



ROBERT HOLLAND FACULTY SENATE

Uncorrected Minutes of November 13, 2015

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, November 13., 2015.

Members absent and excused were: Mathew Boggan, Michael Brashier, Stan Bullington, Lelia Kelly, Rocky Lemus, Lesley Strawderman, Robert Thompson, Joe Wilmoth, David Wipf, and John Wyatt.

The meeting was called to order by Senate President Cody Coyne.

President Coyne presented a plaque that has been given to Provost Gilbert on behalf of the Faculty Senate to thank him for his service. Since Dr. Gilbert was unable to attend the Senate meeting, President Coyne read aloud a letter to Senate from Dr. Gilbert. (Letter to Senate included on the last page of the minutes)

President Coyne asked if there were any corrections to be made to the minutes of the October 9, 2015 meeting. Senator Wolverton made a motion to adopt the minutes. Senator Baldwin seconded the motion. The motion to accept the October minutes passed unanimous hand vote.

GUESTS

Dr. David Shaw, Vice president for Research & Economic Development

Dr. Shaw began by stating that even when he was in the interviewing process for his current position his goal was to put Mississippi State University in the best position to advance scholarship and research. He said that he just got back from a trip to the west coast to meet with two companies that have invested in our research regarding the new unmanned aircraft program. This is just one example of hundreds of things that are happening all across the University.

Dr. Shaw stated that he felt that the University has the opportunity to do even more. To support this, his office is doing several things. His office is doing several things to help support faculty from a proposal development standpoint. Some responsibilities in his office are being shifted to allow positions to become a resource to assist with large project budget development. As of January 1, 2016, David Thompson from Aerospace Engineering will be joining his office for a special assignment to determine what can be done to support faculty from a competitiveness standpoint. A new research software package was purchased to help us meet compliance standards. Faculty will be notified when the software has been activated, and training workshops will be offered. Dr. Shaw said that he always welcomes feedback from faculty regarding any issues that could be addressed.

Dr. Shaw stated that he was very excited about the partnership school. Last month the selection process was completed to choose an architect for the design of the school which will be located on land designated by Mississippi State University. The University is very deep in its fundraising efforts to obtain private funds for the development of the school. Everyone is working diligently to make sure that other funding sources fall into place as well. Dr. Shaw said that he is excited about the research and economic development possibilities that this partnership school will bring to the region. By having sixth and seventh grades offered at the school, it allows both the elementary education and secondary education majors as well as faculty on campus to be involved. No one else in the country has used the model that this school will be built on. Dr. Shaw said that he believed that our model takes the best of other models and combines them. Dr. Devon Brenner has been able to be included in Senator Cochran's office as an Education Fellow. This has allowed her to meet people from within the Department of Education as well as people from all of the arenas that are touched by education. The information that she is able to bring back to the University creates some ideal opportunities for us to capitalize on.

Dr. Shaw said that moving forward, the goal is to make sure to invest strategically. The executive staff spend a great deal of time to determine where opportunities exist. Dr. Shaw stated that he is always looking for new opportunities. The FAA initiative for the Center of

Excellence for Unmanned Aircraft was suggested seven years ago. Finding new directions for the University to explore is not a top down activity. The expertise of the faculty is needed to bring these ideas to the table.

Senator Wolverton stated that he was asked why the partnership school was going to be built on campus and did not know how to answer. Dr. Shaw replied that donating the land demonstrates MSU's commitment to the partnership. The campus location will also open up research opportunities. The most important reason for locating the school on campus is that it allows education students to be involved in the classroom in an ongoing way and will allow us to produce a different and better teacher.

Vice President Elder asked if there was a plan with regards to the mission and vision of the partnership school. Dr. Shaw responded that the choosing of the architect was a big step that will allow the project to move forward. Currently, the project is in its pre-planning phase. There are conversations going on with faculty, students, the school district, and parents to determine the needs and allow the school to meet the requirements of all. Vice President Elder asked if there was a committee that was taking the lead on the project. Dr. Shaw replied that there is a committee that is being formed.

Secretary Fountain asked if there was a timeline in place for the partnership school project. Dr. Shaw replied that the different funding sources have to be cemented. The fundraising by MSU is doing extremely well. There will also be some millage available. The state portion of the funding has to be determined through this legislative session. The goal would be to have the school open fall of 2017.

