

## **ROBERT HOLLAND FACULTY SENATE UNCORRECTED MINUTES OF APRIL 12, 2013**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Grisham Room of Mitchell Memorial Library at 2:00 p.m. on Friday, April 12, 2013.

Members absent and excused were: Ioana Baniscescu, Michael Brashier, Sylvia Byrd, Sandra Eksioglu, Laurie Grace, Lelia Kelly, Dasha Radin, Juan Silva, Cyprianna Swiderski, Chip Wade, and Dwayne Wise.

The meeting was called to order by the Senate President, Meghan Millea.

She welcomed the new senators and newly re-elected senators – Noel Addy, Jerrold Belant, Matt Boggan, Stan Bullington, Cody Coyne, Laurie Grace, Wendy Herd, Missy Hopper, Rogelio Luck, James Martin, Rachel McCann, Dasha Radin, John Michael Riley, Chip Wade, and Kevin Williams.

The minutes of the March meeting were approved after the addition by Senator Nagel in the discussion with Dr. Bohach that equitable faculty salaries are a goal for the division of agriculture. Senator Rude made a motion to accept the minutes as corrected. The motion was seconded by Senator Cox. The motion passed by voice vote.

### **GUESTS**

#### **DR. MARK KEENUM, PRESIDENT**

President Keenum said that the state economy is up about 3% compared to this point last year. He added that the legislature put \$300 million in a rainy day fund and will likely add to that fund before the end of the fiscal year. Reports say that the Mississippi economy is back to 99% of where it was before the recession. President Keenum anticipates slow growth. National economy is growing by 2% due to sequestration and loss of payroll tax cut.

President Keenum said that for the first time in five legislative cycles, IHL has not had a cut. In addition, the legislative budget has provided the mandated PERS funding to IHL institutions. The IHL Board of Trustees has hired a company to help provide a new funding formula that will allocate funding fairly to all 8 institutions. MSU has received a bond bill of \$17.5 million. Plans include a renovation of the YMCA building and an expansion of Mitchell Memorial Library and a new meats processing lab near the Wise Center. A three year bonding authority plan has been developed which includes funding for a new science lab and a new animal and poultry science center.

President Keenum said that MSU is reported to have had the 9<sup>th</sup> lowest tuition increase in the last 5 years in the nation. He commented that it is a testament to faculty doing more with less while preserving quality education.

He thanked each senator for representing their peers on the senate especially for the work in updating the faculty handbook; refining the promotion and tenure components of the handbook; and participating in dialogue about non-tenure track faculty job security. He said that his door is open to senate leadership and any faculty. He added a comment of appreciation for the recently held Faculty Senate Roundtable which was on the topic of leadership.

Senator McCann asked if bond bills were always used for capital improvements. President Keenum confirmed that they are used for infrastructure issues and added that an additional appropriation of \$2.2 million was earmarked to MSU for basic renovation and repairs on campus.

Senate President Millea asked when the ground breaking of the new classroom building will occur. President Keenum said that it will begin by the time faculty and students return in the fall. It will be located behind the YMCA. The same architect will be used for the YMCA renovation to tie the two together.

Senator Nagel said the Division of Agriculture received a 5% increase in funding from the legislature, but administrators have been noncommittal in talking about using those funds for salary compression. President Keenum said that there is a plan for that funding. He added that he would like to continue looking at salaries and that it is a high priority for the administration.

President Keenum thanked Senate President Millea for her leadership and presented her with an inscribed cowbell.

### **DR. JEROME A. GILBERT, PROVOST AND EXECUTIVE VICE PRESIDENT**

Provost Gilbert gave updates on a variety of issues:

- Dr. Jim Newman has been selected as the MSU representative for the SEC faculty member of the year.
- He thanked everyone for participating in the academic insight programs this semester.
- Plans are being made for the second full professor salary compression adjustment.
- The Quality Enhancement Plan is continuing to gain momentum. It will be submitted next month to SACS.
- Progress on searches – Steve Taylor has been named the Director for the Center of Distance Education. The Arts and Sciences Dean's search is wrapping up. Candidates have been identified for the Dean of the Graduate School. The Dean of Engineering interviews will be scheduled before the end of the semester.
- He is planning a 3<sup>rd</sup> year review of administrators in the fall. It will be a centralized electronic version coordinated through ITS. He is hoping for 100% participation to help improve leadership of the university.
- He has been conducting and will continue to conduct department head meetings to talk about leadership and improvement in faculty interaction.
- He has also recently talked with the women's leadership group.

