

ROBERT HOLLAND FACULTY SENATE AGENDA

September 11, 2020

1. Call to Order
2. [Adoption of Minutes, August 21, 2020](#)..... (p. 2)
3. Introduction of Guests
 - Dr. Mark Keenum, University President
 - Dr. David Shaw, Provost and Executive Vice President
 - Dr. Clifton Story, Executive Director, University Health Services
4. [Report of the Faculty Senate President](#)..... (p. 17)
5. [Report of the Faculty Senate Vice President](#)..... (p. 20)
6. Report from Faculty Senate Designates on University Committees
 - 6.1. [Report from Senator Yu: Instructional Technology Advisory Committee](#)..... (p. 21)
7. Business to be sent to Committee:
8. Standing Committee Reports:
 - 8.1. Academic Affairs
 - 8.2. Ancillary Affairs
 - 8.3. Charter & Bylaws
 - 8.4. Faculty Affairs
 - 8.5. Student Affairs
 - 8.6. University Resources
 - 8.6.1. [AOP 11.01 Shackouls Honors College](#)..... (p. 24)
9. Special Committee Reports
10. Pending Business
11. New Business
12. Adjourn



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of August 21, 2020

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Union Ballroom and via Webex at 2:00 p.m. on Friday, August 21, 2020.

Members absent and excused were: Darrin Dodds and Molly Zuckerman

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

President Robichaux-Davis asked for any corrections to the minutes of the April 17, 2020 meeting. Hearing no corrections, President Robichaux-Davis accepted the minutes as presented.

President Robichaux-Davis asked for any corrections to the minutes of the June 19, 2020 special session. Hearing no corrections, President Robichaux-Davis accepted the minutes as presented.

GUESTS

Dr. Mark Keenum, University President

Dr. Keenum opened by recognizing somebody we lost from the MSU family. He said he was saddened to hear that Dr. Wendy Herd passed away on August 11th after her long battle with cancer. Dr. Herd was an Associate Professor of English and represented the College of Arts & Sciences on the Robert Holland Faculty Senate for 6 years from 2013 to 2019. Throughout her difficult battle with cancer, Dr. Herd was always very much committed to her students and representing the interests of this body. In 2017, Dr. Herd was recognized by Mississippi Public Humanities as teacher of the year. Her research activities were very highly regarded. Dr. Keenum said one of her students commented "Dr. Herd is one of the best teachers I've ever had. She is passionate about the subject matter and cares about her students and their

success". Dr. Herd's energy and abilities will be greatly missed by this University. Dr. Keenum asked the senators to join him in a moment of silence to remember Dr. Wendy Herd.

Dr. Keenum said just before he came to this Faculty Senate meeting he was talking with Dr. LouAnn Woodward, the Vice Chancellor of the University of Mississippi Medical Center. He said she is a very dear personal friend of his. She is not only the first female leader of the Medical School, but she is the first Bulldog leader of the Medical School as well. Dr. Keenum said Dr. Woodward shared with him a newspaper clipping from 1918 when the Spanish flu was affecting the world. The influenza outbreak affected half a billion people around the world and cost the lives of more than 50 million. The newspaper article is titled *Do's and Don't's for Influenza Prevention*. Dr. Keenum read some of the instructions listed in the article including: "Wear a mask", "Wash your hands before each meal", "Avoid crowds. You can get the influenza only by being near someone who is infected", "Do not neglect your mask", "Do not disregard the advice of a specialist just because you do not understand", and "Do not disregard the rights of a community – obey cheerfully the rules issued by authorities". Dr. Woodward pointed out how little has changed in the prevention of infection and how predictable human nature is.

Dr. Keenum said we have come a long way since this all began. During the week of spring break, he was in Nashville to attend a meeting of the SEC Presidents and Chancellors. The meeting was cancelled, but many of the participants had already arrived and met to discuss the SEC Men's Basketball Tournament which had just begun that night. It was decided to continue the tournament without fans in attendance. Dr. Keenum said he returned to Starkville early the next morning to meet with the Covid-19 Task Force for their first meeting as a group. While driving back to Starkville a phone conference was held with the SEC Presidents and Chancellors and it was decided to cancel the Men's Basketball Tournament. On a separate conference call during this trip, the IHL Commissioner and the IHL Executive Officers agreed to extend spring break and prepare for the possibility that instruction would have to be shifted to online only. Dr. Keenum said from the first day it was an inclusive process including administration and faculty, staff, and student leadership. He said it was a challenge to make the difficult decisions that had to be made and he leaned heavily on the Covid-19 group to make those decisions. The past 5 ½ months have been the most challenging, difficult, and stressful times of his life. He said he recognized early that he was not smart enough or capable of making all of these decisions on his own or with a small group of people. It has to be an inclusive effort and Faculty Senate is a vital component. Dr. Keenum thanked all faculty for their can-do attitude and willingness to address the needs of the students. Dr. Keenum said thank you for doing what you had to do to get us through the spring semester.

