

## **ROBERT HOLLAND FACULTY SENATE UNCORRECTED MINUTES OF MARCH 8, 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, March 8, 2013.

Members absent and excused were: Stan Bullington, Joey Burt, Tom Carskadon, Mike Cox, LaDonne Delgado, Ted Dobson, Robert Grala, Missy Hopper, Rocky Lemus, Kim Morgan, Jody Ray, and Juan Silva.

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

After a moment of silence for the late Dr. Zacharias, the minutes of the February 8, 2013 meeting were approved.

### **GUESTS**

#### **DR. GREG BOHACH, VICE PRESIDENT FOR AGRICULTURE, FORESTRY, AND VETERINARY MEDICINE**

Dr. Bohach said that the administration for the Division of Agriculture, Forestry and Veterinary Medicine was in place with exception of the Stoneville Department head. They are currently 6<sup>th</sup> in the nation in agriculture research expenditure, with \$56 million in grants and contracts, a record high for MSU. The division has chosen 5 areas of emphasis: health and health disparities, youth and family, community development, agriculture production technologies and natural resources particularly water and sustainable energy. Current projects include reorganizing Extension Service and a classroom addition to the Wise Center. They are asking for a 5% increase in budget from the legislature. A mandatory Civil Rights review will also occur at experiment stations.

Senator Nagel commented on differing versions of the recent strategic planning exercise in CALS. Dr. Bohach requested that he send the version he received in that meeting to compare.

Vice President Emison asked how the appropriations in Washington will affect the university. Dr. Bohach said that it would affect the division the most. He added that there will be no new USDA grants.

Senator Nagel asked where the funds for county extension staff raises came from. Dr. Bohach said the funds came from the Extension Service budget. He explained that there were savings and vacant positions from the early retirement incentive. Also the county director position was cut, however one extension agent will have administrative responsibilities.

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

#### **CONSENT AGENDA:**

**AOP 12.09 CLASS ATTENDANCE AND REPORTING ABSENCES (ACADEMIC AFFAIRS)**

**AOP 12.13 ACADEMIC RECORDS (STUDENT AFFAIRS)**

**AOP 13.07 ACADEMIC PROMOTION AND TENURE POLICIES AND PROCEDURES (CHARTER AND BYLAWS)**

**AOP 00.00 ADDITIONAL COURSE FEES (UNIVERSITY RESOURCES)**

Vice President Emison made a motion to accept the consent agenda. The motion was seconded by Senator Byrd and passed by voice vote.

## STANDING COMMITTEE REPORTS

### CHARTER AND BYLAWS

#### 7.1.1 Reapportionment Report

Senator Robichaux presented the Reapportionment report on behalf of the Charter and Bylaws committee. She explained that the faculty count was retrieved from ITS in January. Also, the report from the committee who looked at Extension faculty was also used to apportion extension faculty. Faculty count was confirmed by the deans of each college represented on the senate.

She made a motion to approve the report and the motion passed by unanimous voice vote.

### FACULTY AFFAIRS

#### 7.2.1 Faculty Handbook Promotion and Tenure Procedures

Senator Wise presented the Promotion and Tenure report on behalf of the Faculty Affairs Committee. He highlighted substantive changes made by the committee including the recognition that some departments have unique needs in the process and the use of redacted copies of committee recommendation going to candidate to protect identities of external reviewers.

Senator Kelly noted that some departments take the liberty to choose what the candidate can see in the letters. Senator Rude said that line refers to the committee's letter, not the department head's. Senator Sullivan said it might be helpful to add clarification to the intention of the word "redacted." He made a motion to add "only insofar as necessary to conceal the identity of external reviewers" each time the word redacted occurs in the document. Senator Banicescu seconded the motion. The motion passed by unanimous voice vote.

Senator Wise also noted that wording was added to allow a loophole for a candidate to continue their application with a minor variation of the process. Senator O'Neill said that she read that as a limitation on the appeal that a candidate can make. President Millea said that prior wording required four external letters with no conflicts of interest for a packet to continue through the process. The new wording provides opportunity for the packet to continue if done in good faith. Senator Berk noted that it also allows the process to move forward if a letter is late. Senator Byrd suggested clarification of "process" in line 580. Senator Wise said that the section called "The process" describes the steps that occur (line 416). Senator Dunne said that major variations could occur. A motion was made to add "These minor" variations of the process... in line 580. The motion was seconded by Senator Elder, and the motion passed by unanimous voice vote.

