

## **ROBERT HOLLAND FACULTY SENATE UNCORRECTED MINUTES OF JANUARY 11, 2013**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Grisham Room in Mitchell Memorial Library at 2:00 p.m. on Friday, January 11, 2013.

Members absent and excused were: Ioana Baniscescu, Mike Brown, Joey Burt, Sylvia Byrd, LaDonne Delgado, Ted Dobson, Stephen Foster, Robert Grala, Rocky Lemus, Vivien Miller, Kim Morgan, Evan Peacock, Jody Ray, Natasha Randle, Juan Silva, Cyprianna Swiderski, and Becky Toghiani.

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

The minutes of the November 9, 2012 meeting were approved.

### **GUESTS**

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

Dr. Keenum welcomed the senators back from the holiday and thanked them for their leadership and work on Faculty Handbook, on the tenure process, and on the selection of the MSU Faculty Member of the Year.

He said that the state legislature has begun their session. IHL has collectively asked for a 12.6% increase in budget. He doesn't feel that it will be granted. Without the increase and with a continued mandate to contribute to PERS

Dr. Keenum plans to spend more time in Jackson talking with our leaders particularly talking about a bond bill

He has been visiting high schools talking with the best and the brightest students in the state. Alumni, friends, and donors have been a huge help in contributing to scholarship funds and a new scholarship that will be offered will be the STAR student scholarship for students selected as STAR students in their high schools.

He noted that the state economy is gradually improving and tax revenues are 2.37% above where they were last year.

He announced upcoming events:

MLK Unity Breakfast 7:00 am Monday January 21<sup>st</sup>

Spring General Faculty Meeting, Wednesday Jan 30 3:00 Foster Ballroom

Women of Color Summit, Friday Feb 8 9-4 Foster Ballroom

Spring Faculty Roundtable, Date TBA

Searches:

The Dean of the Bagley College of Eng Dean led by Mr. Don Zant.

The Dean of the College of Arts and Sciences led by Dr. Sharon Oswald.

Associate Vice President and Dean of the Graduate School led by Dr. Bill Herndon.

The Executive Director for Distance Learning search led by Mr. Scott Maynard.

He also announced that the new registrar will be John Dickerson.

Senator Nagel thanked Dr. Keenum for his effort in salary compression.

**MR. MIKE RACKLEY, CHIEF INFORMATION OFFICER**

Mr. Rackley noted the recent press release regarding a vulnerability on several sites on MSU servers. He said that two categories of data were exposed: current and former employee data including, name net id, email, with a number which ended up being associated with MoneyMate and nine employees' log-in ID and a string of characters which ended up being an encrypted password. These employees were asked to change passwords. He reminded Senators of the constant vigilance required to protect against the constant testing of our website.

Senator Wise asked about the use of software that manages passwords. Mr. Rackley said that his best advice was to be creative when thinking of passwords, to refrain from writing them down, and to change them with some regularity.

Senator Stewart asked for clarification on sensitive information released. Mr. Rackley said that 9 employees' log-in IDs and encrypted passwords were released. Those employees were asked to change their passwords. 530 current and former employee data was also released but it is not considered sensitive as the information is available on the internet.

Senator Kelly asked if the person was caught. Mr. Rackley said no, but the FBI is interested in getting more aggressive in pursuing these people.

Senator Elder asked if this indicates any vulnerability in our system. Mr. Rackley said that the servers have aggressive vulnerability scans and are as reasonably secure as they can be.

Senator Berk asked how we found out. Mr. Rackley said that a student worker in University Relations found it on a website.

Senator O'Neill asked if we would know about vulnerabilities if they are not found posted on websites. Mr. Rackley said that it depends on the magnitude of the issue.

Senator Dunne asked why ITS does not mandate regular changes in passwords. Mr. Rackley said that they used to do that, but it led to bad habits. They do require minimum length on net ID passwords and special characters to be used.

Mr. Rackley also noted that we will soon switch to Blackboard Learn platform as we are in the final year of contract with Blackboard Vista. The switch will occur summer 2013. Much planning and hardware procurement has taken place to prepare for the switch and a pilot project has begun this semester. They are planning for the migration of data from one system to the other. The new system includes web conferencing, a mobile app, and faculty and student training materials.