The summer semester was held exclusively online. Dr. Keenum said he thought the summer semester would not have good enrollment, but it actually had a record enrollment for a summer semester. He thanked the faculty for offering courses we previously did not offer during the summer semester. He said he believed this had a big impact on the summer enrollment numbers.

We are at the end of our first week of school. There have been some bumps in the road but we are operating. We built a comprehensive plan to operate this semester with the input from faculty, staff and students. Dr. Keenum thanked Dr. Randy Follett and Ms. Mary Ann Jones for their invaluable input into the process. There was a seamless transition of leadership to the current President and Vice President of Faculty Senate, Dr. Rebecca Robichaux-Davis and Dr. Jason Barrett. They have continued to provide invaluable guidance to the administration. Dr. Keenum said he has been in touch with all local and state officials since the pandemic began. Dr. Shaw chairs the Safer Return Task Force for IHL and Dr. Regina Hyatt also serves on this committee. There were many Town Hall meetings held with administration and faculty, staff, and students. Dr. Keenum said he wants to be very transparent particularly when he is communicating with faculty. He said he is prepared to answer questions and find the answers if he does not know them. Dr. Keenum said he wants to be open and communitive to all who are involved on this campus. Dr. Keenum said he was pleased we had the participation we did for the Town Hall meetings. He said he values the input, both positive and negative. Dr. Keenum said he has faith in our plan because he has faith in the faculty, staff, and students. He said as good as our plan is, there is no perfect plan. We must be as prepared as we can to face the unknown as it occurs. We can only accomplish this by working together. Dr. Keenum said he intends to move forward in a very collegial and inclusive manner. He said he is grateful for all of the support and wise counsel that comes from the Faculty Senate.

Dr. Keenum said during the last legislative session, he testified before both the House and Senate budget committees justifying why higher education should receive an increase in the budget for the next fiscal year. This was before March when the pandemic hit. Since the pandemic's arrival, our state and national economies plummeted due to the shut-down. The over \$200 million surplus through the first three quarters of the fiscal year evaporated during the month of April. The legislature reconvened in June and stayed into July. Dr. Keenum said in all of his time working with the legislature on budgetary matters, he never thought he would be as happy as he is with a budget cut. The E&G budget was cut by 2.6%. On average, campus received a 3% cut. The Extension Service received a minimal cut of .5%. Dr. Keenum said it looked like the cut would be double this amount or more at one time. The bond bill this year was great, and we received everything we asked for. Included in this bill was the final \$10 million needed for the new Kinesiology building and \$8 million for the renovation of Ballew Hall. Just before the session ended, we were also approved for a \$30 million allocation of funding for a new computing center which will be located adjacent to the High Performance Computing Collaboratory. We currently have the 4th fastest supercomputer in academia in the nation. The new facility will help us to become one of the most powerful supercomputing centers in the world. Due to Covid-19, we also received two rounds of federal funding. This totaled roughly \$21 million to help us deal with Covid-19 related expenses.

Dr. Keenum said in the midst of all of this going on, we were able to retire our state flag. He said he is thrilled that this happened. He said he is proud of this University and the role the

people here played in making this happen. He said he is also proud of how the Starkville and MSU community came together to have a peaceful march against racial injustice.

Dr. Keenum said as we finished FY20, April was a terrible month for state revenues. May was also negative. June revenue showed an increase. As bad as the economy was, the state finished FY20 with a \$48.1 million surplus. So far this year, the month of July had a \$46.6 million surplus over estimates. He mentioned that this surplus is only possible due to the reopening of businesses. He also stressed that we must figure out how to live with this virus as we move forward, and await a final solution to this pandemic.