Senator McCann asked if department heads had any formal leadership training. Provost Gilbert said that Dr. Hodges recently started a formal training focusing on policies, but the meetings he has had with them this semester have been more philosophical in nature.

Senator Nagel commented that the International Institute is 75% self-funded. Provost Gilbert agreed and said that Dr. Mikel is currently in Iraq to recruit doctoral students that will be fully funded by their government.

Provost Gilbert announced that the Maroon Edition book for next year is *A Physics for Future Presidents*.

## **DR. JIMMY ABRAHAM, ASSOCIATE VICE PRESIDENT AND EXECUTIVE DIRECTOR OF ALUMNI ACTIVITIES**

Dr. Abraham said that MSU has the largest alumni association in the state of Mississippi. There are a total of ninety-five alumni chapters one of which in Seoul, South Korea; forty of which provide scholarships for incoming students and a number host send-off parties for students enrolling in school. The Alumni Association hosts an alumni tent for football games and MSU's birthday party on February 28<sup>th</sup> each year. They sponsor Bulldog Bash, The Drill, three faculty awards, Staff Appreciation Day, and a radio booth sponsor for football and basketball games. The association also presents graduates with lapel pin at commencement. They are working to bring back the Bullring statue in the fall. The association sends electronic greetings to faculty, staff, students, and alumni. They also hosted a memorial celebration of Old Main. 43,000 alumni are active members in the association which means that they give back to the university yearly. The number has increased in the last 5 years. 659 chapter events were held in the last year. The association conducted a national alumni attitude survey; most responded that faculty members had the biggest impact on their college experience. He thanked faculty for their dedicated service to the university. He said that twenty new students were just selected as Alumni Delegates. Dr. Abraham added how pleased he was about the diversity on the national board.

Senator Miller expressed appreciation of Dr. Abraham's contribution to Dr. Zacharias's memorial.

President Millea made a motion to pass the following resolution:

*Whereas Jimmy Abraham, Ph.D., executive director of the Mississippi State University Alumni Association, is retiring on June 30, 2013 from MSU after 38 years of service to the university; and  
Whereas, he has faithfully served as a loyal Bulldog since his enrollment as a student in 1973; and  
Whereas, he has positively impacted students of the university, grown alumni support, supported faculty and staff while consistently serving as an extraordinarily positive force across the university,  
Now, therefore, be it resolved that Robert Holland Faculty Senate expresses its appreciation to him for his many contributions and great impact on Mississippi State University; and  
Be it further resolved that the Robert Holland Faculty Senate wishes him the best in his retirement.*

The motion passed by unanimous voice vote.

## **REPORT OF THE PRESIDENT**

For the past four years, I have written monthly reports listing activities that have occurred since the previous meeting. Two highlights from the past month were

### **SCEI committee**

There is a new committee that is chaired by VP Don Zant that is reviewing efficiencies and innovations that will identify opportunities for the university to realize potential efficiencies and improved practices.

### **Aiken Village**

There is a subgroup of the Master Planning Development committee which is looking at options in Aiken Village. We have discussed costs, constraints, opportunities, and options associated with renovation. My preliminary assessment is that the inclusion of undergraduates as a target demographic may significantly alter the cost of construction (i.e. inclusion of elevators for each building), the design (4 bedroom apartments rented by the room or 1-2 bedroom apartments), and the revenue (9-month compared to 12-month leases). The committee is planning to conduct a survey assessing a target population's preferences and price alternatives.