Senator Foster made a motion to add "described by this paragraph" and to strike "considered by the University P&T committee." The motion was seconded by Senator Dodds and passed by unanimous voice vote.

Senator Wilmoth expressed concern in understanding the meaning of minor since it is not specified. Senator Wise said that listing possible variations would lock the set of variations. Senator Berk noted that if the University P&T committee rejects the request for the variation, it would not be minor, and Senator Rude added that having the University P&T committee reviews all requests makes it uniform.

Senator Wise noted that the chronology section was rewritten by his committee. Fewer dates were specified to serve as deadlines and were set as late as is practical. Senator Peacock noted some confusion on the specified dates in the chronology section. Senator Wise said that the committee's intent was to give departments as much liberty as possible in setting their own guidelines. A motion to add "earlier if" specified ... to lines 595, 599 and 613 was made and seconded Senator Byrd. The motion passed by unanimous voice vote.

Senator Miller asked if these five changes addressed the concerns of the department heads. Senator Wise confirmed.

Senator Byrd commented that the document refers to both an application and a dossier and recommended a search and replace of the word application with dossier. Senator Toghiani noted that applicants do fill out an application form as part of the process and also noted that the word "packet" is also used in the document. Senator Sullivan said that they are two separate terms: "application" should refer to the application form and support materials submitted by the applicant and becomes part of the dossier, whereas the "dossier" should be used to refer to the additional material added. VP Emison made a motion to give the President Millea the ability to make the changes to the document for consistency in using application and dossier. The motion was seconded by Senator Follett. The motion passed by voice vote.

Senator Byrd asked about the reference to director in lines 518 and 524 where one has been struck and the other has not. President Millea said that there are instances where a parallel needed to be made between department heads and directors but not deans and directors. Senator Toghiani noted that director could be added to line 223. A motion was made to that effect and the motion passed.

Senator Peacock asked about the procedure to discontinue the tenure review process in line 570. Senator Berk suggested that it should be done in writing to the department head or director. Senator Peacock made a motion to add "His/her request must be made in writing to the department head or director before a final decision has been rendered." to line 571. The motion was seconded by Senator Sullivan and passed by voice vote.

Senator Fountain asked for clarification on the amendment made to line 224 and asked why Extension Service faculty wouldn't go to their director. Senator Nagel pointed out that this document addresses tenure-track faculty only. President Millea added that OP 56.06 addresses promotion and evaluation of clinical and research faculty.

Senator Lueg said that lines 117-119 and 458-461 both potentially shorten the tenure clock. Senator Wise said that the intent was for departments to start the process early enough within reason to get the external letters. Senator Dunne noted that department guidelines will specify the dates. Senator Sullivan said that this has the potential to work to the disadvantage to the applicant to requiring them to create a packet early. Senator Peacock made a motion to strike the sentence beginning on line 458; seconded by Senator Elder. The motion passed by unanimous voice vote.

Senator Brashier asked why collegiality was struck in line 150. Senator Wise said that the committee felt that collegiality was defined in another way in the sentence and that the term could be used by administrators to disqualify a candidate. Senator Randle asked if a department document could still use the term "collegial." President Millea said that a department can have higher standards than the university document.

Senator Walters asked about the references to conflicts of interest and lack thereof in other areas. After some discussion, he made a motion to add "No member of the committee will consider the application of a candidate with whom they have a personal or professional conflict of interest." to



Village has been formed and will report back to the larger MPDAC. This task force is chaired by Benjy Mikel.

The task force for recruiting and retaining women and faculty and staff of color is developing a document to capture the deliberations of the group which will be in the form of recommendations to the provost and president. This committee will also develop guidelines of best practices for units to apply when engaging in searches and practices to improve retention.

The Enrollment Management Council receives reports on enrollment projections from different groups including the honors college, the Meridian campus, the admissions office, and the graduate school.

Special Events and Game Day committee is meeting early to trouble shoot persistent issues that arose last football season with the management of game day operations such as golf carts, tents, commercialization of tailgating, and ticket reselling locations. In the discussions it became evident that there will be significant construction on the campus with the stadium and classroom building. These and other plans need to be accommodated in the plans for managing the game day experience. This committee will be actively engaged to effectively anticipate as much of the diversions as possible in advance.

I continue to work with Associate Vice Presidents Hodges, Herndon, and Vaughn on the revisions to OP 56.06. The spirit of the revisions is to align, where appropriate, the promotion process of clinical, research, and extension faculty with the process outlined in our P and T document including peer review, external letters, an appeals process, and administrative review that is synchronized with the P and T chronology, where appropriate.