**DR. LINDA MORSE, DIRECTOR FOR THE CENTER FOR TEACHING AND LEARNING**

Dr. Morse said that the switch to Blackboard Learn has been major effort and long process for the CTL. 30 instructors are participating in the pilot test, including 70 courses at a variety of levels. Those instructors have received training in Blackboard Learn and will work with the CTL on support and advisory phases. The pilot is off to a good start. The CTL will start awareness and training sessions beginning in March for Faculty members. Dr. Morse said that they are planning to have jump-start sessions to assist faculty in migrating information from Blackboard Vista to

Blackboard Learn and a process is in the works to prepare for infrequently taught course information.

Senator Elder asked when jump start sessions will occur. Dr. Morse said that those will be very near the end of the semester. She also asked about the learning curve for students. Dr. Morse said that it has gone smoothly for the students in the pilot.

Senator Wise asked if My Media would still be used. Dr. Morse confirmed that it would.

President Millea encouraged Senators to talk to colleagues about this transition.

## **REPORT OF THE PRESIDENT**

As it seems with every semester, there was a last burst of activity in committee meetings before the end of the fall semester. Before getting into reporting on those activities, I want to thank President Keenum and Provost Gilbert for their commitment to the faculty. They have demonstrated that they value the faculty. \$500,000 was distributed among 276 full professors. The adjustments were calculated by comparing faculty members' actual salaries to average salary in the SUG schools for their discipline. Disciplines were identified based on the faculty credentials and confirmed/modified in consultation with department heads. The gap between actual and SUG average was uniformly reduced by a little less than 5%.

Another significant issue before the senate is the Promotion and Tenure document. Last April, the senate approved a revision to the Promotion and Tenure document, which is Section V. of the Faculty Handbook. After the senate approved the document, it was sent to the president for approval. As per the process, he sent it to the University Promotion and Tenure Committee for comment. The provost also sent to the document to the deans for their feedback who were asked to submit their comments to the University P and T Committee. That committee relayed the body of comments back to the president. Some of the feedback indicated that there were promotion practices in some places that were not consistent with the promotion and tenure document. In many comprehensive departments, which clinical, research, and/or extension faculty, a single committee addresses promotion recommendations of faculty members within all faculty categories. This practice is a hybrid of both the Promotion and Tenure document and OP 56.06 Research, Extension, and Clinical Faculty Positions that addresses performance appraisal and promotion of other categories of faculty. The feedback also highlighted the potential for considering other categories of faculty for tenure consideration which was the charge of a committee that I chaired last semester with Associate VPs Hodges, Herndon, and Vaughn. First, let me address the Promotion and Tenure document. You will see that the feedback from President Keenum and Provost Gilbert are in the agenda. The Executive Committee of the Senate will recommend later in the meeting that the Faculty Affairs committee consider the feedback received.

Secondly, let me provide an update from the taskforce that considered the logistics of creating a tenure system for extension and research faculty. After discussion and review, we met with Vice Presidents Gilbert, Shaw, and Bohach in December. The plan is to follow similar steps as were followed in the consideration of the promotion-eligible instructional faculty. Drs. Bohach and Shaw will submit a proposal to the Senate and be available for questions and answers. The senate will review the concept and proposal. If approved, the same proposal will go to the General Faculty for consideration. If approved, the proposal will be brought to IHL. If approved, then the process for developing a policy and procedure document will follow. The taskforce has completed the initial charge, which was to consider the logistics of the tenure system. However, some issues of

promotion for research, extension, and clinical positions remain. Therefore the VPs asked the taskforce to continue this semester with a different charge, which is to work on revisions to OP 56.06. A couple of primary issues with the current OP are that the procedures for promotion within this policy are significantly different than the procedure within the promotion and tenure document. Also, there is not a process for appeal. The taskforce's participation in the revision of OP 56.06 is at an early stage, but I will keep the senate informed of the progress each month.

Another item to bring to the attention of the senate that is at an early stage of development relates to evaluation of department heads and college administrators. Dr. Emison and I met with Dr. Keenum and separately with Dr. Gilbert to discuss how to positively impact the leadership skills within the mid-level management at the university. As one outcome from that discussion, Dr. Emison will develop the Faculty Senate round table topic to address some core leadership principles. I will defer to him to expand on the plans as they develop. The goal of the roundtable and the discussions with the president and provost were to develop leadership and management skills of department, unit, and college administrators; communicate clear expectations of management, and have opportunities for accountability. We look forward to continuing this discussion.