Dr. Keenum said despite the challenges and issues we are facing, we have a lot of positive momentum for this University. He said the numbers are not official yet, but enrollment for this fall looks like it will be another record enrollment making this the 6th year we have seen record enrollment. Dr. Keenum said students want to be at this University due to the atmosphere and the quality of education. The excitement he experienced on move-in days was greater than previous semesters. Graduate enrollment has been falling but it is way up this semester. The Meridian campus is also seeing growth. The Bachelor of Applied Science program was rolled out in the spring. Dr. Keenum thanked the faculty for working to create this program which provides a pathway for young people and working adults to continue their education and advance themselves in their lives. We are seeing a huge demand for this program. Dr. Keenum said he has signed partnerships with 14 of the 15 in-state community colleges and 1 out-of-state community college in Alabama for the new BAS program. We are currently working on a partnership with the Community College of the Air Force. They are interested in our Cyber Security and Meteorology programs.

Dr. Keenum said he has been all over campus meeting with student groups, the class that is meeting in Humphrey Coliseum, the Maroon Band, and the football team. He said he also met with his in-person class that he teaches every year. Dr. Keenum said he enjoys being in the classroom with these young people. He said it is rewarding to him as he is sure it is for all faculty. He said this is what we are about, to educate, advise, and mentor the students who have been put in our charge. Dr. Keenum said he knows it is challenging for everyone, but we have a job to do. We have to serve the mission of this University and the important role we play as the leading land-grant university in the state. We have to teach our students, keep the quarter of a billion dollar research enterprise working, and serve the citizens of the state with all of our locations throughout the state. Dr. Keenum said he intends to do all that he can with the collective support of the campus to keep this University focused and serving the citizens of Mississippi. No employee of this University missed a paycheck or got furloughed. Dr. Keenum said he does not have plans to do this in the future, either. We have a beautiful campus, but a university is only as good as its people. We are blessed to have wonderful people at Mississippi State University. Dr. Keenum pledged to do everything in his power to protect the people who make this University great. If we are going to get through this, we must continue working together. Dr. Keenum said he has leaned on the Robert Holland Faculty Senate on countless

occasions during some really dark times and they have always been there, steadfast, to help guide this institution. He said when he welcomed the new faculty this semester, he told them shared governance is vibrant on this campus and is not just a term we use, but a term we live by. Dr. Keenum said he desperately needs this organization's input and guidance. He said he relies heavily on Faculty Senate leadership to provide the cabinet counsel on how to manage and operate this University in good times and bad. Dr. Keenum said he does not know what the future holds, but we have to take it one day at a time. The only chance we have to make it through is for everyone to collectively do their part and respect one another. Dr. Keenum concluded his remarks, and Dr. Robichaux-Davis opened the floor for questions.

Senator Williams said while he is not necessarily in agreement with all of the decisions which have been made, he is very thankful to the administration for protecting the jobs of all MSU employees.

Senator Pelaez asked how the University is dealing with the lack of information due to the reported case numbers being solely from the tests performed at the Longest Student Health Center and not incorporating tests performed off campus. Dr. Keenum said the current plan is to do a weekly update on testing performed on campus. The numbers over the last two weeks are 101 students in quarantine and 48 of them are in our quarantine facilities. The total number of positive students is 53 with 10 currently in our quarantine facilities. One employee has tested positive over the last two weeks. Each week these numbers will be updated. Dr. Keenum said he has been in regular contact with the leadership of the other SEC member institutions to discuss the plans for each institution. The number of quarantine spaces we have available is more than the average SEC institution adjusted for enrollment. We also have contingency plans in place if our current facilities become full.

Senator Williams asked if the numbers Dr. Keenum provided are just for results from the Longest Student Health Center. Dr. Keenum replied all students are being asked to report positive results to the Longest Student Health Center if tested off campus. We want to know of all students who test positive for the virus. Dr. Keenum said students can get tested with the rapid test for free. The Health Center has the Sophia machine which performs an antigen test and provides results in less than 1 hour. The Veterinary School has just been certified by the Mississippi Department of Health to provide test analysis. This will allow them to process the PCR tests sampled by the Health Center.

Senator Williams asked how quarantined students in our facilities are getting access to things such as food. Dr. Keenum replied there are staff in the facilities who accommodate the student's needs. He said there is a form the students fill out for food requests and these requests are honored as best we can. There is someone available 24/7 to assist quarantined students with their needs.

Senator Pelaez said the act of an infected student traveling home breaks the quarantine guidelines and exposes their families. Dr. Keenum said we are doing what we can. He said if

we tried to do something like threatening to suspend students, it would be challenged in court. He said he is holding them on their honor and is hopeful their parents are making sure they are limiting the spread of the virus. Senator Pelaez said the communication to students should be very clear on what quarantining means. Dr. Keenum said it is explained to the students and their families what is expected of them if they are required to quarantine.

