

ROBERT HOLLAND FACULTY SENATE AGENDA

February 12, 2021

1. Call to Order
2. [Adoption of Minutes, January 15, 2021](#) (p. 2)
3. Introduction of Guests
Dr. Dana Franz, Chair, University Committee on Courses and Curricula
Dr. Tracey Baham, Director, Office of Institutional Research and Effectiveness
Dr. Thomas Bourgeois, Interim Associate Vice President for Student Success
Dr. David Shaw, Provost and Executive Vice President
4. [Report of the Faculty Senate President](#)..... (p. 23)
5. [Report of the Faculty Senate Vice President](#) (p. 26)
6. Report from Faculty Senate Designates on University Committees
7. Business to be sent to Committee:
8. Standing Committee Reports:
 1. Academic Affairs
 - 8.1.1. [AOP 12.04 Final Examination Policy](#) (p. 27)
 - 8.1.2. [AOP 12.09 Class Attendance and Reporting Absences](#) (p. 32)
 2. Ancillary Affairs
 3. Charter & Bylaws
 - 8.3.1. [Faculty Senate Re-Appportionment](#) (p. 36)
 4. Faculty Affairs
 - 8.4.1. [Letter of Request: Teaching Loads, Online Teaching: RE: AOP 13.23 Faculty Workload](#) (p. 37)
 5. Student Affairs
 6. University Resources
9. Special Committee Reports
10. Pending Business
11. New Business
 - 11.1.1. [AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar, and Visiting Executive Appointments](#)..... (p. 43)
12. Adjourn



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of January 15, 2021

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Parker Ballroom of the Hunter Henry Center and via Webex at 2:00 p.m. on Friday, January 15, 2021.

Members absent and excused were: Darrin Dodds, Missy Hopper.

The meeting was called to order by Senate President Rebecca Robichaux-Davis.

President Robichaux-Davis asked for any corrections to the minutes of the November 13, 2020 meeting. Hearing no corrections, President Robichaux-Davis accepted the minutes as presented.

GUESTS

Dr. Mark Keenum, University President

Dr. Keenum began by saying he was visiting with some colleagues and told them he was coming to visit with the Faculty Senate. They replied they felt sorry for him. Dr. Keenum said he told them he had a wonderful working relationship with the Faculty Senate, and mutual respect. He said we have done very well as a university by having this type of relationship and he is very proud of it.

Dr. Keenum said our enrollment for the spring semester is up 951 students over where we were at this time last year. This is a 4.6% increase in spring enrollment and represents a new record for MSU. Transfer student enrollment is up 15% over last year. Graduate student enrollment is up 110% over last year. Dr. Keenum said despite the ongoing pandemic, he is very optimistic about the outlook for the remainder of this school year.

Dr. Keenum said the state legislature came into session on January the 5th. He said he will be meeting with the Governor and other top legislators next week. The state revenue collections for the month of December were \$46.1 over estimates. The revenues for the first 6 months of fiscal year 21 are \$325.3 million over estimates. Dr. Keenum said he was equally as excited

about the state revenues last year, but then the pandemic hit. Ultimately, we received a 3% cut in our budget for fiscal year 21 due to the stay-at-home order and the resulting hit to our state and national economy. Dr. Keenum said he is normally upset with a cut of any size, but in this case, he was happy that our cut was limited to 3%. Dr. Keenum said he has not seen state revenues like we are currently experiencing in his 13 years and he feels legislators will be conservative with their allocation of funds due to the unknowns of the pandemic. He said he is cautiously optimistic about our situation going into the next fiscal year. Dr. Keenum said he continues to stress the role that Mississippi State University plays in growing our economy, producing future leaders, and generating unparalleled research for the state of Mississippi. He said he will continue to push for budget increases to support salary increases at the university.

Dr. Keenum said we have been quite successful recently in getting funding for improvements on campus through bond bills. He said this year the bond request will be primarily for funding for a new College of Architecture, Art, and Design complex. This complex will cost roughly \$30 million. We are requesting \$15 million for this project this year. The remaining funding will be requested in subsequent years. The major request for the Division of Agriculture, Forestry, and Veterinary Medicine will be \$8 million for renovations to Dorman Hall. Dr. Keenum said in the last legislative session we received the remainder of the funding for the new Kinesiology building which was \$10 million. We now have \$30 million devoted to this project. Dr. Keenum said we also have the need for a facility to house our student support services. He said he wants every student on our campus to have the opportunity to succeed regardless of any challenges they may face. We also do a wonderful job with the research and clinical work we do with autism. Dr. Keenum said the state funding for the Kinesiology facility will be combined with private donations to build a facility to house Kinesiology and Student Support Services. This will allow us to take advantage of economies of scale in the building process. This will be the largest academic facility ever built on our campus and will provide over 100,000 ft² of space. The new facility will be located on the corner of George Perry St. and Bailey Howell Dr.

Dr. Keenum said Dr. Shaw has undertaken numerous initiatives to enhance our campus. Many of these initiatives have associated task forces with strong faculty representation. Dr. Keenum said the faculty voice is greatly needed and greatly appreciated. He commends Dr. Shaw for undertaking these initiatives and thanks the faculty for participating in these initiatives. He said it is making, and will continue to make, a tremendous difference on our campus.

Dr. Keenum said he is encouraged that there are now vaccines for Covid-19. People are being vaccinated all across the country and right here on our campus. He said he wishes the supply was sufficient to vaccinate the entire MSU community, but we will just have to be patient. Dr. Keenum said he is thrilled that we have been able to support the Mississippi Department of Health and the Oktibbeha County Emergency Management by providing the Horse Park for use as a vaccination site. The Horse Park is one of 18 facilities in the state hosting vaccinations for the citizens of Mississippi. Dr. Keenum said if anyone meets the current criteria for receiving the vaccine, he urges them to please get it. Dr. Keenum said he met with Dr. Dobbs and Dr.

Byers of the State Department of Public Health last week and communicated to them that MSU is ready to do anything we can to address the vaccinations of our community and all citizens of the state. Dr. Keenum said it is his understanding that the plan is for the next big shipment of vaccines to the state to arrive in early to mid-February. The vaccine eligible group will also be expanded to include K-12 and higher education faculty and staff. He said this is subject to change, but this is the plan at the moment. He said Covid-19 continues to impact much of what we do. Until we all get vaccinated, we must continue to take the precautions of mask wearing, hand washing, and social distancing. We must not let our guard down now. Dr. Keenum said all of the efforts that were undertaken in the summer to prepare for the fall semester in the time of a lot of unknowns, skepticism, and doubt made the semester possible. This collaboration, cooperation, communication, faith in one another, and support in one another led to us having a successful fall semester. Dr. Keenum said he too had his doubts that we would be successful after the first week or two of the semester. We were able to navigate it and hold in-person graduation ceremonies for our students. He said he is much more optimistic for the future since we have learned a lot and identified the things that we need to do to be successful. Students want to be here. We must do all we can to serve our students and do so in the safest manner possible.

Dr. Keenum said the pandemic not only affects us on the academic side, it also affects us in athletics. We have had to make a lot of adjustments for our fans. He said the Hump is limited to 1,000 people. It is a strange environment to be at a game with only 1,000 people. Dr. Keenum said he has had many people asking him about our upcoming baseball season. He said we will have a baseball season. The season opens on February 19th. We do not currently have an opponent for opening day, since our intended opponent had to withdraw from the game. We are seeking a replacement. We do not have a full schedule yet. We have an early outline of what the SEC schedule will be, but we do not have the non-conference game schedule yet. Dr. Keenum said he has been meeting with the Athletic Department to determine what the baseball season will look like for fan attendance. He said we have to spend more time thinking and talking about how we handle attendance due to the success of our baseball program. Dr. Keenum said the final plan will comply with all CDC and state guidelines. The layout of our stadium makes this a very complex process.

Dr. Keenum said our nation will be celebrating the life and legacy of Dr. Martin Luther King Jr., one of the greatest leaders in our country's history. Unfortunately, we will not be able to hold our usual Unity Breakfast. He said this is a wonderful program that he is proud that we host each year. It brings the community together in a unifying manner. Dr. Keenum said it is one of his favorite events of the whole year. We will be holding a virtual program emceed by Dr. Donald Shaffer who has a joint appointment in the Department of English and The Department of African American Studies. The keynote speaker will be Justice Reuben Anderson. Justice Anderson is an accomplished attorney, jurist, the first African American to serve on our Mississippi Supreme Court, and he served as Chairman of the Flag Commission. Dr. Keenum said he has the distinct honor of serving with Justice Anderson on the State Department of

Archives and History Board of Trustees. Justice Anderson is the President of the board. He is a wonderful person and an eloquent speaker. The program will be aired multiple times throughout the day. Our gospel choir, MSU Black Voices, will also perform.

Dr. Keenum thanked President Robichaux-Davis for inviting him to speak to the senate. He said he appreciates the senators for being representatives of their respective colleges and being their voice. He said the administration wants to hear your voice and respects your voice. You are a vital part of the governance of this university and it cannot function without you.

Dr. Keenum said the spring general faculty meeting will be held on February 9th. He said Dr. Shaw, Dr. Moore, and Dr. Jordan will also be addressing the faculty at the meeting.