#### COMMITTEE REPORTS:

##### Recruitment of Woman and Faculty and Staff of Color

This taskforce is developing guidelines to follow to assist in securing successful recruitment of all faculty, with some special consideration to additional emphasis on recruiting and retaining women faculty and faculty of color. One issue that has come up since I started at Mississippi State is the dual career faculty hires. This committee is considering creative ways to address joint placements. In addition, the taskforce is looking into the search process, ways to develop relationships with potential hires early, and mentoring programs for new faculty.

##### Special Events Committee

This committee spent the large part of its efforts in the fall semester on issues related to logistics and safety at football events. Each year, this committee deals with issues as they arise and reflects on the season to develop plans for the next year.

##### Information Technology Council

One recommendation from the Efficiencies and Innovations Committee was to consolidate the university's e-mail system. That has been a project reviewed at length by this committee. We will likely adopt a common system, but due to unexpected revenue shortfalls, this transition will be on hold. Another technology issue of particular interest to the Senate is the adoption of a new course management system. The new system is currently being piloted by some of our colleagues across the campus. Dr. Morse (Center for Teaching and Learning) and Mr. Rackley (Information Technology Services) will address the Senate related to this transition.

##### President's Executive Committee

There are two items from this committee that I want to bring to your attention. First, the tuition remission employee benefit is being extended to cover distance fees. Secondly, the General Counsel's office is developing a policy related to Child Protection. There are still some logistical issues, specifically about background checks, to be considered related to this policy. I will keep you all posted as this new policy develops.

#### Undergraduate Admissions Policy Committee

This committee is reviewing the credits that transfer to MSU. One item to highlight is technical credits awarded by community colleges. Some programs accept these credits and some do not which can lead to incoming GPAs and credit accumulation differing based on major. The committee is reviewing alternatives to how these credits are handled. In addition, there are academic programs that issue credits that can substitute for courses at MSU. The committee is collecting that information on credit requests to have the department faculty review the substitutions. Ideally, the departmental faculty will identify acceptable course mapping where appropriate which will facilitate academic oversight and ease the admissions process. I expect these lists will be distributed to the departments sometime this semester.

#### University Communications Council

The committee participated in a webinar describing the process of developing and implementing an integrated marketing plan which broadens the website harmonization which was presented to the senate by Mike Rackley and Maridith Geuder. I will keep the senate posted as the process for developing and implementing an integrated marketing plan proceeds.

#### Remedial Course Committee

There is a committee that has considered the requirements for math and English remediation for incoming students and the way that courses are offered to these students. This committee is providing a review of the entrance requirements, students served, and efficacy of the programs offered at MSU.

#### Master Planning and Advising Committee

In the December meeting of the Master Planning Committee there were several very interesting items for discussion.

Aiken Village is currently being partially used as a storage facility. The plans are developing and continue to be discussed. There have been alternatives considered including renovations under different scenarios and demolition and rebuilding under different scenarios. I will report as plans develop for this facility.

The Bullring monument was in more disrepair than originally thought and will cost more than expected to replace. The Student Association and Alumni Association have been fundraising for this project.

The Cotton Mills project is being rebid under the direction of Joan Lucas. The plans are similar to ones mentioned when the project was under David Shaw; it is still a convention center with hotel and restaurant on site. Again, more on this as information becomes available.

The new football practice facility and building are scheduled to be open this January.

Lee Hall renovations are moving along as planned.

The governance document for this committee and this process is still under development.

SEARCHES

There are several important searches underway at the university. Dr. Oswald is chairing the search committee for the Dean of Arts and Sciences. Associate VP is chairing the search committee for the Dean of the Graduate School and Associate Vice President of Academic Affairs. Mr. Maynard is chairing the search for the Executive Director of the Center for Distance Education. The search committee for the Dean of the Bagley College of Engineering will be chaired by VP Zant. The faculty representatives are currently being elected. Dr. Gilbert will serve as the interim dean while that committee completes its work.

Respectfully Submitted,



Meghan Millea  
January 8, 2013

President Millea added that she attended a demonstration of the new Travel website. A module will be piloted by CFR and the use of which will be less expensive per transaction.

## **VICE PRESIDENT REPORT**

### Deans' Council November 5, 2012

#### Announcements

The Provost announced that interviews for the registrar position have been completed, and the process will be moving to the next phase for the selection of any registrar.

The search committee for the Dean of Arts and Sciences has been finalized.

The search committee for the Dean of the Graduate School is being composed and is expected to be finalized shortly.

The search committee for the Director of the Center for Distance Education is presently under development.

The Provost requested that the Deans provide him with a schedule in which each Dean will complete the required three-year evaluations for re-appointments for Department Heads.