Senator Freeman asked if there is a number of positive cases which will trigger the move to an all virtual delivery of classes. Dr. Keenum replied he spoke with Dr. Dobbs and Dr. Byers about a threshold number. We do not have a number. We know that we need to be able to manage cases. Dr. Shaw is our liaison with Oktibbeha County Hospital and the other hospitals in the area. He is monitoring the numbers at these facilities and is in regular communication with the leaders of these facilities to make sure we are not going to overwhelm the system. Dr. Keenum said if there is any indication of this possibility, all of the leadership will meet and discuss the next step. The quarantine capacity and impact in the community are also being carefully monitored.

Dr. David Shaw, Provost and Executive Vice President

Dr. Shaw began by updating the senators on the various task forces currently operating. He said he received the recommendation from the BAS Implementation Task Force. He said he has not had time to review the report yet. There are currently over 60 students enrolled in this program. Even though this launched in the spring, we had our first graduate from the BAS program this summer. There are over 30 concentration areas for this degree program.

The Clinical/Instructional Faculty Task Force did a great job and their findings will be considered later in this meeting. Dr. Shaw said he is really anxious to see this move forward. He encouraged the Senate committee considering this item to move forward in a timely manner. He said once the Faculty Senate has reviewed the recommendations it will be sent to the Associate Deans Council, the Deans Council, and ultimately a vote of the faculty to make the necessary changes to the Faculty Handbook. Dr. Shaw said he would like to see this process completed by the end of the academic year.

The Evaluation of Teaching Task Force was hijacked a bit by Covid-19. They will hopefully produce a report sometime this fall semester.

The Faculty Performance Evaluation Task Force has also been sidetracked by the pandemic and are looking to continue their deliberations this fall.

The Grad School Task Force has had some interim steps enacted already. They will continue to work this fall and hopefully be able to provide more recommendations before the end of the semester.

The Online Education Task Force has been working all summer and is probably the task force with the most work to do. This group is trying to figure out how we can enhance our online

education programs, harmonization between online and campus programs, and taking a unified approach to the fee structures of the programs. The task force is hoping to submit recommendations in the coming weeks.

The Open Educational Resources Task Force is being chaired by Ms. Mary Ann Jones and is considering the use of open resources on our campus. The goal is to make educational resources more affordable and readily available to our students while staying at the cutting edge of technology and educational opportunities.

The Recruiting Task Force is chaired by John Dickerson and they are working with a consulting firm to establish a recruiting plan for our university.

The Student Success Task Force has been stalled due to additional responsibilities Dr. Regina Hyatt, the committee chair, has been working through due to the pandemic.

Dr. Shaw said the grand opening was held for the partnership school. Every 6th and 7th grade student in the Starkville-Oktibbeha School District will attend the partnership school. There are 6 classrooms primarily, but not exclusively, for our College of Education students. Dr. Shaw said he is proud of what this institution is doing in terms of partnering with our local education system and the caliber of students we will be turning out due to their experiences in this school.

The Rula building is nearing completion. It will hopefully be available by the end of the year. The music building is currently under construction and will hopefully be complete by the end of next year. The planning will begin for the new Kinesiology building this fall. This building will be located adjacent to the Sanderson Center. The parking garage under construction across from the Sanderson Center will have roughly 600 spaces and should be available for the spring semester. The construction on Stone Boulevard is for a new parking lot and a new road to Morgan Ave. The intersection with Blackjack Road will be reconfigured as part of the county's road improvement project. There will also be a new perimeter road connecting Blackjack Road and Lee Boulevard. The new Poultry Science building is complete except for landscaping. The grand opening for this building should be held sometime in October.

Dr. Shaw said he wanted to echo Dr. Keenum's earlier statement and say that he is very appreciative for the feedback that has been received regarding how to move forward during the pandemic.

Senator Bora asked for information to provide to faculty and prospective students with regard to the BAS degree offerings. Dr. Shaw said Dr. Peter Ryan is serving as a coordinator for the program. Additionally, there is a website which contains a good amount of information on the degree program. Dr. Shaw said if there are additional questions which are not addressed by these sources, please reach out to him and he will provide the answers.