## Reflections

I bring these two items up, even though they are at preliminary stages because this is my last senate meeting. I am both rotating out of my 6 year term and ending my 2 year term as president. I first want thank you all for the opportunity to serve in this role. It has been an amazing 6 years, including 2 years as vice president and 2 as president. This report writing provides me an opportunity for retrospection.

Over these 4 years, I have come to know and appreciate the leadership of Dr. Mark Keenum. We have a new Provost and Executive Vice President, Dr. Gilbert; a new Vice President of Research and Economic Development, Dr. Shaw; a new Vice President of Agriculture, Forestry and Veterinary Medicine, Dr. Bohach, a new Vice President for Budget and Planning, Mr. Zant, a new Vice President for Campus Services, Ms. Tuck and several new associate vice presidents. I have had the pleasure of working with Staff Council (Mary Vaughn, Sam Manning, Amanda Bell, and Cade Smith) and the Student Association (Blake Jeeter, Thomas Sellers, Rhett Hobart and Shelby Balius).

The university has had some challenges. Back in 2009, we began to address significant budget shortfalls in state appropriations. The SCEI group accepted the reality of diminished state support under a spirit of collaboration and focused on university values: maintaining the quality of education, research, and outreach that we pride and protecting the people who have dedicated their careers to this institution. Thanks to Dr. Keenum for his trust and Hart Bailey for his leadership.

The voluntary retirement incentive provided one mechanism for reaching our budgetary goals. Following that, each year, we have been rebuilding our faculty through new hires which certainly help with managing our workloads. Linda Morse has done an excellent job on new faculty programs. Thanks too to Athletic Academics for hosting several events for new (and existing) faculty.

Thanks to all of you especially for the hallmarks of these two years. Special appreciation goes to the University Resources committee who revised the Faculty Handbook for the first time in over a decade. This document is vital for our university's reaffirmation.

Thanks to the incredible effort by the faculty affairs committee(s) on P&T. The president and provost now have the senate-approved revision to the promotion and tenure document. While it took 2 years, the inclusiveness of the feedback process provided insight that helped this year's revision to be a more flexible, accommodating document.

The senate also revised the faculty annual review policy. This policy and document was first used across the campus this year. Dr. Gilbert is rolling out plans to have three year reviews of our administrators. This will be an extremely valuable opportunity for the faculty to participate in the evaluation of their department and college administrators which demonstrates their commitment to open constructive communication.

We have experienced the commitment that the President and Vice Presidents have in valuing the faculty through the repeated years of salary initiatives including StatePride support—special thanks to VP Rush for his support in this initiative—raises and salary compression corrections.

We have a campus master plan that was developed with broad participation. We have a new vision and mission statements. We have a new strategic plan for the university and focus areas in research.

We have an updated diversity strategic plan which has inspired the creation of a task force to examine the recruitment and retention of women and faculty and staff of color. In addition, there is a new diversity council.

We are in the final stages of our narratives and updating supporting documentation for our upcoming SACS Commission on Colleges reaffirmation. We will have our preliminary visit April 2014. Part of the review will include progress on our Quality Enhancement Plan (QEP) focusing on writing across the curriculum which will continue to rely on faculty participation and support. Special appreciation goes to those faculty and staff who have dedicated many hours to this effort.

I also want to thank many people at ITS (Mike Rackley, Rene Hunt, Jason Tiffin, Quan Chung, David Fulton, and Oscar Barnes). We elected representatives for the Provost search several years ago with their help. We updated the senate website. We revised the senate's annual faculty evaluation of administrators so that it is automated, anonymous, and valid. We were able to solicit suggestions and feedback for the SCEI. And, we had our first vote of the general faculty for as long as anyone could remember. In addition, they spent hours with us on reapportionment every other year.

We hired Kylie Crosland who has been wonderful.