The Provost reminded the Deans that Department Heads may not be paid extra for teaching responsibilities beyond those that are standard for the Department Head position.

The Deans were alerted that the Excellence in Advising Award nominations are due December 14, 2012.

#### Academic Operating Policies

AOP 12.07 Student Honor Code Policy: A subcommittee of the Deans' Council presented proposed revisions to the Honor Code Policy that were intended to address concerns about the "one strike and you're out" graduate student dismissals envisioned in the earlier policy. A discussion ensued concerning the impacts the proposed approaches might have on the efficacy and legitimacy of the Honor Code Policy overall. The Deans' Council voted to return the policy to the original drafting committee for them to take into account in further revisions the discussion as well as the proposed committee's suggestions.

AOP 13.07 Academic Promotion and Tenure Policies and Procedures: The Deans' Council approved the AOP which established the link between this AOP and the universities policies which are kept current online.

#### Faculty Handbook

Megan Millay briefed the Deans on the revisions which the Faculty Senate adopted earlier this year and which the President and Provost had endorsed.

#### Institutional Effectiveness Reports

The Office of Institutional Research provided draft institutional effectiveness reports to the Deans. These drafts were based upon OIR's interpretation of the annual reports from each of the colleges. OIR expects to follow up with each individual dean to discuss adjustments to improve the accuracy of these institutional effectiveness reports, which will be used during the SACS accreditation process.

#### Deans' Council November 19, 2012

##### Announcements

The Provost announced that John Dickerson has accepted the position of registrar and is expected to start around February 16, 2013. Mr. Dickerson will be attending winter commencement in order to gain an understanding of the commencement program processes.

The search committees for the Dean of Arts and Sciences, the Dean of the Graduate School and the Director of the Center for Distance Education are expected to begin shortly.

IHL has approved a \$50 per semester per student capital improvement fee, which is expected to be applied initially for the new classroom building. The fee will be allocated to other capital needs should a bond bill pass to cover the new classroom building.

MSU employees who are enrolled in distance education courses will no longer be charged distance fees, only instructional support fees.

The Provost reminded deans that it is university policy not to pay administrators extra should they elect to teach courses.

The University has changed its policies on the requirements for intermediate algebra. A 19 or above on the ACT will be required for enrollment in college algebra in the fall semester. Students with 18 or below on the ACT will be asked to take algebra in the summer or spring semester.

Work continues on designing a process for addressing salary compression for professor salaries between MSU and those of the SUG average. The process will take into account disparities between faculty salary and the SUG average as well as a number of years served as a full professor.

Administrators will not receive an adjustment under this program until they return to the faculty from their administrative position.

Winter commencement is scheduled for Saturday morning December 15. Approximately 1000 students are expected to participate.

#### Family Weekend

Cat Walker, director of parent services in the Dean of Students Office, briefed the deans on the newly established family weekend, which is expected to be held the weekend of Friday, February 15, 2013. She asked the deans to provide a two-hour open house in their college for participating students and their families. This is intended to allow the families to become better acquainted with MSU and is expected to be of particular interest to those families who are not from the state of Mississippi.

#### Academic Operating Policies

AOP 12.29 Undergraduate Entrance Requirements: The deans were provided a copy of the draft policy which was developed by the undergraduate admissions policy committee. The deans were asked to review and be prepared to discuss it at the next meeting.

### Deans' Council December 3, 2012

#### Announcements

The full professors pay adjustments associated with closing the gap on the SUG average are to be submitted to the budget office by mid-December. A letter to each of the faculty members involved in the change in compensation will be sent, with a letter also going to those above the SUG average who, as a consequence, did not receive pay adjustments. The deans were asked to write those professors who did not receive a pay adjustment due to performance evaluation deficiencies. The Provost reaffirmed that this is the first year of a two year effort to diminish the gap for full professors. Readjustments and re-calculations are expected to be repeated again next year.

The Provost will be communicating with faculty that all final grades must be submitted by 7:00 am, December 17, vice the original time of 12 noon that day. This adjustment is necessary in order to allow the registrar's office to complete the necessary paperwork prior to the University closing for holiday.

Deans were reminded that there are a number of deadlines approaching. The deadline for the Jeffcoat Advising Award is December 14, the deadline for sabbatical applications for next fiscal year is January 14 and promotion and tenure recommendations from the deans are due to the Provost's office January 15.

#### MSU Development Campaign

John Rush briefed the deans and solicited their input on the strategy that is expected to be pursued in the upcoming development campaign. The emphasis will move from solicitations aimed at addressing University needs to solicitations that achieve a particular University outcome.