Senator Pelaez asked if faculty representation has been increased on the Covid-19 committee. Dr. Shaw said there are 2 Covid-19 committees. The original Covid-19 working group consists of roughly 35 people and they meet every other week. This group was originally meeting weekly

to try to figure out how to move forward. In order to address the difficulties of assembling 35 people for a weekly meeting, the second condensed Covid-19 group was formed. This group consists of 12 people including the 6 Vice Presidents, the President of Faculty Senate, the President of the Student Association, our Emergency Manager, the Head of the Longest Student Health Center, the Head of Human Resources, and our Chief Legal Counsel. Dr. Shaw said the Faculty Senate President has been charged with making sure that she is very strongly representing faculty interests. The results of this smaller group are shared with the larger group for discussion. Senator Pelaez said teaching faculty should be involved in these discussions because they understand when a plan can be very disruptive in pedagogical terms. She said she feels there should be more teaching faculty on the Covid-19 Task Force. Dr. Shaw said he understands where Senator Pelaez is coming from. He said President Robichaux-Davis does a wonderful job of representing teaching faculty on the Task Force, never hesitates to say what she thinks, and is very much willing to differ in opinion.

Senator Yu asked if student evaluations of teaching could be made optional for annual reviews and the promotion and tenure process for those faculty who have concerns about the results due to the pandemic. Dr. Shaw said he has had a number of conversations with the deans on this topic. He said he will be meeting with all of the department heads this afternoon and this is a regular topic of conversation. He said he believes there will need to be conversations with the departmental and college P&T committees about this as well. The P&T committees need to have the best understanding of the ramifications of the pandemic. Dr. Shaw said he and Dr. Keenum have made the absolute commitment to faculty that they will understand that this has been a disruption to the lives of our faculty members. He said this applies whether it is teaching evaluation, pauses in research, or challenges in faculty's personal lives. This was the impetus for granting an automatic one-year extension for any faculty member who wishes to extend their tenure clock.

Graduate Student Association President, Meredith Brock, asked about student representation on the Covid-19 Task Force. Dr. Shaw replied the Student Association President is a member of the smaller Covid-19 Task Force. He said they have not had Graduate Student Association representation on the committees and this is an oversight which can be easily corrected.

Senator Tagert thanked Dr. Shaw for his efforts on the partnership school. Dr. Shaw said it has been a labor of love from his standpoint. He said when he looks back on all of the things that he has been involved in at MSU, there is nothing he is more proud of than the partnership school.

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 committee 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
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.

Senator Tagert asked if the Undergraduate Research Symposium would be held this fall. Vice President Barrett replied he did not know if something would be held in the fall but he would inquire about it and report back.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

Report from Senator Yu,
Instructional Technology Advisory Committee (ITAC)

- 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.

Senator Yu said the committee met again yesterday. ADA compliance and the identification of classrooms on the Meridian campus were discussed. The Meridian campus was contacted to determine if there are additional classrooms which need to be added to the list. She said she would report the outcome of these inquiries at the next meeting.

BUSINESS TO BE SENT TO COMMITTEES

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

Secretary Follett made a motion to send the items to their indicated committees. Senator Williams seconded the motion.

The motion to send the items to their indicated committees passed by unanimous electronic vote.

STANDING COMMITTEE REPORTS

Academic Affairs

No Report

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

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

Senator Gregory said the Diversity Council has not met in the last 2 years. She said she is very concerned, especially given the recent events, that this body is not meeting. She suggested Faculty Senate invite Ra'Sheda Boddie-Forbes to speak at the next meeting. President Robichaux-Davis said she would reach out to Ms. Forbes to see if a meeting of the committee will be scheduled and if she could attend a future Faculty Senate meeting.

Senator Gude asked for more information about the two task forces dealing with teaching evaluation. President Robichaux-Davis said the Evaluation of Teaching Task Force is looking at completely reworking the evaluation instrument and changing the title of the instrument. Secretary Follett said the Faculty Performance Evaluation Task Force is looking at annual evaluations and trying to develop a comprehensive universal form. He said some items of the new form will not be applicable to all faculty. These items would simply be omitted if they do not apply. This task force is hoping to have a final report in the next month or two.

Senator Memili said he has noticed there is not adequate outdoor seating for faculty, staff, and students. He suggested that a survey be conducted to identify how MSU can adapt to the new normal to promote sustainability and more of a sense of community during this time. President Robichaux-Davis asked for the senators to provide any ideas they have about how to promote the sense of community on campus.

Senator Gude asked when the Evaluation of Teaching Task Force would have a final report. President Robichaux-Davis replied she was not certain when the task force would have a final report, but she is hopeful they could have something in the coming months.

Secretary Follett made a motion to adjourn. Senator Tagert seconded the motion. The motion to adjourn passed by unanimous electronic vote.