The voice of the faculty is included in the deliberations of the university and our role has expanded. We participated in the development of instruments and processes for the benchmarking of departments under the leadership of Julia Hodges. We have senate representatives on the Deans and Associate Deans Councils, the Calendar Committee, the Community Engagement Committee, the Diversity Committee, Employee Benefits Committee, Information Security Committee, Information Technology Committee, Instructional Improvement Committee, Special Events and Game Day Committee, Sustainability Committee, Textbook Committee, and Undergraduate Admissions Policy Committee, Dining Services Advisory Committee, Enrollment Management Committee, Traffic Policy Committee, Classroom Building Committee, Lab Building Committee, Remedial Course Committee and the Communications Council.

We have accomplished a lot, but we have even more to look forward to. We break ground on our new classroom building this summer. Don Buffum is working on a new online program that will provide efficiency for faculty in arranging travel. We have a new Registrar (John Dickerson), a new Director of Distance Education (Steve Taylor), and a new Director of University Relations (Sid Salter). Their roles are very important to the management and image of our university. As we welcome these people to our MSU family, we are also saying goodbye to others including our former senate colleague, Dean of the Graduate School, and Associate Vice President of Academic Affairs, Lou D'Abramo. We congratulate another former senator and Associate Vice President of Research, Ray Vaughn, on his new position at the University of Alabama Huntsville. And of course, best wishes to Jimmy Abraham.

It has been a wonderful time on the senate. Thank you so much for the work you have all done in moving the university forward. The creative, collaborative spirit across our faculty, staff, students, alumni, and administration defines this university for me. It is that collective spirit that will enable the university to thrive and to be a fun place to work.

Respectfully and Graciously Submitted,



Meghan Millea  
April 9, 2013

## **ELECTIONS**

Two nominations for President of the Robert Holland Faculty Senate for the 2013-2014 term were received by the designated date, Senators Jerry Emison and David Nagel; therefore, no nominations were taken from the floor. Each candidate spoke. Senator Emison was elected by a senate vote of 30-12.

One nomination for Vice President of the Robert Holland Faculty Senate for the 2013-2014 term were received by the designated date, Senator Randy Follett. President Millea opened the floor for nominations. No nominations were made. VP Emison made a motion to support Senator Follett as the new Vice President, Senator Sullivan seconded the motion. The motion passed unanimously.

One nomination for Secretary of the Robert Holland Faculty Senate for the 2013-2014 term was received by the designated date, Senator Brian Rude. President Millea opened the floor for nominations. No nominations were made. VP Emison made a motion to support Senator Rude as the new secretary. The motion was seconded by Senator Lemus. The motion passed unanimously.

## **VICE PRESIDENT REPORT**

### **Deans Council April 1, 2013**

#### **Announcements**

The status of the following recruitments was reported:

- Dean of College of Arts & Sciences: The last on-campus interview will be concluded today, and the process will move to a decision shortly.
- Dean of the Graduate School: The applicants have been screened, and the search committee is contacting those who will be proceeding through Skype interview process.
- Dean of Engineering: Eight finalists are expected to be identified by Friday March 29. Airport interviews are planned to begin the week of April 1.

Student Recruitment: Phil Bonfanti reported that acceptances are approximately at the same level as last year while out-of-state applications are running ahead of last year's level. Phil encouraged the deans to write each accepted but uncommitted student, and he offered his office's help in producing such letters.

IHL Funding Formula: The Provost reported that IHL is moving forward with a funding formula for next fiscal year which will keep MSU at roughly level funding while increasing the funding for some other universities. He indicated that he, Don Zant and President Keenum had expressed concerns that the factors employed in the formula were objectionable.

### Third Year Review of University Administrators/Shared Governance Document

The Provost discussed the document on shared governance that he had distributed earlier to administrators to advance use of best practices in governance. In particular, he explained his reinstatement of third year reviews for administrators. He expects to implement the reviews in the Fall 2013 and discussed the importance of having full participation by faculty in the associated surveys. Shortly more information will be shared concerning implementation of the process.

### Faculty Senate Confidence Survey of University Administrators

Meghan Millea briefed the deans on the schedule for conducting the annual Faculty Senate-sponsored confidence survey of administrators. Discussion centered around the reinstatement of a comment section in the survey.

