

## **ROBERT HOLLAND FACULTY SENATE UNCORRECTED MINUTES OF FEBRUARY 10, 2012**

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, February 10, 2012.

Members absent and excused were: Mike Brown, Jim Dunne, Dana Franz, Robert Grala, Richard Hopper, Paul Jacobs, Julie Sexton, and Barry Stewart.

Members absent were: Stephen Foster, Rocky Lemus, Vivien Miller, Juan Silva, Keith Walters, and Xiangsheng Xu.

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

Senator Bailey made a motion to approve the January minutes; Senator Cox seconded. The minutes of the January 13, 2012, meeting were approved.

President Millea mentioned the activity on campus for the weekend including the presence of the National Alumnus of the year, Jim Rouse, and the College Alumni of the year, Distinguished Service Award winners from Alumni chapters and the Outstanding Young Alumnus of the Year. The National Alumni Association board also met in the morning. She said that she hoped everyone had an opportunity to participate in those events on campus.

### **GUESTS**

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

Dr. Gilbert said that MSU has passed a sustainability policy for the university. The policy includes the formation of a committee to provide oversight and advice on sustainability issues including energy savings and how to move forward as a campus.

The final QEP listening session was held. There have been 20-30 sessions. It has been wide reaching process. Now the information will be sorted to come up with about 5 suggestions that will be sent back out for a 2<sup>nd</sup> phase to the process.

The Classroom Building Committee met to talk about configurations of the rooms in the building. Now the architects will draw new floor plans to present to the committee with the new recommendations.

Aiken Village is still on task; however, the request of bidders for demolition has been delayed. Once the cost of demolition is determined, the architects will come back with options and designs to build a new apartment complex for international, graduate, and married students.

Dr. Gilbert has sent a letter to President Millea requesting the Faculty Senate to look at the status of instructors on campus, specifically job descriptions, what they should do as part of the faculty, and how to annually evaluate them.

SCEI recommendation #19 was to coordinate university services. Provost Gilbert has asked Amy Tuck to start a conversation with custodial and maintenance personnel to better coordinate those functions.

The newly created IT Council has met, which was also an SCEI recommendation. Dr. Gilbert has asked CIO, Mike Rackley, to look at email systems to move to a single email system for campus. Gmail, Microsoft Outlook Exchange, Zimbra, and GroupWise have been considered.

**DR. WILLIAM MIKEL, ASSOCIATE VICE PRESIDENT AND EXECUTIVE DIRECTOR OF THE INTERNATIONAL INSTITUTE**

Dr. Mikel said that the timing of this visit was perfect. His office is currently in the process of writing a concept paper for USAID on university engagement. USAID currently works primarily with NGOs, but hopes to reconnect with universities. Deans have received information about a proposal where MSU and other domestic institutions would form a center and serve as a conduit of expertise in many areas to USAID and to developing countries. His office is looking for other domestic partners. He requested senators to send him ideas and contact information for active engagement, specifically in Africa.

The International Institute formed May last year to address concerns and issues. They have reinstated a shuttle from GTR to campus to help let students know that they are welcome. His office also helps these students with driver's licenses and insurance. They have increased scholarships for study abroad programs and are working with foundation and development to increase these scholarships further. They also identify out of state students going on study abroad programs to ensure they do not get charged out of state tuition for the term that they are abroad. They have met with Deans of each college to establish representatives for each college and to know how they can better help support faculty.

**DR. TIMOTHY CHAMBLEE, DIRECTOR OF THE OFFICE OF INSTITUTIONAL RESEARCH AND EFFECTIVENESS**

The SACS Accreditation process has been revamped. Components include compliance certification documents and the Quality Enhancement Plan (QEP). The compliance certification documents include 95-96 items. The Compliance Certification Process is ongoing. Dr. Chamblee said that some of the AOPs that the Faculty Senate reviews have modifications for accreditation. Compliance Certification will be submitted 15 months prior to MSU's reaffirmation (by Sept 10, 2013). It is an evidenced-based review where an offsite review team will go through each item on the document. Any findings will be sent back and Dr. Chamblee's office can respond back in writing before the on-site review team comes to campus. The on-site review team will comprise 7-8 people that will be here for 2.5 days in the Spring of 2014. They will look at the QEP and look further into any items that are deficient from the offsite report in addition to a few items that are federally required to be reviewed. The QEP is a faculty driven process to address an area of student learning to improve on.

Senator Coyne asked if there was anything at significant risk of being deficient. Dr. Chamblee said that the most sited area in compliance documents is faculty credentials matching the courses that they teach.