Senator Williams asked if the legislators had any idea why the state revenues are doing so much better than expected. Dr. Keenum said the economy is resilient. The economy was doing very well a year ago until we applied the brakes due to Covid-19. When we let off the brake, the economy responded very well. He said there are certain sectors of the economy which are not doing so well and others which are booming. One of our major donors is in the furniture manufacturing business. He has said he has never seen the demand for furniture that he is experiencing. He said he has recently tried to purchase a freezer and was unable to do so, since appliances are also hard to find due to demand. There is pent up demand for products that is driving our economy. There are other parts of the country which are not doing as well. Mississippi has fewer restrictions than other states and this has helped to keep our economy going. Dr. Keenum said he believes the stimulus funds have also impacted keeping funds entering the economy.

Senator Freeman asked why we are holding Academic Insight in-person and are we taking steps to make sure the faculty volunteering to come in that Saturday are protected. Dr. Keenum replied he did not know the specific answer as to why, but he knows we are very conscious that everything we do will adhere to the safety procedure guidelines. He said it is an important function of what we do and looking to the future. Orientation was held almost completely online so we need to take advantage of opportunities we can afford to have students come to campus to help make a decision to be part of our family. He said he has recently had over a dozen prospective students and their families visit with him in his office. All of the proper procedures are followed during these interactions. We have to try to manage and navigate in this environment as best we can. Dr. Keenum said he does not want anyone to feel that they are being put in harms way. If an individual feels this way, he urges them to not participate. All interactions will be conducted in a safe manner according to all Covid-19 guidelines.

Mr. Steve Parrott, Chief Information Officer

Mr. Parrott thanked the senators for allowing him to speak with them. Mr. Parrott said during the spring semester, a notice will appear on all MSU inventoried computers which requires the user to acknowledge the privacy policy pertaining to MSU owned devices. He said the notice has been vetted through Provost Shaw and General Counsel. Operating Policy 1.25 Privacy of

Electronic Information outlines the policy on electronic information. It is the policy not to routinely monitor or examine individual use of IT resources. However, individuals should have no expectation of privacy when using these resources. Mr. Parrot shared the notice with the senators. This notice can be found in Appendix 1 at the end of these minutes.

Mr. Parrott said the notice will appear upon booting the device. It must be acknowledged to allow access to the device. The units managed by ITS will have the notice pushed out via a policy so there is no action required by these users. The units not managed by ITS are asked to comply with this or very similar verbiage. This will be initiated sometime in March. Campus will be notified before this is put in place. The implementation of this notice is a result of the increased compliance and security concerns of the Department of Education and the possibility of university employees having controlled and classified data.

Mr. Parrott said ITS is working on a mechanism to transfer grades from Canvas to BANNER. The code is being finalized and will be available for progress grades in February. A video will be created to explain the process. It will be a simple process with limited actions required by faculty.

Senator Gregory asked for details about how this statement relates to communications with students and personal matters between faculty/staff and Human Resources. She said many of these communications are now conducted through email and video conferences. Mr. Parrott replied the only instance when ITS would provide data from a device would be by the request of the vice presidents, Human Resources Management, or court ordered subpoena. He said the data on these devices is protected by ITS except in these specific instances.

Senator Pelaez asked if messages sent through personal accounts on Gmail or Facebook were private. Mr. Parrott replied ITS will provide any information which is requested by the previously named entities. He reiterated that ITS does not monitor or release any information unless requested.

Senator Spurlin asked if the notice will be pushed to a device such as a MacBook which just connects to the wireless network. Mr. Parrott replied the notice will be pushed to all MSU inventoried devices.

Senator Spurlin asked if the notice will appear every time faculty and staff attempt to log into a device. Mr. Parrott replied it would.

Senator Zuckerman thanked Mr. Parrott for creating the tool which will allow faculty to transfer grades from Canvas to BANNER.

Dr. David Shaw, Provost and Executive Vice President

Dr. Regina Hyatt, Vice President for Student Affairs

Ms. Rasheda Forbes, Vice President for Access, Diversity, and Inclusion

Dr. Hyatt presented a PowerPoint presentation on the results of the Student Success Task Force. This presentation can be found in Appendix 2 at the end of these minutes.

Ms. Forbes said in addition to thinking about what we can do to improve student success, we need to think about and critically evaluate our roles and what we have done as individuals to contribute to the systems and structures which have created disparities for some students. Students are experiencing the different aspects of our university in a life cycle which tells students whether or not they belong to the university, and whether or not they should attend at another institution. She said not all minority students who leave the university are not doing well academically. All of the work to be done is centered on being student ready.

Dr. Shaw said student success is not just an Academic Affairs issue. It is also not just a Student Affairs issue. It is a student-centered issue. He said the findings of the report are hard-hitting and expose a lot of things that are awkward. He thanked all of the Task Force members for having these difficult conversations. They provided a report that has given Dr. Keenum and himself a lot to consider and identifies many action items that need to be completed.

Dr. Shaw said through conversations with several of the committee members, one thing that spoke to him very strongly was that as good as we are at MSU, like other universities across the country we create silos. A consensus amongst other university leadership across the country is the silo between Academic Affairs and Student Affairs is as strong as you have anywhere. Dr. Shaw said he and Dr. Hyatt had agreed very early on that they would work together. He said particularly with regard to student success, we must work together if we are going to have our students be successful in graduation and retention and be successful in life. Dr. Shaw said he and Dr. Hyatt have agreed that the current Dean of Students, Thomas Bourgeois, will assume 50% responsibilities in Academic Affairs as the Interim Associate Vice President for Student Success. Dr. Bourgeois will continue as the Dean of Students and report to Dr. Hyatt, but he will also report to Dr. Hyatt and himself jointly in his new role. Dr. Shaw said this structure is unusual and he does not know of another example. He said this is being created as a trial. Dr. Shaw said he fully expects it to be successful and if so, it will have to be decided how to structure the position permanently moving forward.

Dr. Shaw said there is also a standing committee being established to address student success. He said it will have Faculty Senate representation. The composition of the committee will be established after Dr. Bourgeois settles into his new role.

Senator Musser asked if the economic factors are taken out of the data are there still racial differences. Dr. Hyatt replied there are still disparate outcomes based on racial identities when controlling for other intersectional identities such as Pell eligibility and first-generation status. Dr. Hyatt said she too would like to thank all of the committee members for the time and energy it took to put this together. She said she couldn't be more excited about the work ahead. It is invigorating to have the support of Dr. Shaw, Dr. Keenum, and the whole leadership team. We have an opportunity to help more students and more Mississippians get degrees.

One of the important outcomes of this is the economic prosperity of Mississippi. She said we get to chart a path in a special and unique way which many of our peers have not had an opportunity to do.

Senator Gregory said her college was looking into starting a mentoring program utilizing upper-level students and faculty who have had similar experiences. She asked for any thoughts about starting such a mentoring program using students and faculty around campus. Dr. Hyatt replied mentoring can work. She said there are several recommendations from the task force which speak to specific kinds of mentoring. She said she is in support of the college undertaking this initiative. There is good mentoring and mentoring that is not as effective. Ms. Rasheda Forbes is a terrific resource for information about mentoring programs. She said faculty engagement is critical. One of the recommendations is to hire and support more faculty of color at MSU. It is important for our students to see others who look like them.

Senator Sebba said she feels it is important to engage departments as well as colleges with regard to mentorship. She said departments have unique issues. She said through mentorship developed in her department, they have been able to help some students after graduation. Senator Sebba said she feels it is very important to provide mentorship during the junior and senior years to provide relevance for what they are doing.

Senator Freeman said he had several questions the faculty he represents wanted asked. He said topical FYE offerings typically helped with increasing needs for one-hour courses so students could meet the 15-hour requirement related to financial aid in the fall semester. He asked if these would be available and could they expand to the spring semester. Dr. Hyatt replied it is expected that the one-hour FYE course, which will be an expanded orientation course, will continue to be held, at least for next fall. The topical courses will continue to be offered as long as the colleges choose to offer them. She said the topical courses offered would not be promoted as First Year Experience courses. The long-term hope is to offer a much more robust FYE course which will assist students in a longer transition in the fall semester and will cover a wide range of topics. She said this course would be offered in the spring semester as well. Ideally all new students in the fall would be enrolled in the one credit FYE course in the fall.

Senator Freeman asked what the criteria will be for the implement and enhance completion grants recommendation. Dr. Hyatt replied the grants require the student to be Pell eligible, within one year of graduation or 75% complete, and they must be in good standing. The grants awarded for last fall and this spring are only for Mississippi students due to the funding source. She said the first grant we received was going to provide funding for 68 students. When the report was run, there were 800 students identified as eligible. She said just before the holiday we secured a sizeable grant which will allow us to award all 800 of the eligible students. She said the impact of this grant must be examined. The hope is that it will speed-up completion time and most importantly get the students to completion.

Senator Freeman said the next question referenced the structured program awarding \$500 incentive grants to recover specific scholarships. He asked if specific scholarships were those which are not academically based. It would not seem fair to award this to academically based scholarships unless it was offered to all recipients of these scholarships. Dr. Hyatt replied that the details of this program have not been developed yet.