Senator Baldwin stated that we would be good stewards of the environment and our neighbors to have a water abatement plan in place for the new partnership school. Dr. Shaw replied that the terrain of the building site was unique. The goal is to utilize the terrain to aid in the education process. The four architectural firms that were finalists for the selection process were asked to walk the property for this reason before submitting their final proposals.

Senator Riehm asked who should be contacted to volunteer for the committee that will oversee the partnership school project. Dr. Shaw replied that he should be contacted to volunteer for the committee. Senator Riehm asked who the chosen architect was. Dr. Shaw replied that JH&H was chosen as the architect for the project. Dr. Shaw added that all four finalists submitted wonderful proposals. In the end JH&H was the unanimous choice of the committee. The committee had representation from the University, the school district, the parent's organization, the Bureau of Buildings, and IHL.

President Coyne thanked Dr. Shaw for his instituting the new grant proposal software. He said that it will help streamline the grant submission process, particularly in the case of NIH grants.

Amy Tuck, Vice President for Campus Services

Ms. Tuck began by explaining the structure of Campus Services. Campus Services includes Facilities Management, Planning, Design & Construction, and Parking, Transit and Sustainability.

Ms. Tuck stated that there are currently sixty eight parking lots on campus. These lots house thirteen thousand seven hundred and thirty parking spaces. She said that with all of the improvements that occurring on campus it poses a challenge to parking. Recently, a parking study was conducted on campus. The data from that study is currently being analyzed. The company performing the study will present the results of the study as well as some recommendations for areas of concentration. Ms. Tuck said that Parking Services also manages the Bully Bike program. There are one hundred sixty bikes that students can check out for up to a semester. There are two zip cars that are available for check out online. The zip cars are increasing in popularity. The S.M.A.R.T. system includes nine routes and thirty two busses. The normal operating hours are 7 a.m. to 8 p.m. The S.M.A.R.T. system averages over forty five hundred rides daily. Over twenty percent of those rides are in the new city routes. There have been requests to expand the reach of the routes in the city. Specifically there have been requests to include the GTR airport at the appropriate times.

Facilities Management includes Facilities, Utilities, Maintenance, Custodial Services, Campus Landscape, and Faculty and Staff Housing. There are approximately ninety eight custodians on campus. Someone from Custodial Services is on campus from 4:00 a.m. to 2:00 a.m. Custodial Services cleans one hundred and fifteen buildings. They are a big part of the reason that MSU won the Recycler of the Year Award given by Mississippi's Recycling Coalition. Campus Landscape maintains fifteen hundred acres of the forty one hundred total acres of MSU. There are fifteen miles of sidewalks and two hundred and sixty outdoor trash receptacles. Campus Landscape recently won the Green Star Honor Award given by the Professional Management Association. Scott Field was ranked sixth in the country for collegiate football fields.

Planning, Design and Development is responsible for Planning and Design, Construction, Work Management, Master Plans, Space Management, and Sustainability. There is one hundred eleven point six million dollars worth of projects that are in the design phase. There are over two hundred and eighty two million dollars worth of projects under construction currently. Recently a Campus Access Committee has been formed to look at improving campus accessibility. MSU has also contracted with the Geosystems Research Institute to develop a campus wide parking and sidewalk ADA compliance study. Ms. Tuck said that she was grateful for Human Resources guidance to help Campus Services become more professional, accessible, and transparent. Ms. Tuck thanked everyone for their patience with the lighting retrofit project. Over a million square feet of campus has been converted to LED lighting. This has led to over a sixty percent reduction in energy consumption. Ms. Tuck said that the feedback that is received through the

surveys that are distributed upon the completion of a request are very important. The survey responses are used to improve Campus Services.

Ms. Tuck stated that under Dr. Gilbert's leadership, a Design Review Committee was formed. This committee meets and provides feedback that is sent on to the Master Planning Committee. The Design Review Committee was appointed by Dr. Gilbert and contains experts in various fields that can provide their input regarding upcoming projects.

Campus Services is trying to utilize technology to be proactive. An example of this is a contract with a company that utilizes technology to determine the state of the various roofs across campus. This will indicate where the focus needs to be.

Ms. Tuck said that Campus Services is looking to enhance the relationships that they have with faculty and students. She looks forward to more learning experiences being available through these partnerships.

Ms. Tuck said that she was in a very encouraging meeting this morning that involved MDOT, city and county representatives, and MSU representatives to discuss traffic flows in the area. She said that it was great to see everyone involved state what they were looking for and working together to meet those goals.