Senator Rogers asked for an example of the federal requirements to be reviewed. Dr. Chamblee said that documentation of financial aid program will be reviewed as well as student success getting jobs in their fields after graduation. There are 9 requirements mandated by the U.S. Department of Education. Provost Gilbert said that the issues stem from for-profit distance degree programs and students being able to use those degrees who then incur heavy debt. Dr. Chamblee said that it is to ensure that MSU is providing education that provides a viable career for students.

## **DR. STEVE TURNER, FACULTY ATHLETIC COUNCIL REPRESENTATIVE**

Dr. Turner presented the latest grade report for student athletes (Fall 2011). Scholarship student athletes had an average GPA of 3.01 which is the highest on record since the early 90s. 10 of 13 teams had over 3.0 average GPAs, and both basketball and football teams increased their average GPAs. He also presented information on the current majors of student athletes, which he tracks on a yearly basis looking for clusters. 35% of student athletes' majors reside in the College of Education.

An NCAA hot issue is the consideration of Division 1 football playoffs which may develop in 2 years. However, most faculty athletic representatives have a great concern about football contests held in the spring semester. NCAA does take into consideration faculty concerns.

Senator Leug asked about the SEC expansion. Dr. Turner said that the SEC now has 14 universities. Missouri and Texas A&M will officially join in the 2012-2013 year. The football schedule has been developed. Texas A&M will play MSU in Starkville and will join the West division, while Missouri is currently in the East division, but this may change. Their joining has generated quite a bit of excitement as both are very good academic institutions.

Senator Leug asked if there were plans for further expansion. Dr. Turner said that according to the latest quote from the NCAA Commissioner, there were no plans for expansion. Expansion requires quite a transition as far as scheduling, and the last expansion was 1991.

Senator Barbier asked if television was why the SEC was expanding. Dr. Turner said no but the expansion supposedly will generate more revenue for the conference, but those revenues are not finalized.

## **REPORT OF THE PRESIDENT**

### **GENERAL FACULTY MEETING:**

Since our Faculty Senate meeting in January, we had our spring faculty meeting on Friday, January 27<sup>th</sup> in the Colvard Union. The meeting format was a little different from previous years. President Keenum provided a brief overview of the university with projections about the state of the Mississippi economy and political landscape. Provost Gilbert summarized several highlights from the Academic Affairs division. Vice Presidents Shaw and Bohach provided brief updates on the ORED and Agriculture Divisions.

### **CLASSROOM BUILDING:**

The plans for the classroom building are continuing to move ahead. The university has a classroom committee to provide feedback which includes Dwayne Wise, Devon Brenner, Jerry Emison and me as faculty representatives. The building will have parking on the first 2 floors and will have three floors dedicated for instructional use with some common space for studying. The plans contain 2 auditorium sections and several classrooms of various sizes. The plans have not been finalized. However, if you have anything you would like to share with the committee, please write to anyone of the senators on the committee (Wise, Emison, and Millea)

### **WEBSITE**

Mike Rackley, Maridith Geuder, and I presented an idea at the Vice Presidents meeting to review the MSU website and propose a common management of the sites with a content management

program. While the look and feel of the website would be similar across the university, the content could still be decentralized with identified people responsible for content.

#### DIVERSITY COMMITTEE

The Diversity Committee chaired by Tommy Stevenson is reviewing a Strategic Plan for Diversity and Multiculturalism that MSU wrote in response to a request by IHL. The committee is reviewing the plan to proposing strategies to achieve the objectives identified in the strategic plan.

#### BENCHMARKING

The Benchmarking Committee chaired by Julia Hodges is continuing to review items included in the survey that is distributed to external peer and peer plus departments. In particular we have been reviewing the apportionment of external grants to departments and faculty.

#### MASTER PLANNING:

We have not had any additional meetings of the master planning committee; however, we have been going back through documents that have been distributed relative to the current condition of Aiken Village and summarizing the different proposals that have been considered for Aiken Village since early in 2010.

#### MSU FACULTY ACHIEVEMENT AWARD

The Presidents of the SEC schools have proposed and are supporting university-wide faculty achievement awards. The winners from each SEC school will compete for an SEC-wide faculty achievement award. The Provost asked the Faculty Senate to be involved in the selection process. Faculty members holding the rank of Professor were nominated; several of the nominated faculty submitted their own summary statement of their achievements. These dossiers are currently under review by the Giles Distinguished Professors. Three finalists will be forwarded to the Provost and Senate president and vice president for final selection of the MSU recipient.

Respectfully Submitted,



Meghan Millea  
February 6, 2012

Senator Barbier asked if the desire was for all department websites to look the same. President Millea said yes websites would look similar from administrative to individual departments.