Dr. David Shaw, Provost and Executive Vice President

Dr. Shaw said there have been 14 Task Forces created. He said a number of the Task Forces have filed their reports and he encouraged faculty to go to the task force web page and review the findings. He said, associated with the BAS Implementation Task Force, over 70 students enrolled in the new BAS degree program the first semester. We continue to see a lot of enthusiasm in the degree program. The Clinical and Instructional Faculty Task Force has filed their report and it has been sent to a Senate committee for recommendations on language to modify the operating policies and Faculty Handbook. Dr. Shaw said he has been receiving feedback on the report from the deans and department heads. He said they will be looking very closely at the findings of the Faculty Senate. This will be an ongoing discussion until we come to a consensus on how to implement the recommendations. He said he could not be more pleased with the hard work of Mary Ann Jones and the committee members.

The Data Science Task Force, the Health Science Task Force, and the Unmanned Systems Task Force were created to say we do a great deal of interdisciplinary research, but it does not transcend into interdisciplinary academic programs. All three committees worked independently, but their reports have a great deal in common. These Task Forces will be ongoing. The Evaluation of Teaching Task Force has recommended that a smaller group develop a proposed instrument. Dr. Shaw said Eric Moyan, the department head of Educational Leadership has agreed to chair this group. The group will consist of 6 to 8 people. The instrument developed will be brought before Faculty Senate and campus-wide to make sure that it is what we need. Dr. Shaw said the majority of the committee report said there are a lot of better ways to evaluate teaching excellence. The Faculty Performance Task Force is nearing completion of their report. Dr. Shaw said he has seen a preliminary draft of the template document they have constructed. He said the goal is to have a university-wide document that can be adopted to each individual. Dr. Gary Jackson has seen the template and was very happy with it.

The Graduate School Task Force, chaired by Kevin Armstrong, is continuing to work, and hopes to have a final report early this spring. The Non-Traditional Course Offerings Task Force, chaired by John Dickerson is still ongoing. The Online Education Task Force, chaired by Dr. Brent Fountain, is continuing discussions. Dr. Shaw said the committee is grappling with some hard questions such as the financial model in place and the approaches we take in terms of accreditation and the UCCC approval process. With regard to the Recruiting Task Force, we have hired a consulting firm to develop a recruiting strategic plan. We have not had one before.

Senator Gregory said in one of the courses in the College of Architecture, Art, and Design a student was driving a vehicle while attending class. She asked how this should be dealt with, since it is a safety issue. She asked if this could be dealt with at a university level. Dr. Shaw asked Senator Gregory to email him a reminder so he can determine the appropriate channels to see if it needs to be addressed through policy.

REPORT OF THE FACULTY SENATE PRESIDENT

Happy New Year, Senators! Welcome to 2021! I hope you had a restful and relaxing holiday break and your Spring semester is off to a good start, snow and all! As we begin, I wish you a successful and healthy semester as we remain vigilant in our efforts to mitigate the spread of COVID-19. Although we will be able to get vaccinated rather soon, we must continue to follow the protocols established and the CDC's guidance. I am confident that we will have another successful and impactful semester of teaching, research, and service.

Many of the university standing committees on which I serve have met this past month, but weekly COVID-19 meetings and for Spring 2021 remained at the forefront of my work in December prior to the break. We continue to consider ways to ensure that our students and everyone in the MSU community remain healthy and continue to adhere to the mitigation strategies currently in place which completely align with CDC guidance. Because of the lessons learned last semester, a new attendance policy and contagious infection policy have been developed for inclusion in course syllabi for Spring 2021. Students returning to campus have had the opportunity to be tested for COVID-19 via drive-thru testing and we continue to have access to hotels for quarantining students as needed.

I've received a little feedback concerning the fall calendar and the winter intercession which was all positive. If you have any feedback about the fall calendar and/or the winter intercession that you would like to pass along, I encourage you send it my way.

Please save the tentative date and time of February 9th at 2:00 for the Spring 2021 General Faculty Meeting. As plans are finalized, the location will be shared. The meeting will also be live streamed for those who are not on campus or do not wish to attend in person.

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
13.06	Sabbatical Leave for Faculty Members of State IHL	6/9/2014
31.02	Legal Resident Status	2/5/2013

Reports from Committees on which I Serve:

Athletic Council – This council met on November 11th. Mary McLendon spoke to the council about MSU athletics in the age of COVID-19. She shared that their goal was and continues to be the safe return/practice/play of all of our athletes. Christine Jackson, the Executive Director of Athletic Academics, shared that when a student athlete tests positive for COVID-19, his/her academic counselor obtains a medical excuse which is then forwarded to the students' professors, just like any other medical excuse. Athletic Director John Cohen reported that the SEC has spent \$1.2 million per week on COVID-19 testing. The student athletic group, Bulldogs Care, hosted a drive-thru canned goods drive as one of their service projects for fall 2020.

COVID-19 Future Planning Task Force – To start the spring 2021 semester, student life activities will be restricted much like they were at the start of fall 2020. The Butler Guest House and the Comfort Suites will be used as quarantine facilities for students. We expect to receive our first shipment of vaccines around the start of February, but nothing is definite. We continue to discuss the who and how for dissemination of the vaccines sent to MSU. COVID leave has expired, so employees needing to quarantine who cannot telework must use regular medical leave. Additional information from our meetings continues to be provided by the Provost through emailed updates, as well as other Cowbell Well emails sent from the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current COVID-19 situation and protocols, please send them my way or communicate them directly to Drs. Hyatt and Shaw. We continue to discuss each and every concern at our meetings.

Diversity Leadership Council – This council has not met yet. However, Vice-President Boddie-Forbes has informed me that a doodle poll to establish a meeting day and time is forthcoming within a week or so.

Executive Council – The committee has not met since my last report.

Executive Enrollment Management Committee – This committee met on December 15, 2020. Dr. Lew Sanborne a Vice-President with Ruffalo Noel Levits who is their leader in strategic enrollment planning was our guest speaker. He shared the fundamentals of Strategic Enrollment Planning (SEP) and a general overview of MSU's phase-in approach to our SEP project. We will have a big launch in February. We are currently in phase 1 in which we are preparing and analyzing existing data. Phase 2 will be strategic development; phase 3 will be goal development; and phase 4 will be implementation and continuation. MSU's overall goal is to remain the largest institution in Mississippi and be seen as "the" place to go for post-secondary education. We are in the process of forming roughly six working groups: marketing and recruitment, finances and financial aid, student success, undergraduate academic programs, graduate and other programs, and Meridian, Gulf Coast, and online programs. We are also solidifying MSU's key performance indicators.

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

Information Technology Council –This council met on December 1st and January 5th. ITS conducted its annual disaster recovery tabletop exercise on December 4th which was led by Tom Ritter. On December 21st, a campus lockdown was initiated by the MSU Police Department to identify any security issues with external and internal doors. Any such issues were reported to building managers and have been or are being resolved. Through the Higher Education Emergency Relief Fund, MSU has been granted a total network refresh which involves replacing wired and wireless equipment throughout the university. Microphones have been sent to each college for distribution to those faculty in need of that technology. Mr. Parrott will speak to the Faculty Senate at the January meeting concerning a new MSU Inventoried Computer Login Notice.

Master Plan Development and Advisory Committee – This committee met on December 10th. This meeting was the 2021 Master Plan Update Kick-Off and representatives from Sasaki Architects led the meeting. We briefly looked back at the 2011 Master Plan which focused on Sustainability. We then shared what we saw as key drivers for the new plan. Those key drivers included hybrid environments for learning, more outdoor learning environments, more walking and biking paths, and efficiency in terms of how students receive various services on campus. Students are looking for a “one-stop shop”.

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

Sustainability Committee – This committee has not met since my last report.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council –

December 8th meeting was canceled but we were still given the AOPs to review.

- AOP 13.02 Selection of William L. Giles Distinguished Professors
- AOP 13.12 Summer School Teaching

January 2021 meeting will be held on January 21st

Community Engagement Committee –

Email received on September 1 stated that we will have ‘No meetings in the Fall 2020 semester’. I do not anticipate having a report for this committee for the remainder of the Fall 2020 semester.

As of the date of this report, there has been no communication about the Spring 2021 semester and our meeting schedule.

Committee on Campus Access –

Has not met since I have been assigned to the committee. (updated 10/8/2020)

Master Plan Development and Advisory Committee –

December meeting was held on December 10th. Had a lengthy initial discussion about the previous Master Plan and the time is now to revisit to generate a new/updated Master Plan for MSU.

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.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEE

1. AOP 12.08 Requirements for Degrees, Academic Minors, Certificate Programs, and Consortial/Contractual Agreements (Faculty Affairs)
2. AOP 13.09 Credentials for Teaching (Faculty Affairs)

President Robichaux-Davis presented the slate of business to be sent to committee. She explained that previous edits made by the Faculty Senate affect SACSCOC accreditation requirements and the affected policies need to be reconsidered by the Faculty Senate. Secretary Follett made a motion to rescind the senate's recommendation on AOP 12.08 Requirements for Degrees, Academic Minors, Certificate Programs, and Consortial/Contractual Agreements which was adopted at the November Faculty Senate meeting. Senator Davis seconded the motion. The motion to rescind the recommendation on AOP 12.08 passed by unanimous electronic vote.

Hearing no objection, AOP 13.09 Credentials for Teaching was sent to the Faculty Affairs Committee.

STANDING COMMITTEE REPORTS

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

1. AOP 13.01 Emeritus Appointments

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, presented the committee report on AOP 13.01.

The motion of the Faculty Affairs Committee to adopt AOP 13.01 Emeritus Appointments passed by unanimous electronic vote.

