams, standards of achievement, methods of evaluation (including the relative importance to be assigned to various factors), and the date of the final examination.
 - ii.** The course syllabus ~~should~~ must be presented at the first class meeting to all students, and ~~there should be no~~ variation from the syllabus should only occur under rare circumstances following clear communication with the students[RP1].
 - iii.** The course syllabus should be available electronically to students throughout their time in the course[RP2]. The syllabus must contain a statement that makes reference to the MSU Honor Code (see AOP 12.07 Honor Code), the Title IX

(see OP 03.04 Sexual Misconduct) and [Student Support Disability Services at https://www.sss.msstate.edu/disabilities](https://www.sss.msstate.edu/disabilities)^[RP3] (-).

iv. If an attendance policy is referenced in the course syllabus, it should follow the guidelines set forth in AOP 12.09 Class Attendance and Reporting of Absences^[RP4].

v. It is recommended that that the syllabus draw attention to campus safety and refer the students to the [Campus](https://www.emergency.msstate.edu/)^[RP5] Safety Information website (https://www.emergency.msstate.edu/).

4-vi. Please ~~refer to~~ see the syllabus templates on the Center for Teaching and Learning website at <http://www.ctl.msstate.edu/>.

All syllabi should be reviewed on a scheduled basis by the department or college on a cycle of four years or less. If the content of the course varies by more than 25% compared to the version approved by the UCCC, a proposal to modify the course must be submitted to the UCCC for approval. If the content of the course varies by more than 50% compared to the version approved by the UCCC, a proposal to delete the course and a proposal to add a new course must be submitted to the UCCC for approval.

2. Meet all assigned classes, unless hindered by reason beyond one's control. When instructors of record cannot meet occasional or individual classes, they, or a departmental representative, will make timely announcements of their absence and will arrange equivalent and/or alternate instruction. In cases where the instructor is absent and has not been able to notify class ahead of time, students are expected to remain in the classroom ten minutes after the beginning of the period, unless otherwise indicated by the instructor of record.
3. Present a reasonable range of opinions on controversial issues within the scope of the course. An instructor of record's own views on such issues should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
4. Evaluate fairly and impartially the student's performance. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, gender, political views, or be based on the student's agreement or disagreement with the instructor of record's opinion on controversial issues in the discipline.
5. Protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action.
6. Serve as an intellectual guide and counselor to students; be available for private conferences; provide accurate information; assist students in achieving their academic goals.

7. Demonstrate respect for the student and treat the faculty-student relationship in a professional manner.
8. Avoid any exploitation of students for personal advantage or for any other purpose.
9. Engage in those scholarly activities that contribute to the upgrading of knowledge and skills; only by so doing can the faculty member adequately teach students. Beyond the obvious requirement of staying current with the literature in one's field, the faculty member may find it necessary or useful to conduct research and/or participate in research conferences, workshops, institutes, consulting, and other forms of post-graduate training or experience. It is the faculty member's responsibility to seek out such activities and the University's responsibility to encourage such endeavors.
10. Follow university procedures concerning examinations, academic dishonesty, accommodating students with disabilities, grade submission, and other regulations related to instruction.
11. Establish office hours each week during the semesters they are involved in course delivery.
- ~~11.~~12. Instructors of record are expected to provide an undergraduate student with significant evidence or assessment of his/her class performance within the first 30 class days of the semester (see also AOP 12.01 Academic Add-Drop).^[RP6]

B. Modification of Teaching Responsibilities

In cases where a tenured, or tenure-track faculty member finds themselves prevented from meeting some or all of instructional responsibilities for class delivery in Fall or Spring semesters for any number of reasons (personal or medical, etc.), faculty should work with their Department Head/School Director to arrange a temporary reduced or modified teaching load as appropriate.

Department Heads/School Directors should refer to the “Guideline for Department Heads on Faculty Parental Leaves of Absence” for guidance regarding means for modifying faculty workload, adjusting appointments, and/or other accommodations. Regardless of the reason or approach utilized, a faculty member’s workload distribution for any semester in which his/her teaching obligations are reduced must continue to equal 100%. For guidance on workload policies and procedures, faculty and Department Heads/School Directors should refer to AOP 13.23 Faculty Workload. Where leave issues may be applicable, the Family Medical Leave Act (FMLA) and existing university policies may apply.

In each proposed case of a modification to a tenured or tenure-track faculty member’s teaching responsibilities, the Dean of the College will be notified for concurrence with said modifications. In cases of disagreement between faculty member and Head/Director, the Dean’s Office should be notified. If not resolved by the Dean, the matter should be referred to the Provost and Executive Vice President for a resolution.

C. Curriculum Responsibilities:

The university depends on its faculty to ensure the quality and effectiveness of its curricula. The faculty will work with the academic department heads in the development, coordination, implementation, and periodic review of academic programs and course offerings.

REVIEWED:

_____	_____
Executive Vice Provost for Academic Affairs	Date

_____	_____
Provost and Executive Vice President	Date

_____	_____
President, Robert Holland Faculty Senate	Date

_____	_____
Interim Director	Date
Institutional Research and Effectiveness	

_____	_____
General Counsel	Date

APPROVED:

_____	_____
President	Date