Between March and April, we will have senators roll off and reapportionment. Both of these actions will result in calls for elections of senators from the different represented units. Please encourage your colleagues to serve. In April, the senate body will be in place for the next academic year. We will also prepare for election of officers within the senate, which will be managed in the April meeting.

Respectfully Submitted,



Meghan Millea  
March 3, 2013

## **VICE PRESIDENT REPORT**

### **Deans' Council February 18, 2013**

#### **Announcements**

The Provost announced that this would be the last Deans Council meeting for Dean Sarah Rajala since she would be on leave before the next meeting. Dean Rajala was wished well and thanked for her contributions.

The Provost shared with the deans a proposal for 3 year bachelor's degrees in business and education. He invited other colleges to propose similar programs if they wished.

#### Blackboard Learn

Mike Rackley of ITS and Linda Morse of CTL briefed the deans on the transition to the new online learning environment, Blackboard Learn. They asked the deans to encourage their faculty to attend the training sessions being offered prior to the system going operational during MayMester.

### **Deans' Council March 4, 2013**

#### Announcements

The Provost reminded the deans of the IHL and SACs requirements that offering a course at any location other than currently approved ones requires prior clearance.

The Provost announced that he is working with the Department Heads Executive Committee to schedule a series of small group meetings with department heads in which the topics of leadership and management can be discussed. He expects this to be particularly important as third year reviews of department heads occur on a more regular basis and with a focus on managing and leading the departments.

#### Enrollment Targets

Phil Bonfanti briefed the deans on the status of recruitment initiatives. The Academic Insight Programs have been favorably received and the enrollment numbers have somewhat increased from last year. Deans will shortly be provided with student information for those admitted but not yet signed up for orientation. The deans were encouraged to contact these students, with special emphasis on high achieving students, students in priority majors or other categories receiving more emphasis.

#### Academic Operating Policies

AOP 10.02 Academic Administrators and Directors: The deans approved and forwarded to the Faculty Senate modifications which updated organizational titles and descriptions in this AOP.

AOP 12.15 Academic Probation for Undergraduate Students: The deans approved and forward to the Faculty Senate revisions, the most prominent of which eliminated restrictions on accumulation of credits from non-MSU educational institutions while on academic probation from MSU.

### **Master Plan Development Advisory Committee**

On February 13, 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 the location of the **New Meat Lab** at the intersection of Stone Blvd and the Wise Center Drive. Some committee members expressed concerns that the location was not consistent with the Master Plan, did not provide for adequate storm water control and was not suitable for the new access being designed for the university from the south. A decision on the project was deferred until a later time.
- The committee discussed a proposed **Wetlands Education Theater** on Bully Blvd. Some committee members expressed concerns about the location and scope of the project on high-value property at the center of campus as well as a lack of inclusion of stakeholders in the project decisions. Its status was deferred until a further discussion among committee members.

- A status report on **Aiken Village** resulted in the Provost establishing an ad hoc committee to examine conditions on the site and recommend a course of action to return the site to productive use.

## **FACULTY SENATE DESIGNATES ON UNIVERSITY COMMITTEES**

Senator Lueg reported from the Employee Benefits Committee. A new employee assistance plan will begin April 1 that includes crisis counseling, professional counseling, and legal counsel through Humana. He said that Form 16 can be used by PERS employees to exercise an advance application if you pass away before retirement, if vested. He added that you can file a memo to provide access to those who can talk with HR about claims to benefits.

Senator Nagel reported from the Dining Advisory Committee. A table was provided on usage of meal plans. Aramark said that they are willing to expand vegetarian options and would like to know what options to consider. Senator Elder commented that they used to offer international food more frequently. The availability of tap water in Perry Cafeteria was discussed. A new meal plan will be offered next fall pending IHL approval. Senator Byrd commented that “Eat more for less” is a horrible marketing plan in light of the obesity epidemic.

## **SPECIAL COMMITTEE REPORTS**

### **OLD BUSINESS**

#### **9.1 SENATORS COMPLETING TERMS**

President Millea thanked those senators who would be completing both their first and second consecutive terms upon conclusion of the meeting for the service on the senate.

### **NEW BUSINESS**

**None**

A motion to adjourn was made by Senator Follett and seconded by Senator Foster. The meeting was adjourned at 4:27 p.m.

Submitted for correction and approval.

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Brian Rude, Secretary