President Robichaux-Davis closed the August 2020 meeting of the Robert Holland Faculty Senate at 4:13 p.m.

Submitted for correction and approval.

Randy Follett, Secretary

Jason Cory, Administrative Assistant II

INTRODUCTION OF GUESTS

Dr. Mark Keenum, University President
Dr. David Shaw, Provost and Executive Vice President
Dr. Clifton Story, Executive Director, University Health Services

REPORT OF THE FACULTY SENATE PRESIDENT

Given that our last Senate meeting was a little over two weeks ago, I have not attended as many meetings of university standing committees as I will in a full month, although my COVID-19 meetings and discussions continue to take priority. I remain impressed by the thoroughness of the COVID-19 Task Force when considering issues and policies. We are fortunate to have a President and group of Vice-Presidents who take the time to extensively gather and read reports and information with evidence for best practices while also considering the views and issues brought forward by the faculty, staff, and student body before making decisions for MSU. It is certainly a team effort and I assure you it is always with the best interests of the university community in mind.

Speaking of a team effort, Jason Cory has set up a “Microsoft Teams Team” for each of the Standing Committees of the Faculty Senate. This is only to assist and facilitate committees with meeting and communicating easily. However, it is not required if committee chairs have established other means of conducting the business of their committees. It is a nice venue, though, which allows video conferencing, instant messaging, as well as storage of committee documents and meeting agendas, etc.

Please save the date for the Fall 2020 General Faculty Meeting which will be held on September 22nd at 3:00 pm in the Hunter Henry Center in the Parker Ballroom. The meeting will be live streamed as always for those who are not on campus or do not wish to attend in person.

Since our last meeting, additional tables and chairs have been ordered to provide more seating in outdoor spaces. Hopefully, this will allow more faculty to meet one on one or with small groups of students outdoors. As of this time, I do not know where these new tables and chairs will be located, but I do know the plan is to disperse them around campus.

“Winter-mester” will be held from Dec. 1st through Jan 4th. All courses will be online, with synchronous or asynchronous delivery at the discretion of the instructor. The pay structure will be like Summer course offerings. Please notify your department chair if you would like to teach a course during Winter-mester as soon as you are able so that it can be included in the Winter-mester schedule. It is my understanding that when students register for Spring classes, they will be able to register for Winter-mester courses at that time.

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
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 will meet on September 9th.

COVID-19 Future Planning Task Force – Since the last meeting of the RH Faculty Senate, our discussions have focused primarily on Mental Health, Wellness and Morale of the Faculty and Staff, the consequences for students who violate the Code of Student Conduct as it pertains to COVID-19, plans for Spring 2021, and the creation of a new Dashboard for COVID-19 information. This new Dashboard will present data in a line graph format, including a 7-day rolling average of positive cases, so that trends can be followed. As a result of these discussions, the faculty and staff have been provided lots of resources concerning mental health via email. Students have been made aware that violation of the COVID-19 policies have serious consequences including dismissal from MSU. As of now, the Spring 2021 semester start date has not been changed. Information about decision triggers for scaling back campus activities is now available at <https://www.msstate.edu/covid19/return-plan/health-safety#cleaning-signage-travel-campus>. It is part of the “Health & Safety Return Plan” which is added to frequently and in a direct link on the COVID-19 webpage. Additional information from our meetings is provided through the Provost’s weekly updates, as well as other email correspondence from the Office of the Provost and the Division of Student Affairs. If you have any feedback and/or thoughts regarding our current COVID-19 situation or plans for next

semester, 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 Council – This council will be meeting later this month.

Executive Council – The Executive Council met on August 24th. At this meeting, Vice-President Don Zant brought forward a proposal to name a conference room on the fifth floor of McArthur for Lewis F. Mallory, Sr. Mr. Mallory was a 1934 graduate of Mississippi State University and later returned to MSU as the comptroller and subsequently Vice President for Business Affairs. Mr. Zant's proposal was unanimously supported. Additionally, AOP 13.22, *Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars, and Visiting Executive Appointments*, AOP 10.02, *Academic Administrators and Directors*, AOP 13.05, *Faculty Grievance Procedures*, AOP 12.07, *Student Honor Code Policy*, and AOP 13.14, *Grade Appeal and Academic Review Board*, were all passed. It was noted by Dr. Shaw that the work that preceded the passing of AOPs 10.02 and 13.05 truly represents what shared governance means as those have been in the process for up to six years. Updated OPs were also passed (OP 01.10, *Information Security Policy*, OP 01.16, *Provision of Information Technology Resources*, OP 01.22, *Use of Voice Mail*, and OP 01.25, *Privacy of Electronic Information*).