Senator Grace stated that she has recently required the use of a handicapped tag due to a mobility issue. She noted that the only way to receive a handicapped tag was to go in person to Parking Services and get it. She said that there were no parking spaces available in close proximity to Parking Services and added that there might be a better way to handle handicapped parking tags. Ms. Tuck replied that the current location of Parking Services was temporary. Once the Roberts Building was renovated, Parking Services would move back there. She stated that there are governmental regulations that must be followed regarding the issuance of handicapped permits.

Senator Ridner said that the new parking gates do not allow bicyclists to pass without dismounting and pulling ones bike onto the curb. Ms. Tuck said that she would look into the issue. Senator Ridner also said that she felt that facility rental fees for the Union were prohibitive for smaller units that had to rent space elsewhere off campus due to financial restrictions. Ms. Tuck replied that she would pass that information along to the parties that were involved.

Senator Wolverton asked if the custodians received extra compensation for working football games. Ms. Tuck replied that the custodial staff does receive additional compensation for working football games if they choose to do so.

Senator Williams stated that the arms on the gates in the Hand Lab lot have been broken off for over a year. Ms. Tuck said that she would look into why the arms have not been replaced. Senator Jones said that she often sees booted and ticketed cars in the Hand Lab lot, and she

commends Parking Services for regulating that. Senator Herd added that sometimes the booted vehicles are visitors to campus. She said that she did not feel that this was a good impression to be giving to visitors of the campus. Ms. Tuck replied that there was work in progress to address visitor parking that would hopefully eliminate that issue.

Senator Barefield asked about the roof on the Lloyd Ricks Building. Ms. Tuck replied that that building was pretty much at the top of the list for repair/replacement.

Senator Jones said that the roundabout on Blackjack Road was very dangerous and she has personally seen several pedestrians almost get hit. Ms. Tuck replied that the roundabout was a primary area of concern. It is an ongoing effort with the officials to improve that situation. Senator Baldwin added that the opening of the gate on Morrell Road would alleviate traffic congestion at the roundabout.

Secretary Fountain stated that the traffic flow after the LSU game was horrible. He asked if the game day operations fell under Ms. Tuck's purview, and if so, what was being done to help reduce that problem in the future. Ms. Tuck replied that game day operations are a joint effort. She said that the LSU game was a worst case scenario being that the game did not end until after midnight and everyone stayed until the end since it was a close game. She added that since that game they have worked with the Highway Patrol and MDOT to continue to enhance the traffic flow on game day.

Senator Riehm stated that the bus route to the GTR airport would help attract small groups and conferences to MSU. It would provide a cost savings for them. He said that he felt that it was a key part of attracting small groups to MSU. Ms. Tuck said that she would share the information as the plan moved forward.

Senator Spain said that she appreciated the increase in sidewalks and bike paths. She said that making the campus more bike friendly would help alleviate traffic. She added that covered areas to park bikes would be beneficial and would encourage more people to ride their bikes as their daily commute. Senator Spain suggested working with Starkville in Motion. She added that it is a part of the Healthy Initiative for students and faculty. Ms. Tuck thanked Senator Spain for her comments.

Dr. Mark Keenum, President

Dr. Keenum said that he just welcomed the SEC Nation crew. He said that SEC Nation does not have to go to all of the SEC campuses. They enjoy coming to Mississippi State due to the hospitality that they are shown.

Dr. Keenum mentioned the recent state elections. There was no significant change in the leadership for the state. It remains a Republican Senate and a Republican House of

Representatives. The Republicans may end up with a super majority that would allow them to pass bills more easily. Dr. Keenum added that Initiative forty two failed the popular vote.

The months of July and August exceeded the budget revenue projections. Revenues exceeded projections by three point three percent in July and over four percent in August. The next two months were not as good. September revenues were down almost six percent and October revenues were over five percent below projections. This means that year to date revenues are roughly two percent below projections. The revenues are below projections due to sales taxes being down. Dr. Keenum said that he hopes that revenues will pick up as the holiday season approaches.

Dr. Keenum said that in the coming session the legislature will be asked for another round of pay raises for faculty and staff. The revenue numbers that have been reported may have an effect on that, but the IHL institutions are united in requesting the appropriation for pay increases. A request will also be made for a multi-year bond deal. Dr. Keenum added that the bond deal is not dependent on revenues. He said that based on the success of the previous bond bill, he is optimistic with regards to the current bond request.