#### Academic Operating Policies

AOP XX.XX: Graduate Student Grievance Policy—The deans endorsed and forwarded to the Faculty Senate for consideration a new AOP that will establish a formal policy through which graduate students may express grievances.

AOP 12.10: Recognition of Undergraduate Academic Achievement—The deans endorsed and forwarded to the Faculty Senate for consideration adjustments in how determination of a 4.0 graduation average would be computed. Academic forgiveness retakes would not be permitted to substitute in this calculation.

AOP 12.29: Undergraduate Entrance Requirements—The deans endorsed and forwarded to the Faculty Senate for consideration revision to undergraduate entrance requirements.

Vice President Emison added that he represented the Faculty Senate at a Department Head workshop reviewing Faculty Review forms, Department heads will complete their evaluation and should have a discussion face to face with the faculty member before forwarding their evaluation. All annual reviews have to be completed by March 15. The new form has no numbers associated with it, just verbal characterizations. Dr. Gilbert also said that he will not support action taken against faculty without prior documentation in letters or annual reviews. He expected departments to have shared governance and to remain open for business from 8-5 with someone available to make decisions.

Senator Robichaux asked about the correlation of the previous numbered evaluation with the verbal characterizations. VP Emison said that he didn't remember that coming up in the workshop and suggested that the question be asked to Dr. Gilbert.

Senator Wise asked about shared governance at the department level. VP Emison said that his sense of Dr. Gilbert's comments is that the operation of departments should be more collaborative rather than hierarchical. Senator Wise suggested department bylaws.

Senator M. Hopper asked about the meeting with the faculty member and the department head in the annual review. VP Emison said that the faculty member will complete the form and turn it in to the department head, who then reviews it and makes an assessment and then must have a face to face review of the assessment. Senator Hopper noted that the assessment is made prior to the conversation. VP Emison said that it would be possible that changes could be made as a result of the conversation, but the goal is for the faculty member to know what their review is at the end of that meeting.

Senator Berk said that IHL policy 401 says that administrators are supposed to give a maximum of a 4 year contract. VP Emison said that that is a state statute. President Millea noted that the 3<sup>rd</sup> year review gives Faculty a chance to provide feedback on those appointments. Senator Nagel noted that we get a new contract each year.

Senator Sullivan suggested that new people in a position could have a first year review to get feedback. VP Emison said that good practice is to have regular feedback at all levels. His hope is to increase the role of the faculty in course setting decisions. President Millea said that Dr. Gilbert is getting rid of the annual review of administration to his office, but is not suggesting that they shouldn't be reviewed annually.

Senator Cox asked if the incoming students are aware of the changing requirements for algebra. VP Emison said that it was an announcement in Dean's Council so it is his understanding that they are aware. Dr. Gilbert said that this is the way to manage the number of students in those courses. President Millea said she would ask in the Remedial Course Committee how the information is disseminated.

### **FACULTY SENATE DELEGATES ON UNIVERSITY COMMITTEES**

President Millea reported for Senator Byrd that the Work Life Balance website is up [worklifebalance.msstate.edu](http://worklifebalance.msstate.edu).

Senator Nagel reported from the Dining Services Committee that the Bakery will close after 2:00 in Fridays due to lack of patronage.

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

**6.1 DR. KEENUM AND DR. GILBERT'S LETTERS RE: PROMOTION AND TENURE (FACULTY AFFAIRS)**

**6.2 DR. KIBLER'S LETTER RE: TOBACCO FREE POLICY (ANCILLARY AFFAIRS)**

**6.3 PROPOSED FACULTY HANDBOOK AOP (CHARTER AND BYLAWS)**

**6.4 12.29 UNDERGRADUATE ENTRANCE REQUIREMENTS (STUDENT AFFAIRS)**



procedures: <http://www.travel.msstate.edu/policy/faq.php> and <http://www.travel.msstate.edu/forms/TravelSe.pdf>.”

He made a motion for Senate to endorse these changes. Senator Stewart seconded the motion.

Senator Sullivan asked what the term “significant savings” means within the document regarding the use of the contract travel agent when using a public carrier. Senator Nagel said that significant referred to \$25.

The motion passed by unanimous voice vote.

**NEW BUSINESS**                      **None**

Senator Wise made a motion to adjourn. Senator Cox seconded. The meeting was adjourned at 3:51 P.M.

Submitted for correction and approval.

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Brian Rude, Secretary