### Academic Operating Policies

AOP 12.07 Student Honor Code: The deans approved the document and forwarded it to the Faculty Senate for consideration.

AOP 12.12 Credit and Grades: The deans unanimously approved the document and forwarded it to the Faculty Senate for consideration.

### Master Plan Development Advisory Committee

On March 22 Meghan Millea and I participated in the Master Plan Development Advisory Committee meeting on a range of projects. Some noteworthy developments were:

- The committee discussed a proposed **Wetlands Education Theater** on Bully Blvd. The discussion focused on two issues: 1. The scope and merit of the project and 2. The location of the project on high-value property at the center of campus. I expressed concern that the two issues should be separately considered, however the committee voted to recommend approval.
- The Office of Student Affairs requested approval of a **permanent food trailer** to be installed in the parking lot adjacent to Bowen Hall. Concerns about aesthetics and parking space were expressed. The committee voted to recommend denial.

### Faculty Senate Roundtable

The annual Spring Roundtable was conducted on April 5. Two questions were engaged:

- What *core leadership values* do we wish to characterize Mississippi State?
- What *core management principles* do we wish to demonstrate in our daily work at Mississippi State

Participants included members of the Faculty Senate, members of the general faculty and members of the executive team as well as the president. The participants, working in two groups, identified a priority list of ideas. Results will be available in the next few weeks.

Senator Robichaux asked if Department Head should have shared the governance document with faculty. President Millea said that Provost Gilbert will have conversations from Deans and Department Heads in the summer, but would expect that to occur in August.

Senator Coyne asked how the weight of the feedback from Dr. Gilbert's administrator survey be different from the surveys done in the past. VP Emison said that he believes that it will be quite

different, and the appointing administrator will have to meet with faculty to explain their decision to reappoint in the face of a negative vote for reappointment on the part of the faculty.

VP Emison noted that President Millea has carried out her duties with principle and with conviction. He said he has been impressed with her dedication to faculty interests and to the university and thanked her for her service.

## **FACULTY SENATE REPRESENTATIVES ON UNIVERSITY COMMITTEES**

Dining Service Advisory Council – Senator Nagel said that the food trailer will not happen.

## **BUSINESS TO BE SENT TO COMMITTEES**

**6.1 AOP 10.02 ACADEMIC ADMINISTRATORS AND DIRECTORS – SENT TO THE FACULTY AFFAIRS COMMITTEE BY UNANIMOUS VOICE VOTE**

**6.2 AOP 12.15 ACADEMIC PROBATION FOR UNDERGRADUATE STUDENTS – SENT THE STUDENT AFFAIRS COMMITTEE BY UNANIMOUS VOICE VOTE**

**6.3 AOP 12.07 HONOR CODE – SENT TO THE ACADEMIC AFFAIRS COMMITTEE BY UNANIMOUS VOICE VOTE**

## **STANDING COMMITTEE REPORTS**

### **ACADEMIC AFFAIRS**

#### **7.1.1 AOP 12.12 Credit, Grades and Academic Standing**

Senator Follett presented AOP 12.12 to the senate. He said that the AOP was reviewed in preparation for SACS reaffirmation. He said that the main change made to the AOP regarded specifying contact minutes for credits. Another change was the inclusion of grades such as XF, GDP, etc. He noted that the minutes specified in the AOP are a minimum required number of minutes. He made a motion to accept the changes made to the AOP. His committee referenced AOP 12.11 to address credits by examination, military service credit and credit based on correspondence courses.

Senator Wilmoth expressed concern about internship minutes. He said that for students to be full time and receive financial aid they would need to be enrolled in 12 credits and according to the minimum contact minutes they would have to work 40 hours for 37 weeks. He did not feel that it was feasible. It was noted that a contact hour is 50 minutes rather than 60. After discussion, Senator Follett said that if the remainder of the AOP is acceptable, the internship minutes issue could be addressed by the Executive Committee.