2. Update in Instructional Faculty

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, presented the committee update on Instructional Faculty.

Senator Pelaez asked if the teaching professor is a category that already exists. If so, the teaching professor seems to move from the path of tenured faculty. How does teaching professors affect the weight of tenured faculty at the university. Senator Sherman-Morris replied there is not a category of teaching professor at the university currently, but there is a professorial rank that is instructional. The Clinical Professor line is being used for teaching professors but that is not what it was intended for. She said there are no plans for the teaching professor positions to expand and affect the weight of tenure-track faculty at the university. This is to redesignate an existing position to one of the proposed titles.

Senator Musser asked what a Professor of Practice does. He said it appears that they either are not doing teaching, research, or service or they are doing the same thing as existing titles. Senator Sherman-Morris replied they are very similar to the teaching professor. She said there was an expressed interest to include a designation for a professor who can convey experience from a field. Senator King pointed out that the requirement for a Professor of Practice is a terminal degree or an equivalent professional achievement.

Senator Yu asked if the position of Senior Lecturer which had been discussed previously was now not moving forward. Senator Sherman-Morris replied the current study is focusing on the items which would require a faculty vote to move forward. The creation of the Senior Lecturer position would not affect the Faculty Handbook. She said if there is interest in collecting information on this position, it could be included in the survey to be conducted.

Senator Yu asked if the different ranks of the Instructor category would have fixed pay increases tied to promotion like traditional faculty positions have. Senator Sherman-Morris replied that this would be considered in the policy that is presented. She said she is not sure if there is a consensus on this at this time, but this will be addressed in the final report.

Senator Yu said she has received faculty feedback indicating they are not in favor of the lecturer position. She said they are part-time based and while they are talented, they are not the same as traditional faculty. She said the feedback also indicated that the faculty feel the 50% threshold for instructional faculty is too high. Senator Sherman-Morris said the threshold amount was discussed with Dr. Shaw and he suggested not identifying a percentage, but to

instead include language in policy for the review of the percentage. She said the committee is still considering this item.

Senator Williams suggested the definition of an Instructor more closely align with the language found in AOP 13.09 Credentials for Teaching.

Senator Sebba said there are documents online which are creating confusion for faculty regarding promotion. Senator Sherman-Morris requested Senator Sebba to send her the document she is referring to so it could be reviewed.

Student Affairs No Report

University Resources

1. Letter of Request: Library Concerns

Senator Marett provided an update to the Senate on the letter requesting review of the cancellation of academic journals at the MSU Library.

Senator Musser asked what the conclusion is as to whether changes are needed or not. Senator Marett replied he feels that we are equivalent to our peers in this respect. He said the committee will administer a survey to MSU faculty, graduate students, and any other individuals who use these resources, in order to determine how these resources are utilized. If the means by which individuals access these resources is playing a role in the cancellations, we need to determine how to best quantify usage of these resources. Dr. Anderson is working with the committee to release the survey sometime this spring.

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

Secretary Follett made a motion to adjourn. Senator Williams seconded the motion.

The motion to adjourn passed by unanimous electronic vote at 4:43 p.m.

Submitted for correction and approval.

Randy Follett, Secretary

Jason Cory, Administrative Assistant II

Appendix 1

MSU Inventoried Computer Logon Notice

This computer system and network are the property of Mississippi State University (MSU). This computer and network are for authorized use only. This computer is a “protected computer” as defined in 18 U.S.C. §1030. Unauthorized access to a “protected computer” may result in criminal and civil penalties. Unauthorized access to this computer or any violation of MSU computer use policies, OP 01.12, OP 01.19, et al., may result in administrative disciplinary action up to and including termination.

All activities conducted on this computer and network may be monitored, recorded, copied, audited, inspected, and disclosed to authorized university personnel, as well as authorized individuals of other government organizations including federal and state law enforcement. Therefore, you should have no expectation of privacy while using these computing resources.

This computer system may store, process, or transmit controlled unclassified information (CUI) which is required by law or contract to be protected from disclosure to unauthorized individuals. The system user must exercise due care not to disclose protected CUI to unauthorized individuals.

By continuing to access and use this MSU computing resource, you indicate your awareness of and consent to all terms and conditions contained in this notice.

If you do not consent to be bound by the terms and conditions stated in this notice DO NOT PROCEED LOGGING INTO THIS COMPUTER.



STUDENT SUCCESS AT MISSISSIPPI STATE

1

WHO ARE MISSISSIPPI STATE STUDENTS? (UNDERGRADUATES)

Fall 2020	Starkville	All UG
White	73.3%	72.9%
Black/African American	17.3%	17.5%
Hispanic	3.4%	3.5%
Multi-racial	2.3%	2.3%
Asian	2.1%	2.0%
Unknown	1.0%	1.1%
American Indian	0.5%	0.6%
Hawaiian/Pacific Islander	0.1%	0.1%
Pell	28.3%	29.4%
Nontraditional	3.4%	19.5%
Part-time	6.1%	20.1%
Total	17,164	18,803

2

WHAT IS STUDENT SUCCESS?

- Academic measures: persistence, retention, graduation
- Holistic measures: career readiness skills, job placement, personal development, civic engagement, leadership development

WHICH STUDENTS ARE WE TALKING ABOUT?

- Cohort students: first-time, full-time degree seeking students; excludes transfer students and part-time students
- All undergraduate students – includes all enrollment types

3

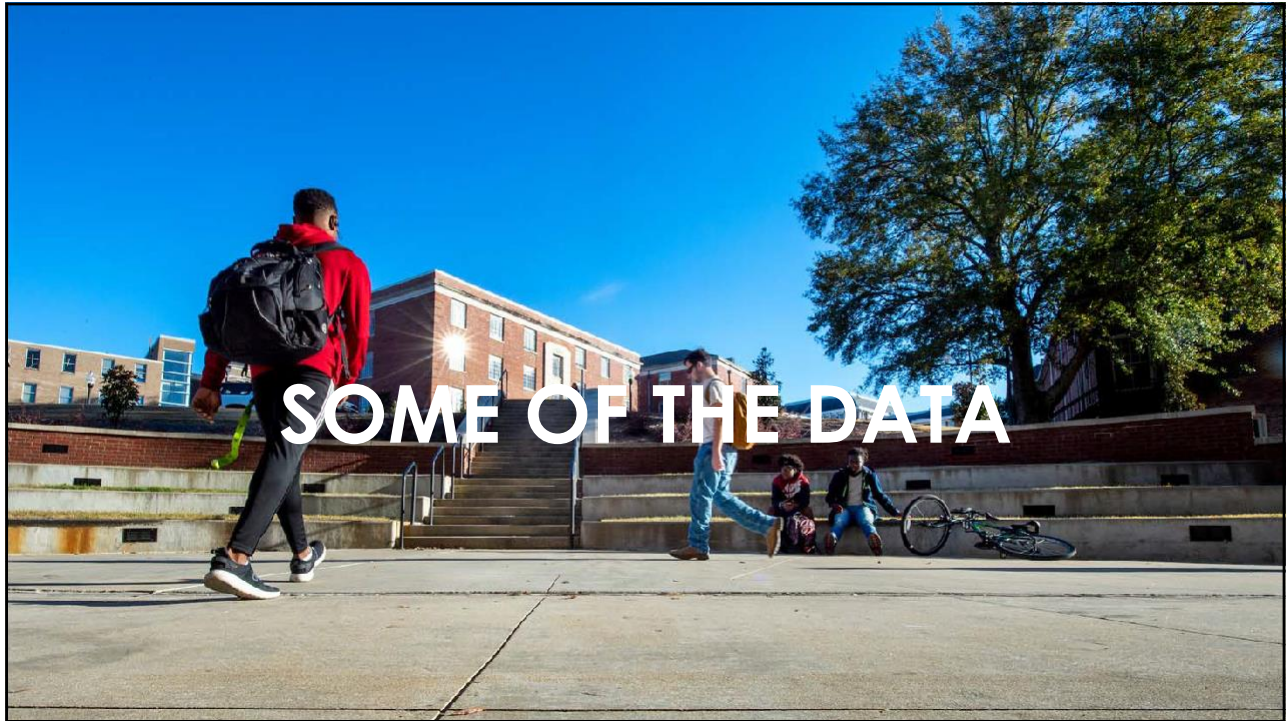
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SHARED DEFINITIONS

- Retention Rate: The percentage of cohort students who return for the second fall of college. This definition is restricted only to enrollment in the second fall and only to students in the cohort. All other semesters and all other student types are lumped in as part of persistence.
- Persistence Rate: The percentage of students who continue to enroll (even if not in consecutive semesters). Persistence is a catch- all term for students outside of the cohort, as well as continued enrollment beyond first to second fall (e.g., first fall to firstspring; first fall to third fall).
- Graduation Rate: The percentage of cohort students who graduate within six years of their first enrollment.
- Completion Rate: The percentage of students who enroll at