Dr. Keenum said that everyone is aware of the record enrollment that we had this fall including seven hundred and thirty five more students than last year and nearly five hundred more first-time freshman. An Enrollment Committee meeting was held earlier in the week and applications are over twenty five percent higher than they were at this time last year. It is likely that enrollment will increase again next year. The additional students will present challenges. The Deans have received approval for hiring twenty nine new faculty positions for the next academic year to help accommodate the increase in student enrollment. Of the twenty nine new faculty positions, twenty one will be tenure track positions.

Dr. Keenum stated that Provost Gilbert will be leaving the University because he is now the President of Marshall University. Dr. Keenum said that he relies on Dr. Gilbert a great deal and that he will be sorely missed. He wishes the best for Dr. Gilbert and his wife, and said that Marshall is blessed to have someone of his capacity and his energy be their President. Dr. Keenum said that the faculty has been notified to nominate faculty members to serve on the search committee for Dr. Gilbert's replacement. There will be ten elected faculty members on the committee. Dr. David Shaw has been asked to chair the search committee, and has agreed to do so. President Coyne has been asked to serve on the committee and the Student Association President, JoJo Dodd has been asked to either serve on the committee or appoint a representative of the student body. The remainder of the committee will be picked by Dr. Keenum. Proposals have been solicited from search consultant firms. The hope is to have a search committee formed, a consultant hired, and hold a meeting of the search committee by early December. The committee will review the job description and make their recommendations prior to the holiday break. After the break the position will be advertised and applications received. The hope is to have the position filled by the end of the next academic semester.

Dr. Keenum stated that there is another search going on for the Administrative Director for Meridian. He was able to meet with one of the final three candidates and was very impressed. Dr. Keenum said that he hopes to have that position filled in the next couple of weeks.

Dr. Keenum said that the interim Provost would not be eligible to be a candidate for the position. He said that he has asked Dr. Julia Hodges to serve as interim Provost and she has accepted.

Dr. Keenum said that he was happy to announce that the rotunda that will be in the entrance to the new classroom building will be named the Wolverton Rotunda after Dr. Robert Wolverton. Dr. Keenum said that he could not think of anyone else that was as deserving of this recognition as Dr. Wolverton. Dr. Wolverton has had a prestigious career at Mississippi State University Dr. Keenum commended his commitment to service.

Judy Spencer, Chief Human Resources Officer

Ms. Spencer began by mentioning the Employee Assistance Program and Work Life Services. She said that she just wanted to remind everyone that the service is available to all employees. The students have the Student Counseling Center, but before this program faculty and staff did not have a similar resource. Someone is available twenty four hours a day for unlimited free telephonic service. If it is determined that the individual needs face to face counseling, the first three visits are free before it has to be filed on insurance with no deductible and no cost to the individual. Children of employees are also eligible for the service regardless of age. The link to information regarding the program can be found at the bottom of the MSU home page. The user id and password for the service are both “msu”.

Ms. Spencer said that the policy regarding leave and leave without pay has been updated due to requirements of state law. The change allows a faculty member to take major medical leave in the case of an adoption or foster care. The leave must be used within one year of the placement of the child. Additionally, an employee may use up to thirty days of organ donation leave in any twelve month period to serve as a bone marrow donor. An employee may also use up to one hour to donate blood every fifty six days. An employee may use up to two hours to donate blood platelets in accordance with the appropriate medical standards, not to exceed twenty four times in a twelve month period. These updates can be found in OP 60.201.

Ms. Spencer said that the ad hoc anti-bullying committee has been formed and the first meeting has been scheduled. Ms. Spencer stated that since the subject of an anti-bullying policy was first introduced she has personally turned one hundred and eighty degrees in her thinking. At first Ms. Spencer thought that current policies covered bullying. After training and research and presentations she has come to realize that current policy does not cover all instances of bullying that can occur in the workplace.

Following the suggestion of the Staff Council, the President has enacted a higher compensation for certification or licensure. As an example, if an employee earns a doctoral degree, their

compensation will go from two thousand dollars to two thousand seven hundred and fifty dollars. Most of the increases are between five hundred and seven hundred and fifty dollars. Information regarding these compensation can be found on the Human Resources website under pay related practices.