Executive Enrollment Management Committee – This committee met on August 18, 2020. Enrollment updates were given which indicated that overall, our enrollment was higher than ever. On the tenth day of classes, we received updated enrollment data which indicated that our enrollment for Fall 2020 was 23,269, which is 797 students (3.4% increase) higher than the tenth class day of Fall 2019. Our first-time first-year student enrollment is at 3,279 students which is 278 students lower than a year ago. However, our first-time transfer students and our first-time graduate students are up by 80 and 331, respectively. Additional information about our enrollment data can be found at <https://ir.msstate.edu/research/unofficial.php>. Enrollment in online education programs as well as at the Meridian campus are also up this year.

Game Day and Special Events – This committee met on August 21st and September 2nd. For the 2020 football season, the stadium will have at most 25% capacity. We are following the guidelines of the CDC, the Mississippi State Department of Health and the SEC's guide for health and safety measures. This includes enhanced cleaning and sanitation. Face coverings will be required for all stadium workers and athletic department staff at all times. Guests will be required to wear face coverings when entering and exiting the stadium, moving throughout the stadium and whenever social distancing cannot be maintained. We will have cashless payments for any purchases and use mobile ticketing. The layouts of the restrooms will be modified to include one-way traffic flow and there will be queued lines at gates, concession stands and merchandise locations. There will be no tailgating or Dawg Walk. Ticket plans will be released at a later date. Parking will open 3.5 hours before kickoff. Stadium gates will open 2.25 hours prior to game time with maps and diagrams on each mobile ticket. Clear bag policies and metal detectors will be in place as before. Concession stands will have physical barriers to promote physical distancing and alcohol sales will be in compliance with MS Senate Bill 2253. The 2020

Fan Guide will be scaled down with only a few hundred printed and primarily distributed electronically. RV Parking will be consolidated to two lots near the Hump (Lots 26 and 38). RV passes will be issued for the season. Dr. Looney from the Longest Student Health Center joined the committee as the Game Day Committee Liaison/Safety Officer.

Information Technology Council –This council met on September 1st. Currently, there are over 5,500 Everbridge app users, but the app is not currently doing what we paid for in terms of contact tracing so we are in discussions with them about this. More information will be forthcoming. In Mid-September, WebEx will be releasing more resources to include break-out rooms. There is still no “hard-mute” button available to instructors, but this may be available with the October update. Currently, there are 154 ITS-supported lecterns in classrooms, as well as 14 non-traditional classroom spaces that are ITS-supported. We will be moving towards using many more E-forms with the goal of being paperless eventually due to concerns of COVID-19 and forms being passed around for actual hard-copy signatures. Currently, paper forms are being replaced with E-forms because routing for these already exists. The DawgTech Connect initiative which utilized student volunteers to assist faculty in using new technology in their classrooms was a huge success for all involved. A couple of DawgTech Connect volunteers continue to provide service as student workers for ITS.

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

Parking and Traffic Regulations Committee – This committee met on August 27th. The painted arrows at the intersection of Morrill and President’s Circle are being studied. The left lane is the “straight ahead” arrow and the right lane is a right-turn only- lane. The study will determine if these arrows/lanes should remain as such or change. Additional signage to warn drivers of the lanes will be added. Ruby Lane parking issues were discussed; currently, there is no parking along Hurst Lane and Ruby Lane. Staff are illegally parking there although there is a nearby service parking lot available. Additional striping will be added on those roads. Rice Hall Parking will change from “Resident South” to “Staff” to accommodate the need for additional staff parking. The Zacharias Village parking lot will be changed from “Resident North” to “Any Valid Permit”. There have not been any traffic issues so far this semester, due to COVID-19 and fewer on-campus courses be offered.

Sustainability Committee - This committee will meet on September 30th.

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council –

September Meeting

- Scheduled for September 17th

Committee on Campus Access –

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

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.

Master Plan Development and Advisory Committee –

There were no agenda items for a September meeting, so no meeting was held. 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

Senator Yu: Report from
Instructional Technology Advisory Committee (ITAC)

Meeting Summary

- The Committee met on 8/6; 8/13; 8/20; 8/27, Thursday, consecutively, at 9:00 AM, chaired by Dr. Michael Seymour, Acting Director of Center for Teaching and Learning.
- Issues discussed:
 - The Committee is tasked with identifying 100 rooms for a classroom technology upgrade. Some rooms may have existing equipment that will be replaced.
 - In these meetings, mainly discussed the equipment that would be included. The Committee took time to review a prototype and advocate for other equipment.