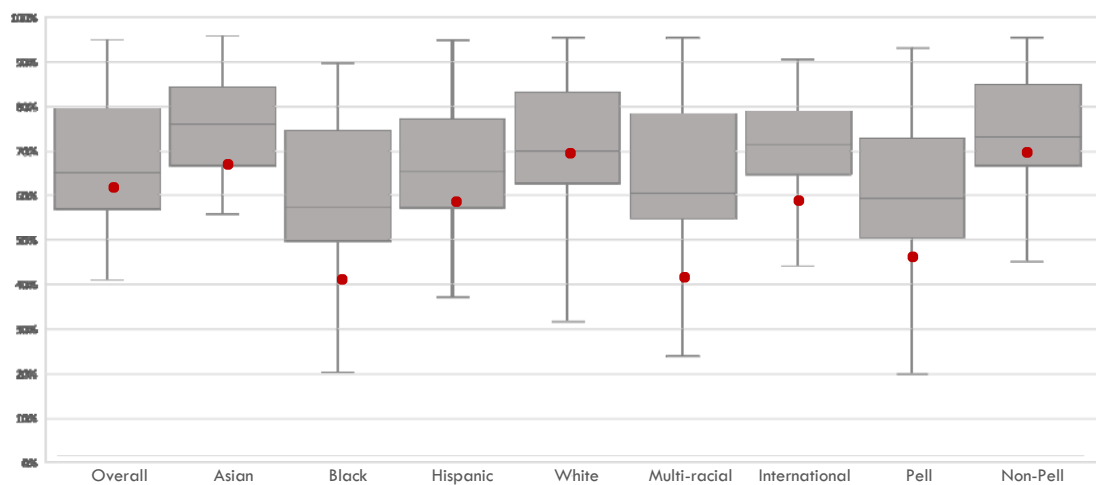


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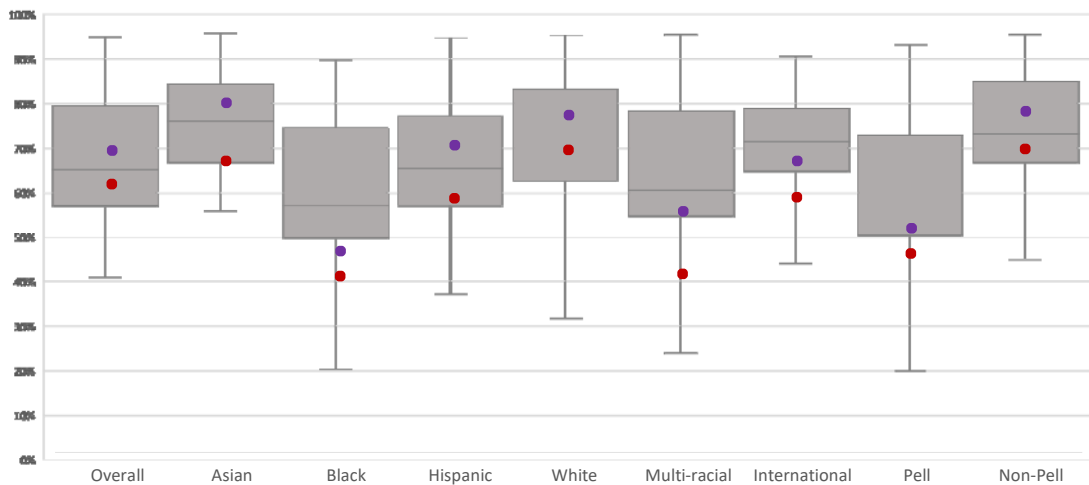
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MSU'S POSITION AMONG SIX-YEAR GRADUATION RATES OF 41 PUBLIC, SOUTHEASTERN R1 INSTITUTIONS



6

MSU'S POSITION IF ALL BACHELOR'S RECIPIENTS WHO GRADUATED ELSEWHERE HAD STAYED AT MSU



7

7

A NEW WAY OF THINKING ABOUT STUDENT SUCCESS

- Assets-based vs. deficit based
- Student's being college ready vs. colleges/universities being student ready
- Equity minded



8



9

- *Recommendation 1:* Develop institution-wide capacity for student success practice across all colleges & divisions.

EQUITY-MINDED CONSIDERATIONS

- *Recommendation 2:* Encourage greater emphasis on student success for first-generation, low-income students.
- *Recommendation 3:* Create a culture that addresses disparities in retention and graduation rates among under-represented students, particularly African-American students.

COHORT STUDENTS

- *Recommendation 4:* Increase efforts to bolster first-year to second-year retention rates.

ALL UNDERGRADUATE POPULATIONS

- *Recommendation 5:* Deliver an effective and consistent advising experiences across all student populations.
- *Recommendation 6:* Increase the number of bachelor's degrees awarded across all student populations.



WHAT COMES NEXT?

- Leadership for student success efforts
 - Associate Vice President for Student Success
 - Convening the Student Success Standing Committee
- Analyzing our data
 - Establish, monitor, and socialize metrics related to student success
- Build capacity among our staff and faculty

**A nod to things that have already happened:
reorganization of programs for first generation &
low income students; completion grants



INTRODUCTION OF GUESTS

Dr. Dana Franz, Chair, University Committee on Courses and Curricula
Dr. Tracey Baham, Director, Office of Institutional Research and Effectiveness
Dr. Thomas Bourgeois, Interim Associate Vice President for Student Success
Dr. David Shaw, Provost and Executive Vice President

REPORT OF THE FACULTY SENATE PRESIDENT

Greetings, Senators! I hope your Spring semester has been productive and successful so far in terms of research, teaching, and service. While we initially saw a spike in the number of COVID cases across our campus, the number of cases seems to have leveled off as we continue to employ the mitigation strategies that have been successful in the past.

Many of the university standing committees on which I serve have met this past month, but weekly COVID-19 meetings have continued to be at the forefront of my work this past month. We have been in discussions about adherence to the face covering policy while inside buildings, particularly in the student union and new signage has been posted concerning this. We have also been in discussion about study abroad opportunities for the summer, as well as summer camps hosted on our campus.

Besides attending meetings of the university standing committees on which I serve and the COVID-19 future planning committee, I also have met with Thomas Bourgeois during this past month to discuss faculty input concerning new student success initiatives. Additionally, I have been asked to meet monthly with Jim Dunne concerning his new role with faculty affairs and development. Our first meeting will be February 17th. I am also serving on a new committee formed by Dr. Shaw which has been charged with developing a new student survey of teaching instrument. Dr. Eric Moyen is chairing that committee. We are hoping to provide Dr. Shaw with a new student survey of teaching instrument by the end of the semester.

I will be attending the 2021 Annual COIA (Coalition on Intercollegiate Athletics) Meeting on February 19th and 20th. The COIA is an organization representing the elected faculty governance bodies of NCAA Division 1 universities in activities that are related to the administration and governance of intercollegiate athletics. The mission of the COIA is to promote academic integrity within member universities and represent the interests of the faculties, student-athletes, and non-athlete students in issues related to college sports. The main topics of this year's meeting will be Name, Image and Likeness legislation, sports gambling issues, and diversity and social justice in athletics.

To celebrate Mississippi State's 143rd birthday, we will launch our Twitter account on February 28, 2021. If you are on Twitter, please follow us. Our Twitter handle will be

@msstateRHFacSen. Mondays will be “Motivation Monday” in which we will tweet a motivational quote to help followers get off to a good start to their week. Tuesdays will be “True Talk Tuesday” in which we will tweet a quote from someone on campus (a student leader, staff member, faculty member, administrator) about what’s going on in their corner of MSU that week. On Wellness Wednesdays, we will tweet a wellness tip to help followers get over hump day. On Throwback Thursdays, we will tweet about what was going on that week on our campus a year to 20 or more years ago. Then, on Faculty Fridays, we will tweet about individual Senators and the work in which they are engaging. Additionally, we will tweet about upcoming meetings in terms of guest speakers and AOPs or other business that will be brought forward. Links to the Faculty Senate Website will also be included.

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
11.11	Auditing a Class	11/3/2016
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 council met on January 13th. Christine Jackson gave us a report from Athletic Academics. The overall student-athlete grade point average for the previous semester was 3.16 which was the 7th semester in a row of an overall grade point average higher than 3.0. All teams had a team grade point average over 3.0 except football. Men’s and women’s golf teams had the highest grade point averages for men’s teams and women’s teams, respectively. Over half of our student athletes (268) made the Bulldog Honor Roll. We won the Halbrook Award for the highest female graduation rate for MS Public Universities. Bracky Brett gave a report from the Compliance Office through which he shared that his office is back to holding monthly meetings for all coaches and staff. Brett Harvey spoke at their January meeting. There is pending NCAA legislation that will open up the one-time transfer exception for sports that do not currently have that (football, basketball, baseball). MS legislators will be drafting a Name, Image & Likeness bill which will be introduced during this next legislative session. John Cohen reported that 42 student athletes earned their SEC Graduate Patch at the December 2020 Graduation.

COVID-19 Future Planning Task Force – In response to a question brought up at our January RHFS meeting, the following statement concerning driving while “attending class” was made through a Cowbell Well message sent out on January 29th: “Students enrolled in synchronous

online or hybrid classes are reminded that driving while using your video camera to join class is very dangerous. All forms of distracted driving can lead to injurious or deadly results. It also likely means you are unable to engage meaningfully in the class session. If you are in need of a location to join your class remotely, we have identified spaces all around campus where you can do so quietly and safely.” We have recently received concerns from employees in the Student Union about students standing in food lines and not wearing masks. We are addressing this through new signage that indicates in order to be served you must be wearing a mask, as well as through increased monitoring of individuals in the Student Union. We have received 33 proposals for summer camps and conferences so far. Approval of these will be on a one-by-one basis. Our weekly meetings will continue through May 2021 and beyond if needed. We are in discussions about guidelines, requirements, and protocols for summer 2021 study abroad programs, both faculty-led and provider-led. Other information from our meetings continues to be provided through emailed updates from the Provost and Cowbell Well emails sent from the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current COVID-19 situation and protocols, please send them my way or communicate them directly to Drs. Hyatt and Shaw.