Senator Nagel said that at the last meeting the senate talked about diversity, but now the concern is to look the same. He said that MSU has been working for 20 years on establishing one IT, and we're still working on it. President Millea said that the establishment of the CIO position and a common e-mail service are steps toward that. The hope is that there would be an established format that would make it easier to maintain and update websites.

Senator Byrd said that it would be good to ask freshman in the Freshman Survey about their impressions of accessibility of the websites. President Millea agreed and said that it would be important to include students and staff input.

Senator Elder wanted clarification if this was a way to support faculty webpages or departmental webpages. President Millea said that it would harmonize administrative and departmental pages. Another concern that this would address besides look and feel would be liability in the form of misinformation.

Senator Dampier asked how people would be selected to determine what the website would look like. President Millea said that they were not to that stage and that they would take time get broad-based feedback.

Senator Elder asked if this would this apply beyond academic websites. She also stated that the College of Education would welcome structure as they have had students say that they can't find things on the website, so it would be beneficial for some colleges.

Senator Barbier said that she understood having uniformity to what is on department websites, but is unsure why we would want all department webpages to look alike since the departments are not alike. President Millea said that the issue is currently in the discussion phase, and she could not say what the result would be.

Senator Haupt asked if there was talk about practicality of or ease of use in creating a homogenized look. President Millea said that the conversation was in the beginning stages, but she wanted to let the Senate know that this conversation is taking place. She mentioned having CIO Mike Rackley come to a future meeting to explain his vision.

The Center for Teaching and Learning is working on having a mobile app for MyCourses that would allow students to view most of the content on the MyCourses website. It hopes to have it up by the end of the semester. Questions about this should be directed to Tina Green.

Senator Wise asked why the Fulbright badge was not displayed on the website. President Millea said that she would talk to Meredith Geuder in University Relations to see how to get that accomplished.

## **VICE PRESIDENT REPORT**

### **Academic Deans' Council**

January 9

Announcements:

- The University's breakfast observing the birthday of Martin Luther King Jr. will be held in the union at 7 AM, January 16. William Winter will be the speaker the program beginning at 8 AM.
- Master plan advisory committee continues to examine the Aiken Village project. Opening of bids for demolition has been delayed two weeks due to the extensive interest by contractors. The office of student affairs is preparing five separate options which they will bring to the committee shortly. In the meantime the deadline for opening the new project has changed to July 2014.
- Planning for the new classroom building continues with the most recent concept assigning most of the building to classrooms with a small amount of space for student support.
- The University is planning for a small budget cut next year. Expectations are that the University will ask for a 6% annual tuition increase for each of the upcoming four years, which will be offset if state support is forthcoming.

- The deans were alerted to an upcoming webinar on diversity. It is scheduled for January 24 and January 31.
- The University will be hosting a diversity conference March 1, 2012.
- A learning strategies seminar is scheduled for July 20, 2012, with the emphasis on metacognition.

Staff Compensation Plan (Judy Spencer): The deans were briefed on the development of a staff compensation plan. Emphasis in the plan is on greater structure, predictability, and flexibility in administration. The office of human resources will be discussing the plan over the next couple of months with affected groups.

Digital Measures (Tim Chamblee): The deans had demonstrated for them the various ways in which the digital measures software can be used to prepare recurring and one time reports.

### **Traffic Policy Committee**

Motorcycle Registration Decals: The committee was requested to authorize transferring hangtag registrations from a car to a motorcycle. As an alternative, the committee approved the sale of a motorcycle sticker permit at the discounted price of \$25 to anyone who has a car registration.

Golf Cart Policy: The committee was requested to allow golf carts to be parked in motorcycle spaces rather than the required automobile spaces. The committee chose to continue current policy, which is to treat golf carts as regular vehicles and not grant special parking privileges.

Increasing Motorcycle Parking Spaces: the committee authorized the creation of approximately 80 new motorcycle parking spaces. These spaces will come from currently unusable existing spaces around campus parking lots.

Relocation of Parking Meters: The committee authorized the removal of the 13 parking meters in front of Barnes & Noble bookstore. The meters will be moved to in front of Garner to establish transient space for students conducting business with the registrar.

Vice President Emison said that the Faculty Senate would be hosting a roundtable next Friday at President Keenum's home with 8 administrators, 8 general faculty members, and 8 Faculty Senators. They plan to discuss what opportunities the next five years will bring to the university and what actions the university should take to capture those opportunities.

He said that the classroom building committee is making progress and that the President Keenum and Vice President Gilbert want the entrance of the building to make a statement, so the architects are working to incorporate that.