Senator Nagel noted that SACS credit hours policy does not dictate an exact amount of classroom time. Senator Follett said that this MSU policy will not dictate an exact amount either, only a minimum. Senator Nagel added that the policy would take the freedom to teach out of the hands of those who teach and therefore the concept is flawed.

Senator Sullivan asked how contact minutes translate in distance education courses. Senator Follett said that there is still lecture time required in distance education courses and additional time spent interacting with students. Senator Sullivan said that it is not feasible to do real time lecture because

time differences. Senator Rodgers in getting a class approved to be a distance course, you have to prove that you are teaching equivalent content to face to face courses. Senator Lemus said language may need to be added to specify indirect or direct contact hours. He made a motion to add “either directly or indirectly” in the second sentence of the policy/procedure section. The motion was seconded by Senator Hopper. After discussion about direct and indirect contact, it was noted that the language opens confusion and may require additional definition of indirect contact. The motion failed by voice vote.

Senator Addy said he was still concerned about distance courses. He noted that more can be done in a minute in distance lectures than in face to face classes due to the nature of the structure. He said that UCCC recognizes that difference. Senator Rogers said that in his experience UCCC course proposals are concerned with topics and subject matter. Senator Sullivan said that the minutes are not a metric of what’s going on. Senator Follett said that the policy was about defining how to get credit. Senator Williams asked if distance education courses could that be added to AOP 12.11. Senator Follett said that it would not fit in that AOP.

Senator Sullivan said that some thought needs to be given to distance education courses. Contact minutes don’t make much sense in those types of courses.

Senator Fountain made a point of clarification: students do not have to attend all of these minutes to receive credit, but it must be offered in the course.

Senator Riley said that he recently put an internship course through UCCC and it was analogous to the laboratory requirement in the policy. He suggested referring to contact hours rather than minutes and adding a reference that 50 minutes equals a contact hour. Senator Elder said that it only applies to lecture not lab courses. Senator Follett said that the minutes are a minimum and gave an example of a lab class that is for one hour credit but requires the contact minutes of nearly 2 hours of credit. Senator Elder said that what is in the AOP is what we have been doing and using with exception of the internship minutes.

Senator Fountain said that some courses offered as 2 hours lecture and 2 hours laboratory. By the numbers stated in the policy, they could not meet in a Tuesday/Thursday slot. Senator Robichaux said that those courses meet four or five days a week.

Senator Potter commented that since UCCC does not define what a contact hour is, why are we in the policy. President Millea said that the policy is required for SACS, but the UCCC handbook is not a policy and shouldn’t be used for SACS accreditation.

Senator Peacock asked if the definition of a contact hour varies across SACS institutions. Senator Follett said that it could vary from state to state because the IHL board determines what constitutes credit here. SACS requires it to be stated in our institutional policies.

Senator Bullington called to question. Senator Rude seconded and the motion passed by voice vote.

Senator Follett said that the motion on the floor was to accept changes to AOP as modified with the contingency of the Executive Committee following up on and addressing internship contact minutes. The motion passed by voice vote with one nay. Senator Nagel noted that passing the policy violated federal regulations.

## **ANCILLARY AFFAIRS**

### **7.2.1 Dr. Kibler's Proposed Tobacco Policy**

Senator Elder said that the proposed policy will ban tobacco products throughout campus. She added that her committee has had a mixed reaction to the proposed policy and noted several comments in her report. She said to email her with any other thoughts to include in her report to Dr. Kibler. Senator Rogers asked about the application of the policy. Senator Elder said that it would apply to all including visitors to campus.

### **7.2.2 Faculty Senate Confidence Survey**

Senator Elder said that the annual Faculty Senate Confidence Survey will begin hopefully in a week. It will be open for 10 days and the results will be reviewed during exam week. She said that it includes six basic questions about administrators including the president and vice presidents as well as deans, directors and department heads. A comments section will be added this year but will not be viewable by anyone with exception of the supervisor of the individual about which they are written.

Senator Robichaux asked how the results are used. President Millea said that they are not officially used, but the results are released publically to the faculty. Provost Gilbert's will be used as an official HR evaluation.