Executive Council – This council met on January 25th. Julie Jordan presented OP 70:04, Export Control. There were no substantive changes; the only changes were the addition of language to clarify what the OP already stated. The OP was accepted as presented. Dr. Shaw presented five AOPs which all passed: AOP 10.14, The Adoption and Sale of Textbooks and Other Instructional Materials; AOP 12.01, Academic Add-Drop Policy; AOP 12.17, Undergraduate Academic Fresh Start; AOP 12.22, Undergraduate Student Course Load; and AOP 13.03, Responsibilities in Instruction and Curriculum.

Executive Enrollment Management Committee – This committee met on January 29, 2021. We are continuing to see a slight increase in enrollment as compared to the spring 2020 enrollment. We had 2,322 students take advantage of the Winter Session. Both Meridian and Campus 5, our online campus, are both seeing increases in enrollment. We have six new approved online programs – one bachelor’s degree, four master’s degrees and one doctoral degree with several other degree programs and certificate programs in the process of getting approved. Freshman applications for fall 2021 are up as compared to fall 2020. Graduate school enrollment is up almost 180% from spring 2020. COVID-19 seems to have positively impacted graduate enrollment.

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

Inclusive Excellence Leadership Council – This council has not met yet. Our first meeting will be Thursday, February 18th.

Information Technology Council – This council met on February 2nd. “Lightning Round Interviews” have begun for the Director of Enterprise Information Systems. On January 14th, our system went offline due to a fire in the basement at the Butler Guest House. It was down for 3

hours. On January 28th, the MSU entire network was down for 3 hours. Employees were notified about this outage via email. Our Network Refresh is now being scheduled for academic buildings and administration buildings with most of the work being completed on Fridays. Faculty who will be impacted by this will be notified ahead of time so that they can plan accordingly. The Canvas to Banner grade transfer function will go live on February 16th. ITS is offering several training sessions for faculty on how to transfer grades from Canvas to Banner. OPA is working to redesign MSU ID cards. The new design will likely be horizontal.

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

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

Sustainability Committee – This committee has not met since my last report.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council –

January 2021 meeting was scheduled for January 21st.

- AOP 13.05 Faculty Grievance Procedures
 - Meeting was canceled but a vote was still called for the AOP via email.
- February 2021 meeting is scheduled for February 17th.

Community Engagement Committee –

Communicated with Dr. Kathleen Thomas. The committee is being restructured and looks to get back to a regular meeting cycle later in the Spring 2021 semester.

Committee on Campus Access –

First meeting of the Spring 2021 semester was held on February 1st.

- Introduction of new/additional members to the committee.
- Discussion of the budget (funding formula) for the committee to use at its discretion.

- Mr. Dumas and Mr. Ramsey detailed the ADA compliant projects and access areas that have been constructed over the past few years.

Master Plan Development and Advisory Committee –

No additional meeting since December 2020.

Textbook Committee –

In AOP 10.14, one of the things we all voted to include was the location of the current textbook committee. It should be listed in the Directory of Standing Committees page on the MSU website. <https://www.msstate.edu/directory/standing-committees?show=member>. Type in Textbook and here you go! <https://www.msstate.edu/directory/standing-committees?criteria=committee&term=Textbook>

Undergraduate Research and Creative Discovery Committee –

The committee chairs look to host a meeting in Mid-February.

REPORT FROM FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

BUSINESS TO BE SENT TO COMMITTEE

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

1. AOP 12.04 Final Examination Policy

Report to the Robert Holland Faculty Senate

Academic Affairs Committee

Report on AOP 12.04 Final Examination

February 12, 2021

Background

AOP 12.04 Final Examination came to Faculty Senate in November of 2020, with minor modifications after review by the Associate Deans Council and the Academic Deans Council.

The only changes proposed were in terms of clarification of timing of examinations for asynchronous online courses.

Recommendation

The Academic Affairs Committee recommends that the senate approve the changes proposed to AOP 12.04 by the Associate Deans Council.

Discussion

After brief discussion regarding the proposed changes, the Academic Affairs Committee agreed that the changes were appropriate, and had no additional changes to suggest. The specific timing of the exams is still flexible for this type of course delivery method, but there is a more specific description of the length of time suitable for availability of the exam to the student. This accounts for the fact that students enrolled in this type of course might have multiple such courses, and there is a need to allow them a suitable period of time to work each exam.

Committee Members: Randy Follett (Chair), Robert Banik, Brian Davis, Alexis Gregory, Erdogan Memili, Andy Perkins, Chien Yu



AOP 12.04: Final Examination

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy regarding final examinations at Mississippi State University and define the responsibility of the administrators and faculty.

POLICY/PROCEDURE

The Examination Schedule starts with a Reading Day. The purpose of the Reading Day is to allow students time to study and prepare for final examinations. No mandatory activity, meeting, assignment, or event for a class should be scheduled on this day. These restrictions apply to all Mississippi State University classes (e.g., face-to-face, online, etc.).

All examinations shall be held as specified on the examination schedule except classes meeting fewer than two lecture hours per week and/or certain other classes which may be given at particular times by special permission from the Provost and Executive Vice President. Classes meeting fewer than two lecture hours per week and all laboratories will have their examinations at the last regular meeting of the class. Evening classes will have their examination at the regular meeting hour of the class during the examination period. Exceptions to the published examination schedule will be emailed and announced to the affected classes at least 2 weeks prior to final exam week.

When an instructor is teaching more than one section of the same course, permission may be given (by the instructor) to a student registered for the course to take the examination in any one of the sections, provided that procedure does not result in too many examinations for the student in one day.

Asynchronous ~~distance~~online classes will have their examination during the regular (normal five-day, may span a week-end) examination period. Examinations must be available to ~~online~~distance students for at least 72 hours between the end of Reading Day and prior to the end of the exam period. Synchronous online classes will follow the normal exam schedule^[RP1].

Exceptions to the published examination schedule are discouraged. If an exception is deemed necessary, the request must be approved by the respective department head and dean and copies of these approvals placed on file in the dean's office. Approval for a request to change the final exam schedule must be secured at least 2 weeks prior to final exam week.

Three or More Final Examinations in One Day

Students should not have to take more than two final examinations in a given day. To resolve the problem of multiple final examinations, students will initiate the process and administration will become involved if necessary. The rescheduled final examination ideally should be a time that is convenient for both the instructor and the student. The rescheduling should be completed prior to the beginning of the final examination period and the resulting examination must be administered during the final examination period. Any exception to these guidelines must be approved by the Office of the Provost.

Student Responsibilities to Resolve Multiple Examinations: If the schedule has three or more final examinations scheduled on one day for a student, the student should take the following actions:

- The student should notify all instructors at least two weeks prior to the beginning of the examination period to explore if one of them can easily reschedule an examination.
- If no instructor is willing to voluntarily reschedule a final examination for the student, the student should notify the Office of the Provost so that this issue can be resolved administratively.

Administrative Responsibilities to Resolve Multiple Examinations: If the student contacts the Office of the Provost, the Associate Provost will coordinate the next steps of contacting the associate dean(s) in the college(s) of the student and the professors who are giving the final examinations. The following provisions will apply:

- The affected associate dean(s) will resolve the situation and decide who will reschedule which examination.
- The lead associate dean will be the associate dean representing the college of the student.
- The decision of the lead associate dean on which examination is to be rescheduled will be the final decision.

Students should report any violation of the above policy to the instructor's department head.

REVIEW

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

REVIEWED:

Executive Vice Provost and
Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Director
Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date

2. AOP 12.09 Class Attendance and Reporting Absences

Report to the Robert Holland Faculty Senate

Academic Affairs Committee

Report on AOP 12.09 Class Attendance & Reporting Absences

February 12, 2021

Background

AOP 12.09 Class Attendance & Reporting Absences came to senate in November of 2020, with one change proposed by the Associate Deans Council, and agreed to by the Academic Deans Council.

Recommendation

The Academic Affairs Committee recommends that the senate approve the change proposed to AOP 12.09 by the Associate Deans Council.

Discussion

The proposed change from the Associate Deans Council inserted the word “reasonable” to describe the type of attendance policy that individual instructors should utilize, subject to the limitations already in the document. The insertion of this word doesn’t seem to change the requirements related to the policy, and the committee agreed that it was not a consequential change.

Committee Members: Randy Follett (Chair), Robert Banik, Brian Davis, Alexis Gregory, Erdogan Memili, Andy Perkins, Chien Yu



AOP 12.09: Class Attendance & Reporting Absences

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the policy related to student class attendance at Mississippi State University.

POLICY

Upon registration, the student accepts the responsibility of attending all classes and completing all in-class and out-of-class work that the instructor formally assigns. When absence from class is essential, the student must inform the instructor through a designated means of communication and provide satisfactory documentation of the impending absence unless prescribed otherwise in the syllabus. If possible, all arrangements should be made prior to the absence. The student should discuss and document the scope and time frame for completion of missed work with the instructor in an agreed-upon timely manner. The student should recognize that failure to comply with this documented, mutually agreed-upon procedure could result in a grade penalty, if prescribed in course syllabus.