He thanked those who participated in the Faculty Senate QEP listening session.

VP Emison appreciated Provost Gilberts reaffirmation that Aiken Village is intended to be a graduate student, international student, and family student housing facility.

He and President Millea are working on the SEC Professor Award.

### **EMPLOYEE BENEFITS COMMITTEE**

Senator Coyne reported that the Community Engagement Committee met for the first time this semester. The following significant things happened during that meeting: the committee defined what community engagement is and how it relates to service; it evaluated software programs to

assess if they meet the expectations of Carnegie classification status; and it discussed how to benchmark and assess their impact on community engagement.

Senator Follett reported for the QEP taskforce. There are 2 more listening sessions scheduled, but most have been completed will the committee will start consolidating the information collected.

Senator Follett reported that the Honor Code Committee has been meeting every other week and is slowly making changes. He requested anyone to forward significant suggestions or any issues that come up over time. The committee has made its way through the definitions section and is currently working on the policy section now and looking at how application would be made to undergraduate and graduate students.

Senator Wise reported that the Tobacco Free Campus Task Force, which is headed up by the Student Association, is interested in declaring the campus a tobacco-free campus. The declaration will have to come from the President. They want to have a survey of the faculty and a statement or a resolution in support of a tobacco-free campus. Senator Toghiani asked if they will have a survey of students. Senator Wise said that they would survey both students and staff. When asked about what penalties would be put in place, Senator Wise reported that the group is not looking at enforcement, but wants to establish an environment that says MSU doesn't support tobacco use. Senator Nagel noted that MSU is an alcohol free campus.

Senator Byrd reported for the Orientation Task Force. The Office of Admissions is going to change advising sessions. The last transfer advising session will be July 2. The Task Force has met with the registrar to talk about preregistering.

Senator Byrd reported that the Work Life Balance Committee will meet February 22.

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

**None**

## **STANDING COMMITTEE REPORTS**

### **ACADEMIC AFFAIRS**

#### **7.1.1 AOP 12.30 - Developmental Studies**

Senator Follett explained that the change to this AOP recommended by the Associate Deans Council was to allow the use of the Accuplacer exam for university admission review to be extended to all individuals who apply to MSU. Senator Follett made a motion to approve AOP 12.30 as modified by the Associate Deans Council.

Senator Berk asked the purpose of the Accuplacer exam. Senator Follett explained that it would be for a secondary review of an application to the university in the case of denial on the first review.

The motion passed unanimously.

#### **7.1.2 AOP 12.38 - Undergraduate Academic Advisement**

Senator Follett explained that the recommended change made to this AOP in Associate Deans Council was to extend the timeframe in which students must declare a major from 60 to 75 credit hours. Senator Follett made a motion to approve AOP 12.38 as modified by the Associate Deans Council.

Senator Barbier asked for the rationale behind relaxing the requirement. Senator Follett said that a large number of students were seeking an extension of the time frame. Senator Dampier said that

he thought it would be useful for transfer students coming in with 60 hrs. and still needing to figure out what they want to do. Senator Byrd clarified that the AOP applies to undeclared students only.

The motion passed unanimously.

### **7.2.3 34.01 Special Teaching Programs**

Senator Follett presented the AOP. Its suggested changes include minor terminology changes. Senator Follett made a motion to approve AOP 34.01 as modified by the Associate Deans Council.

The motion passed unanimously.

## **ANCILLARY AFFAIRS**

Senator Johnson said that the Ancillary Affairs Committee was working on revising and deciding how to implement the confidence survey. She requested senators to forward any suggestions to committee members.

## **CHARTER AND BYLAWS      NO REPORT**

President Millea appreciates the work of the Charter and Bylaws committee on the Faculty Handbook for SACS accreditation.

## **FACULTY AFFAIRS**

### **7.2.1 Promotion and Tenure Procedures Section of the Faculty Handbook**

Senator Coyne said that the Faculty Affairs Committee has not been able to meet as a group, and has about 15% left to look at. Also there are 2 meetings scheduled mid-month in Allen Hall in reference to this document.

Some changes include the inclusion of the Provost along with the Senate and the President in reviewing changes to the procedure, the inclusion of national and international components in service and teaching areas, and evaluation of excellence as a function of FTE. The Faculty Affairs Committee has reviewed and revised the definition of service and added language that the departmental and/or college documents should be voted on and approved by the faculty in that group. Other issues addressed include: external evaluators; date of notification of intent to apply; the management of solicitation, log in, and external letters; conflict of interest in external letters; definition of what a complete dossier is – is it what the candidate hands in or does it also include the external letters; concerns across campus at committee and administration levels that committees use reviews as an opportunity to refute the credibility of a previous review; and information for department head's evaluation to be included in what is forwarded to the Provost's office. The Faculty Affairs Committee hopes to bring this to the floor at the March meeting.