## **CHARTER AND BYLAWS**

Senator Robichaux reported that her committee is currently working on three policies that reference external documents: AOP on Academic Promotion and Tenure, an OP on Governance, and a proposed AOP on the Faculty Handbook. The issue is how to address these policies when the external documents are not open for editing. Legal Council wants section five of the handbook to be pasted directly into AOP 13.07 Academic Promotion and Tenure because that is the one that they receive the most cases. She and President Millea are in conversation with General Council with how to handle the rest.

## **FACULTY AFFAIRS**

### **7.3.1 Dr. Leopold's letter re: Faculty Appointments**

Senator Dunne reported on behalf of the Faculty Affairs Committee. He said that the committee understands that administrators are members of the general faculty have home departments and should not be excluded from department governance and participation.

Senator Nagel made a motion to add department faculty is allowed to exclude non-department faculty members from their faculty meetings. There was no second to the motion.

## **STUDENT AFFAIRS**

### **7.4.1 AOP 13.15 Evaluation of Teaching Performance**

Senator Carskadon presented AOP 13.15 for consideration. He noted that the suggested changes received by the Faculty Senate included moving to an online survey of faculty during a two week window and students would be unable to view their grades for a few days if a student does not fill out the survey. The Student Affairs Committee had issues with imposing a penalty on students and how it will affect the survey sampling. Their recommendation is for faculty to retain the option of

the common survey in class or the online survey. The other issue the committee had with the proposed changes was regarding student comments. In the received changes student comments would automatically be forwarded to supervisors whereas they have historically never gone past the faculty member. The committee felt that comments could be mined by administrators and had concern for any that were inappropriate and written in an identifiable way. The committee's recommendation is to approve the AOP as changed by the committee. The motion passed with 1 abstention.

### **7.1.2 AOP XX.XX Graduate Student Grievance Procedures**

Senator Carskadon presented AOP XX.XX regarding graduate student grievances. He noted that it only applies to academic grievances. The Student Affairs Committee felt that the faculty member should also have rights to appeal and therefore added language to include that possibility. They also added a statement preventing an invalid grievance from being held against the student or the faculty member. The committee also recommended that any final appeal to the Provost should be based on the emergence of new facts or procedural error since the appeal process is rather lengthy. They also made one minor rewording. He made a motion to approve the proposed AOP with the modifications made by the Student Affairs Committee.

Senator McCann asked what other complaints are made that do not fit into those categories. Senator Carskadon said that there must be other complaints or the Office of the Graduate School would not be asking for this new policy.

Senator Follett asked where in the process does a faculty member not have the same rights as a grievant and noted that throughout the appeal process the policy mentions that both the "grievant or accused may appeal."

Senator Coyne asked if it would be out of line to make a reference to the AOPs that address grievances of discrimination, harassment, grade appeals and employment issues. The Student Affairs Committee accepted the comment as friendly amendment.

Senator Peacock asked who requested the senate to look at this AOP. President Millea said that the AOP proposal originated in the Graduate Council but is currently going through the regular AOP process. Senator Peacock said that this may already be addressed in the Student Handbook.

Senator Elder said that the policy may be needed and gave examples of graduate students failing comprehensive exams and defending theses. Senator Peacock said that grievance committees already exist for those cases and said that the policy may be creating more bureaucracy. Senator Peacock asked if the Dean of the Graduate School could come to address the senate on this issue. He made a motion to table discussion of the AOP, and Senator Wilmoth seconded. The motion passed with 4 nays and 1 abstention.

### **7.5.3 AOP 12.21 Veteran's Academic Status**

Senator Carskadon presented AOP 12.21 for consideration. He said that the AOP is informative in nature and that the Student Affairs committee recommends approval as received. The motion passed with unanimous voice vote.

### **7.2.4 AOP 12.23 Cooperative Education Program**

Senator Carskadon presented AOP 12.23 for consideration and said that the Student Affairs committee recommends approval as received. The motion passed with unanimous voice vote.