A reasonable attendance policy is the purview of an individual instructor, subject to the limitations described later in the document. A policy should include, but is not limited to, how the instructor defines class attendance, particularly as it pertains to in-class responsibilities that go beyond the student's mere presence in the classroom, how attendance relates to student learning outcomes, the extent of credit or penalty, how excused and unexcused absences are measured, and how all absences are recorded.

Each instructor must describe his or her attendance and participation policy in the course syllabus. If the instructor has a prescribed policy, he or she should describe that policy in class; inform students in writing how attendance will be measured; maintain current, verifiable attendance records; and recognize that failure to comply could constitute grounds for grade appeal.

It is the responsibility of the university to ensure the highest academic standards; to recognize that events occur beyond the personal control of students or faculty; to establish procedures that apply equally to on-campus and distance-learning students; to acknowledge that diverse course offerings and student learning outcomes mandate diverse attendance policies; and to provide procedures that assure appropriate resolutions of disputes.

Best practices would dictate if attendance and participation are used in the evaluation of a student's performance, passing or failing a course should not rest solely on class attendance and participation.

The instructor's department head will supervise all class attendance policies so as to assure compliance with departmental standards and university policy.

PROCEDURES

Excused Absences Defined

These approved excused absences are not subject to instructor discretion in course attendance penalties:

- Participation in an official university activity with authorization from an appropriate administrator sponsoring the activity (e.g., Department Head or higher). If the validity of the activity is questionable, the matter should be referred to the Office of the Provost and Executive Vice President for final resolution.
- Death in a student's immediate family to include a student's parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school that cannot be rescheduled.

An illness or injury of a student's immediate family (to include parent, legal guardian, sibling, grandparent, grandchild, spouse or partner, as well as natural, adopted and/or in-law children) is eligible for excused absences, but is subject to the instructor's discretion.

University or other organized events intended to provide personal enrichment or entertainment will not be considered university authorized activities as it pertains to course attendance and will not qualify as an excused absence.

It is the student's responsibility to obtain valid documentation from a physician or clinical psychologist that contains the date and time the student sought medical consultation and/or treatment and present that documentation to the instructor upon returning to class. The instructor may ask the student to obtain verification of their excused absence through the Dean of Students Office.

Excused Absences and Grades

Excused absences shall not result in attendance or grade penalties. Use of a drop grade will be considered as a penalty. When excused absences occur on days of scheduled exams and/or quizzes or other measures of academic progress (e.g., assignments) listed on specific dates in the course syllabus, the instructor will provide a student with an opportunity for a comparable evaluation prior to or after the absence. It is the student's responsibility to initiate a request of making up missed exams or other measures of academic progress in a timely manner, and the instructor should communicate a response to such requests in a timely manner.

If a student accrues a significant number of excused absences and/or unexcused absences, then the instructor should contact the student about the best course of action regarding the timely completion of the course or withdrawal from the course.

Reporting Absences

Attendance should be reported for all students. Faculty are encouraged to report absences, especially for freshmen, in a timely manner. The university information system (Banner) supports the ability to report absences at any time as frequently as desired. An excused absence is still reported as an absence.

All absences and last dates of attendance (where applicable) will become a part of the student's file in the Registrar's Office. Instructors may report absences to the Division of Student Affairs at any time they feel it appropriate to do so and are expected to report students with continued consecutive absences.

Attendance of Online Classes

Student attendance in an online class should be explained in the course syllabus. A student will be considered to be in attendance in an online class when the student; a) participates in a course activity (e.g., discussion board); and b) is in communication with the course instructor regarding a course topic within a specified time frame. Logging into an online course without active participation does not constitute attendance. When students who are enrolled in an online course are aware of necessary absences, they should inform the instructor as soon as is possible so that other arrangements can be made.

REVIEW

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

REVIEWED:

Executive Vice Provost and Dean of the Graduate School

Date

Provost and Executive Vice President

Date

President, Robert Holland Faculty Senate

Date

Director, Institutional Research and Effectiveness

Date

General Counsel

Date

APPROVED:

President

Date

ANCILLARY AFFAIRS

CHARTER & BYLAWS

1. Faculty Senate Re-Appportionment

Report to the Robert Holland Faculty Senate

Charter & Bylaws Committee

Report on Senate Apportionment

February 12, 2021

Background

Every year the Charter and Bylaws Committee determines the number of General Faculty in each unit represented on the Robert Holland Faculty Senate.

Discussion

A current (January 14, 2021) list of all MSU Faculty was obtained from Information Technology Services that included information regarding titles and rank. Part-time faculty (those with <100% workload) were excluded from the enumeration process. After an initial assignment of faculty to their respective colleges, a list of each college's faculty members was sent to each dean/director to confirm accuracy and/or correct errors. Deans or their designees responded with corrections, and adjustments in counts were made. The 2021 faculty apportionment data are provided below.

Robert Holland Faculty Senate 2021 Faculty Apportionment

College-Unit	Faculty Count 2020	Faculty Count 2021	Proportion of Seats*	New Seats	Old Seats	Change
Arch., Art, Design	38	46	1.89	2	2	0
Arts & Sciences	333	331	13.59	14	14	0
Business	67	68	2.79	3	3	0
CALS/MAFES	165	167	6.85	7	7	0
Education	113	127	5.21	5	5	0
Engineering	143	155	6.36	6	6	0
Forest Resources / FWRC	43	54	2.22	2	2	0
Library	30	26	1.07	1	1	0
MSU Extension	104	91	3.74	4	4	0
MSU-Meridian	39	43	1.77	2	2	0
Vet Medicine	96	110	4.52	4	4	0
Total	1,171	1,218	50.00	50	50	0

* Calculated as (Number of Faculty in College-Unit /1,218) x 50

Committee Members: Robin Fontenot (Chair), Matthew Brown, Jimmy Avery, Jenny Du, Alicia Hall, Sorena Popescu, Paul Spurlin, Samuel Winer

FACULTY AFFAIRS

1. Letter of Request: Teaching Loads, Online Teaching: RE: AOP 13.23 Faculty Workload

**Report to the Robert Holland Faculty Senate
Faculty Affairs Committee
Report on AOP 13.23/Memili Letter
February 12, 2021**

Background

In the October 2020 meeting, the Faculty Affairs Committee was assigned a request made by Senator Memili to review teaching assignments. Senator Memili wrote:

“I would like to suggest an agenda item on the faculty teaching requirements, i.e., how many courses per semester for faculty with split appointments such as 70% research, 25% teaching, and 5% service. In addition, would the teaching requirements be modified if the courses are online?”

Recommendation

1) Response to Senator Memili’s letter

Part of the answer to this question can be found in AOP 13.23, Faculty Workload. Based on the requirement for a full time teaching load (8 courses per academic year), an appointment with a 25% teaching requirement, would require two courses per academic year.

2) To address the second question, the Faculty Affairs Committee recommends the following addition (in blue) to AOP 13.23:

Departments and other applicable units should provide written policies addressing different types of instructional responsibilities, including but not limited to online teaching, honors courses, split-level sections, and any other known factors and how each applies to faculty teaching workload. Adjustments to the teaching load of any individual faculty member may be made in any semester depending upon the activity of that faculty member and/or the needs of the program at that time provided they do not conflict with departmental policies.

Discussion

Regarding the second question, AOP 13.23 states that the courses assigned “may be reduced, depending upon a number of factors that include the nature of the course (e.g., studio courses), size of the classes being taught, rank of a faculty member, experience of a faculty member, number of course preparations, number of graduate students, number of directed studies, development of new courses or other curricula demands of the individual faculty member’s research agenda, and level of university, professional, and/or public service.” AOP 13.23 does not provide any additional guidance for teaching workload other than it should be addressed during the annual review process. To provide additional consistency and transparency in teaching workload, we recommend adding the blue text immediately following the section that describes when teaching workload may be reduced.

Committee Members: Kathy Sherman-Morris (Chair), Kimberly Kelly, Stephanie King, Lyndsey Miller, Todd Mlsna, Joel Paz, Amanda Stone, Chinling Wang

AOP 13.23: FACULTY WORKLOAD

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the responsibility and general guidelines for the assignment of workloads for the following faculty members: tenure-track faculty, tenured faculty, and instructors. Furthermore, it will serve to ensure communication and mutual understanding of responsibilities between faculty and their department heads and also provide institutional accountability for the use of university resources. This policy does not apply to faculty with specific research professor, extension professor, or clinical professor appointments.