Senator Dobson asked if the discussion should be about the document or procedure. President Millea clarified that the document should be the focus of the discussion.

Senator Dobson asked about the dates of external letters. He said that in the timeframe it was almost impossible to find external reviewers. Senator Coyne said that they have incorporated some flexibility in the guidelines, but said that compression of the timeline would not allow candidates to respond and clarify any errors. He asked if Senator Dobson could move the beginning date up. President Millea said that the College of Business starts the process in the Spring, and letters are solicited in April. Senator Wise agreed that departments starting the process by having candidates

declare intent in the Spring is a great idea and allows time for solicitation of letters. Senator Coyne said that an option for notification of significant accomplishments after the solicitation of letters has also been added. Senator Haupt said that a candidate could mention in letter to reviewers that there are grants etc. pending.

Senator Coyne said that language has also been added that requires candidates to be notified at the multiple steps along the way.

Senator Banicescu mentioned that a candidate could give notification in the Spring, but not follow through in the Fall. Senator Wise said that, with a commitment date in the Spring, a candidate would be considered and evaluated on nothing if nothing was submitted. Senator Toghiani noted that major life events could occur in a 5 month period.

Senator Rogers said that candidates could also provide a list of sources of potential evaluators.

Senator Haupt asked what the professional practice time frame was as a reviewer. Senator Coyne said that it depended on the departments.

Senator Nagel asked for clarification as to what the Senate was going to recommend. Senator Coyne said that the recommendation is that at any stage of the review process, the dossier and minimum number of letters is reviewed.

Senator Nagel asked if the department head would see department recommendations. Senator Coyne said that, in an effort to neutralize problems from the past, one optional recommendation is to have two independent evaluations.

Senator Wise asked if the university could change the promotion and tenure application form. President Millea said that once this process is completed, then the Senate could work on the form to make sure it's consistent with the approved policy.

Senator Rodgers asked if the Post-tenure review is included in this and if the 3<sup>rd</sup> year review policy could be modified. Senator Coyne said that the post-tenure review was already revised and that he would check on the fate of that policy. President Millea clarified that it was a separate piece. Senator Rodgers asked if third year annual review letters should be included in the dossier. Senator Coyne said that department annual reviews don't have to be included, but it could be added if the Senate felt that it was important to make it a part of the dossier. Senator Dampier said that he would have objection in including the 3<sup>rd</sup> year letter because that review is as a mentoring tool or for educational purposes.

**STUDENT AFFAIRS**

**NO REPORT**

**UNIVERSITY RESOURCES**

**NO REPORT**

**SPECIAL COMMITTEE REPORTS**

**None**

**OLD BUSINESS**

**9.1 AOP 13.08 TRAVEL BY FACULTY AND STAFF AND OP 62.01 TRAVEL OPERATING POLICY**

Senator Nagel made a motion to review AOP 13.08 Travel by Faculty and Staff and OP 62.01 Travel Operating Policy.

President Millea recommended that it be taken up by the Ancillary Affairs Committee. Senator Wise moved and Senator Rude seconded.

Senator Coyne asked Senator Nagel for the motivation behind the motion. Senator Nagel said that Vice President Emison said that this business would come to the Senate, but it has not yet. The Deans Council may collapse the AOP into the OP.

President Millea asked Senator Johnson, chair of the Ancillary Affairs, to check with the Provost's office to find out if it is still under revision by the Deans Council.

Senator Nagel said that he had two meetings until his term ends and that the Senate could initiate a review. President Millea clarified that if the documents were already in the review process, they cannot be taken from their (Deans Council's) table, but if it is not there, then the Ancillary Affairs Committee will review it.

The motion passed with one nay and no abstentions.

Senator Johnson said she would send a note to Senator Nagel when she finds out.

## **NEW BUSINESS**

### **10.1 OP 61.05 FIXED PRICE AND RESIDUAL BALANCE POLICY**

Senator Byrd said she had a request from her college for the Senate to look at OP 61.05. President Millea recommended that it go to the University Resources Committee. Senator Barbier moved and Senator Wells seconded. The motion passed with 2 abstentions.

Senator Wise made a motion to adjourn; Senator Dampier seconded. The meeting was adjourned at 4:03.

Submitted for correction and approval.

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Dana Pomykal-Franz, Secretary