### **7.6.5 AOP 12.29 Undergraduate Entrance Requirements**

Senator Carskadon presented AOP 12.29 for consideration. The AOP delineates all undergraduate admission requirements. He said that the Student Affairs committee made a few changes in wording to the AOP and recommend approval as modified.

Senator Nagel noted that on page 51 in section 4 an equivalent SAT score is not included. He made a motion to add “or equivalent SAT.” The motion was seconded and passed by unanimous voice vote. The motion to accept the changes made to the AOP by the committee and amended on the floor of the senate passed by unanimous voice vote.

### **7.3.6 AOP 12.13 Educational Records**

Senator Carskadon presented AOP 12.13 for consideration. The Student Affairs Committee made some changes to wording for clarification and recommend approval as modified.

Senator Potter suggested a word change from “infer” to “imply” on page 58. The Student Affairs Committee accepted the change as a friendly amendment.

Senator Nagel noted that denying access to physical and mental health records is a violation of HIPPA and made a motion to strike that paragraph on page 59. Senator Elder noted that the policy about is about educational records so it’s not relevant. The motion was seconded by Vice President Emison. The motion passed by unanimous voice vote.

Senator Nagel asked what the purpose was behind denying a student a copy of their written records. Senator Carskadon said that students can retrieve records from Banner. Senator Lemus noted that any records printed from Banner are not official records. Senator Sullivan suggested amending to change the sentence on page 60 to read, “The University may charge a reasonable fee for providing a written copy of a student’s educational records.” The motion was seconded by Senator Wilmoth and approved by voice vote.

The motion to approve the AOP as presented and amended was passed by unanimous voice vote.

## **UNIVERSITY RESOURCES**

### **7.7.1 Dr. Brenner’s letter re: Intellectual Property**

Senator Dobson presented Dr. Brenner’s letter re: Intellectual Property. He said that the University has a policy (OP 76.01 Policy and Procedure Statement on Intellectual Property) where the university owns mediated courseware created by faculty if you are paid or given release time to develop the material and the university can use it if you leave the university. The other concern of Dr. Brenner’s letter is in the evaluation of online courses. AOP 13.15 has been updated to include online teaching. He noted that the CTL can evaluate online courses.

Senator Potter asked if the policy included activities put on mycourses. Senator Dobson said no the policy is just for material specifically designed for an online setting.

Senator Robichaux asked if videos are created of a professor, they could be sold by the university. Senator Dobson said that the university could the sell videos of a professor or the course if the university paid for the creation of the product or gave release time. Senator Robichaux asked if they could legally be removed from a course if the professor was not aware of that policy. Senator Dobson said that it would need to be checked by legal counsel.

Senator Dobson added that there is an Intellectual Property Advisory Council that is in place to consider issues with intellectual property.

Senator Coyne asked for clarification that this is excluded from application to face to face courses. Senator Dobson confirmed.

Senator Fountain commented that there was a discrepancy if a course is both face to face and online. Senator Follett summarized that if you are paid to develop the course not while teaching it, the university owns the property. If you create material while teaching a course, it's the professor's property.

Senator Lemus asked how this would apply to development of mobile applications. Senator Dobson said that he did not have a specific answer for that. He noted the use of the word "potentially" in the OP.

#### **7.4.2 AOP 00.00 Additional Course Fees**

Senator Dobson asked senators to look at AOP 00.00 Additional Course Fees and to let the University Resources Committee know of any issues with it across campus departments. Vice President Emison noted that the policy would eliminate the ability to charge a printing lab fee in the College of Architecture, Art, and Design.

Senator Dobson said he would like to know of any changes before submitting a final report to the senate.

<b>SPECIAL COMMITTEE REPORTS</b>	<b>None</b>
<b>OLD BUSINESS</b>	<b>None</b>
<b>NEW BUSINESS</b>	<b>None</b>

The meeting was adjourned at 5:26 p.m.

Submitted for correction and approval.

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Brian Rude, Secretary