POLICY/PROCEDURE

Faculty workload can consist of a combination of three activities: teaching/instruction; research/creative achievements; and service. These occur in varying proportions depending on such factors as faculty expertise, needs, and interests; unit and institutional needs and strategic plans; and IHL requirements. The workload assignments are the responsibility of the department head in consultation with the faculty member, with the concurrence of the college dean and the provost. Similar workloads within each of the academic missions should be recorded and evaluated in a consistent manner. In this consideration are the needs of the students and the quality of the individual academic degree programs. Faculty time distribution must be consistent with the policy outlined in this AOP, although deviations from the policy may occur in times of exigency. (see AOP 13.03 Responsibilities in Instruction and the Guidelines for Faculty Parental Leaves of Absence for examples)

In assigning individual teaching loads for faculty on a single budget, a department head usually relies upon what has become the nationally accepted norm for universities with primarily a baccalaureate mission. Teaching workload is based on the equivalent of eight courses (about 24 hours) per academic year. As a general rule, in disciplines that offer only an undergraduate degree, the average teaching load of a faculty member with an active research agenda is usually equivalent to six courses (about 18 hours) per academic year. In disciplines that offer a master's degree, the average teaching load of a faculty member with an active research agenda is usually equivalent to five courses (about 15 credit hours) per academic year, and for faculty with an active research agenda in most disciplines that offer a doctoral degree, the average teaching load is usually equivalent to four courses (about 12 credit hours) per academic year. The teaching load for an instructor with a full-time appointment is usually equivalent to eight courses (about 24 credit hours) per academic year. The assigned number of courses and corresponding credit hours, however, may be reduced, depending upon a number of factors that include the nature of the course (e.g., studio courses), size of the classes being taught, rank of a faculty member, experience of a faculty member, number of course preparations, number of graduate students, number of directed studies, development of new courses or other curricula, demands of the

individual faculty member's research agenda, and level of university, professional, and/or public service. [Departments and other applicable units should provide written policies addressing different types of instructional responsibilities, including but not limited to online teaching, honors courses, split-level sections and any other known factors and how each applies to faculty teaching workload.](#) Adjustments to the teaching load of any individual faculty member may be made in any semester depending upon the activity of that faculty member and/or the needs of the program at that time [provided they do not conflict with departmental policies.](#)

The previous descriptions of teaching loads assume that a faculty member is funded solely from E&G funds. When the workload is funded by more than one budget, as in many of the agricultural units, it is necessary to differentiate among those funds. The proportion of the workload will be determined by the proportion of the individual salary funded by these designated budgets. Service activities may be funded by any of these budgets.

Service is operationally different among departments. Qualitative and quantitative components of service must be defined by colleges and departments and, when relevant, will include critical professional service responsibilities provided to citizens of the state of Mississippi. A distinction must clearly be described for profession-related service activities compared to committee-type service responsibilities. Graduate committee type service contributions are considered to be part of the teaching and scholarly activities. Equivalent workload assignments for profession-related service should be reported and recognized in a relatively equivalent manner for all faculty across an entire department. Typically, the faculty workload assignments must be partitioned so that service and teaching combined do not exceed 80% of the total FTE assignment in order to ensure that tenure track faculty have an opportunity to make scholarly contributions to the academic missions of research and/or creative activities in accord with traditional job descriptions and job titles approved by the Office of the Provost for tenure track faculty. Significant service contributions to the department, college, or university may result in the allocation of release (from class or research) time.

Deciding the sufficiency of an active research and/or service and/or teaching agenda is the responsibility of the department head with input from the individual faculty member. The specific scholarly/creative achievement/outcome expectations during a specified period of time must be prescribed in the annual review. In situations where a faculty member is awarded external grant funds for research, or service or teaching/instruction, adjustments may be made in teaching and/or research and/or service responsibilities proportional to the level of funding received. In addition to the quantitative assessment of funding, faculty scholarly achievements and productivity in the form of published peer-reviewed research, the generation of intellectual property, and other types of creative activity may also be utilized as parameters for modifying the partitioning of faculty workload assignments within the academic missions of teaching/instruction and/or research and/or service.

Each year, during the annual review process, the department head will address each faculty member's teaching load relative to productivity in research and/or service activities, as well as the teaching needs of the department. A written record of this discussion should be made for subsequent reviews where an assessment again will be made of any differences between expectations and realizations.

Departments should reach an agreement with their deans on overall average teaching loads expected for their department, and the deans and the Provost should reach a similar agreement at the college level. Comparisons of workload data with peer institutions are desirable in establishing standards. In some cases, the development of 'departmental' peers may go beyond the MSU peer group to include institutions with programs that best compare with a department's particular program, goals and objectives.

REVIEW

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

REVIEWED:

<u>/s/ Peter L. Ryan</u> Associate Provost for Academic Affairs	<u>02/03/2020</u>
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<u>/s/ David R. Shaw</u> Provost and Executive Vice President	<u>02/06/2020</u>
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<u>/s/ Randolph F. Follett</u> President, Robert Holland Faculty Senate	<u>02/11/2020</u>
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<u>/s/ Timothy N. Chamblee</u> Assistant Vice President and Director Institutional Research and Effectiveness	<u>03/02/2020</u>
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<u>/s/ Joan Lucas</u> General Counsel	<u>03/03/2020</u>
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APPROVED:

<u>/s/ Mark Keenum</u> President	<u>03/06/2020</u>
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STUDENT AFFAIRS
UNIVERSITY RESOURCES

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

1. **AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar, and Visiting Executive Appointments**



**AOP 13.22: GUIDELINES FOR ADJUNCT FACULTY,
VISITING FACULTY, VISITING SCHOLAR AND
VISITING EXECUTIVE APPOINTMENTS**

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars/ Scientists and Visiting Executive Appointments.

POLICY/PROCEDURE

Utilization of talents and expertise of qualified people from external organizations greatly enhances the ability of a university to conduct its teaching, research and service missions. Access to highly qualified people who complement the skills of university faculty, staff and administrators is a cost- effective way of enhancing these missions. There are four types of external appointments: Adjunct Faculty, Visiting Faculty, Visiting Scholar/Scientist and Visiting Executives. All individuals invited to campus as a visitor or in any of the above capacities must abide by applicable university policies. Additionally, those individuals invited to campus by means of a formal external appointment to participate in and perform in research/scholarly activities at the university as a collaborator must have a written agreement in place.

Each initiating department, unit or college must have written guidelines for the appointment of Adjunct Faculty, Visiting Faculty, Visiting Scholars/ Scientists and Visiting Executives prior to engaging in such programs. ~~In addition to these general guidelines, the host unit must include in the written agreement with the individual any specific resources (e.g. office space, administrative staff support, etc.) the unit will provide and any expectations for the individual's activities and deliverables while in residence at MSU.~~

Adjunct Faculty appointments are awarded to individuals who do not currently hold a faculty

position in the department or unit, but who are qualified for an academic appointment and have the potential to contribute to the mission of the unit. These appointments may be external or internal to MSU. Adjunct faculty are not reflected in the budget of the appointing unit and may or may not be remunerated for services. Appointments are initiated at the department or unit level and submitted to the college dean for approval. There should be a fixed term of appointment of three years or less with the possibility for reappointment. If approved, the dean will inform the initiating department and the Provost of the appointment. The Provost will inform the Department of Human Resources Management. Adjunct faculty, unless otherwise employed in the university, are not employees and are not entitled to employee benefits; they may be provided access to university facilities, but this will depend upon circumstances related to the appointment and will be specified at the time of appointment. Responsibilities are usually less than those associated with a Visiting Faculty position.

Visiting Faculty are employed by the University as a means of accommodating a particular temporary need in instruction, research, or other professional activities of the unit in which they are appointed. Appointments are initiated at the department, unit, or college level where the person will teach, assist with the conduct of research, or provide a professional service and are submitted to the usual levels of approval for university employment. Such appointments are active for a specified period of time, not expected to exceed one year, and may not exceed a maximum cumulative appointment of two years.

Visiting Scholar/Scientists appointments are based upon an individual's possession of knowledge and experience in a given field considered complementary to the ongoing efforts of the unit. Appointments for Visiting Scholars/Scientists may be initiated by an academic department, college or other unit of the University. Approval of the appointment is required by the MSU collaborator, Department Head, Director (if applicable), Dean, and the appropriate Vice President. Requests must be justified on the basis to benefit MSU. The expected time of service ranges from two weeks to one year. An extension beyond one year must be approved by the Dean, Department Head, Director (if applicable), and appropriate Vice President, and will be granted only for compelling circumstances. Visiting Scholars/Scientists are not employees and are not entitled to employee benefits. A department may elect to provide a stipend to defray the cost associated with the Visiting Scholar/Scientist's collaboration with the University, but the Visiting Scholar/Scientist should not be paid as an intermittent worker. Appointments for Visiting Scholars/Scientists may be initiated by an academic department, college or other unit of the University. Approval of the appointment by the appropriate Vice President and, if applicable the initiating college Dean or unit Director is required; the appointment letter should specify the expected duration of participation by the Visiting Scholar/Scientist and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

Visiting Executive status is offered to individuals with exceptional leadership and management experience from education, government, business or industry whose appointment is considered beneficial to the University. Appointees are normally expected to serve for one year, but the appointment may be renewed by mutual agreement. Visiting executives are not employees and are not entitled to employee benefits, although arrangements may include limited funds for expenses such as travel, supplies, etc. Appointments may be initiated by an academic

department, college or other unit of the University. Approval of the appointment by the appropriate Vice President and, if applicable the initiating college Dean or unit Director is required; the appointment letter should specify the expected duration of participation by the Visiting Executive and other special conditions. Notification of the President is required. The title of the appointment may carry the identity of the sponsoring unit.

REVIEW

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

REVIEWED:

Executive Vice Provost for Academic Affairs

Provost and Executive Vice President

President, Robert Holland Faculty Senate

Interim Director
Institutional Research and Effectiveness

General Counsel

APPROVED:

President

ADJOURN