- There was some discussion of adding a document camera and the need for quality audio equipment in some rooms like seminar spaces.
- It was agreed that one of the benefits of these upgrades is the consistency that will occur from room to room which will help faculty and with support.
- The Deans and others have been made aware of this process, but it's very important that each representative work to involve the group they represent. The goal is to have this equipment in place in time for the spring.
- Mr. Steve Parrott provided a definition of the Level 2 and Level 1 classrooms as there was some confusion about that. The Level 2 classrooms are separate from this and many of them are being upgraded already for the fall.

Level-1 Classroom

- Laser (bulbless) projector or flat panel on wall depending on size of the room
- Input panel on the wall consisting of an input (depending on age of room, can be HDMI, DVI and/or VGA port)
- Wireless connection ability for laptop or portable device
- Small amplifier and speakers for enhancing PC/laptop sound
- Lightweight integrated control system to remove need for remotes
- All components, sans projector and speakers, are installed in-wall and above ceiling with no lectern provided.

Level-2 Classroom

- Laser (bulbless) projector sized appropriately for room size and ambient light
- Projector screen - typically motorized unless very tight budget
- Custom designed and built double bay lectern to hold components
- High Definition A/V media switcher with integrated microphone mixer
- High Definition document camera with 14X optical and 2X digital zoom
- Dell Optiplex PC with Core i7 processor, 16GB RAM and 256GB SSD
- Ultra-High Definition (UHD) Blu-ray disk player
- Front panel HDMI and VGA input port for laptop with 3.5mm (headphone) jack for optional laptop sound input
- Lectern mounted monitor for local feedback of displayed content
- Wireless connection ability for laptop or portable device
- Touch panel graphical integrated control system to provide control for devices without using remotes
- In-house designed and built security system to protect components

All components included in both levels strive toward an overall robust design to enhance longevity for components in typically harsh environments. Included A/V

components are rack mounted to be accessible in an otherwise closed and secured lectern and to protect from damage and modification of the system. This robust and protected design has also allowed a smaller support footprint than would normally be necessary. Two guiding principles in the design of the system are that no components are provided that can "walk away" and no components are provided that require the use of batteries (remote controls).

The components listed above constitute a pre-COVID design focused on enhancing face-to-face lecture delivery. A post-COVID design requires at a minimum to add a PC where one would otherwise not be included, and PTZ cameras to capture and store the lecturer via Webex. A level 2+ room is suited to adding these additional components with minimal extra supporting equipment. Since a Level 1 classroom has been designed with a minimalist approach, adding the ability to capture a lecture requires adding more equipment than can be easily contained in a wall. A lectern would need to be added to this system to allow for the storage of a PC and other A/V equipment. In addition, several components will need to be added to support the acquisition of the A/V sources to be captured while still being available for presentation locally.

- After discussion, approx. 82 rooms were nominated and made the recommendations to the Provost.

BUSINESS TO BE SENT TO COMMITTEE

STANDING COMMITTEE REPORTS

ACADEMIC AFFAIRS

ANCILLARY AFFAIRS

CHARTER & BYLAWS

FACULTY AFFAIRS

STUDENT AFFAIRS

UNIVERSITY RESOURCES

1. AOP 11.01 Shackouls Honor College

Report to the Robert Holland Faculty Senate

University Resources Committee

Report on AOP 11.01 (Shackouls Honors College)

September 11, 2020

Background

The University Resources Committee was assigned AOP 11.01 for review at the August 2020 meeting of the Faculty Senate. We received the policy with changes having been made to the final two sentences of the procedure (see attached).

Upon reviewing the policy, our committee made changes to help tighten up the language. The policy formerly read as:

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.

Our suggested changes:

For many courses both required and elective, Honors sections have been established. These Honors courses and seminars are limited enrollment sections in addition to the sections of regular departmental courses taught by designated faculty members.

Recommendation

We recommend that the senate approve the changes to AOP 11.01 described above.

Committee Members: Kent Marett (Chair), Thu Dinh, Sol Pelaez, Rosangela Sebba, Beth Stokes, Mary Love Tagert, Brad Trinkle, Molly Zuckerman



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 Honors courses and seminars are limited enrollment sections in addition to the sections of regular departmental courses 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 courses, 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).

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

General Counsel

Date

APPROVED:

President

Date

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

ADJOURN