Open enrollment for benefits has closed. Mississippi State University has no control of the state life and state health plans. The plans cover all state employees. The health plan is a self-insured plan. Blue Cross & Blue Shield is just a third party administrator that handles the claims. The Mississippi Department of Finance and Administration is the primary agency responsible for state government financial and administrative operations. Employee insurance falls under their agency. The IHL Commissioner sits on a state board that must approve all changes. Ms. Spencer belongs to an IHL HR group that asked DFA to have an allowance for office visits that would not be part of the deductible. It was recently announced that there would be a twenty five dollar fee for office visits.

Due to the Affordable Care Act, this year the equivalent of a benefits W-2 form will be issued to employees. This will be reported to the IRS and this information will be needed when filing ones taxes. This is the final phase of the requirement phase-in of the Affordable Care Act.

Ms. Spencer said that for the last three years HR has been saving money for a new software package. The new system will replace the job posting system that is currently in use. It has single sign on which will allow the MSU id and password to be used. It has social media and mobile capabilities and can be utilized for search committees. Training will be offered to acclimate users to the new software.

Senator Randle asked if there was any intention to institute a formalized parental leave policy. Ms. Spencer replied that the Work Life Balance Committee was looking into that and was committed to getting a policy enacted at MSU.

Senator Potter asked if those individuals already in the old hiring system will be transferred to the new system when implemented. Ms. Spencer replied that it would not be transferred due to cost constraints and the quality of data contained in the old system.

Senator Riehm asked when the new system would be implemented. Ms. Spencer replied that the hope is to have the system up by the end of the first quarter of 2016.

REPORT OF THE PRESIDENT

Senate Vice President/President Committee Reports

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| <ul style="list-style-type: none"> Athletic Council Executive Council Executive Enrollment Management Council University Access Committee Master Planning Advisory Committee Faculty Research Advisory Committee Intellectual Property Advisory Committee Executive Director of International Institute Provost and Executive Vice President Search Committee University Anti-Bullying Ad Hoc Committee | <ul style="list-style-type: none"> Diversity Council Information Technology Council Special Events and Game Day Committee Design Review Sub-Committee Faculty Housing Appeals Committee |
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University Provost and Executive Vice President Search Committee:

- College nominations (Faculty Senate/MSU ITS).....November 2 -*thru* November 4th
- College nominee elections (Faculty Senate/MSU ITS).....November 7th -*thru*- November 13

Executive Enrollment Management Council: November 10, 2015

<u>Undergraduate Retention/Early Academic Progress Reporting: Freshman 3427</u>		<u>Freshman (n = 3471)</u>	
GPA 3.00 to 4.00 = 1478	Freshman = 43%	No "F" grades	2489
72%			
GPA 2.50 to 2.99 = 586	Freshman = 17%	1 or more	982
28%			
GPA 2.00 to 2.49 = 499	Freshman = 14%	2 or more	408
12%			
GPA 1.50 to 1.99 = 335	Freshman = 10%	3 or more	177
5%			
GPA 0.00 to 1.49 = 529	Freshman = 15%	4 or more	57
2%			
		5 or more	15
		6 or more	4
0.1% Graduate Recruitment/Admission	Update		
- 8% increase in graduate student enrollment compared to 2014			
Meridian Campus	Update		
Undergraduate Recruitment/Admission	Update		
Accountancy	+55% increase	Engineering	+626
students			
California	+57% increase	Georgia	+281
students			
ACT = 36	+100% increase	ACT = 22	+149
students			
Female	19% increase	African American/Hispanic/Native Am	
32%/23%/82%			

Diversity Council

- State of Black Men Symposium (Panel Discussion): Colvard Student Union Nov. 12 at 6:00 p.m.
- Dr. Steven Perry: founder and principal of Capital Preparatory Magnet School (pre-K thru 12th)

- Education contributor to CNN, MSNBC and Essence Magazine
- Docudrama host for "Save My Son" on TVONE
- Impressed with the students and atmosphere that exists here at Mississippi State
- Discussed his emphasis on academics and minimizing the soft racism of lowered expectations

Information Technology Council

- Information Security Training Overhaul (2-yrs re-training period now instead of 4-yrs)
- Information security training will be required for all employees in EEO categories 10, 20, 30, 40, and 50 and all graduate assistants. Training is an option and at the discretion of the unit head for EEO categories 60 and 70 as well as student workers. Contact ITS helpdesk
- Automated Banner processes will identify who needs to receive training
- A 30 day window exists for completion of training session (about 12 modules / 40 mins total)
- Technology capabilities of C-Spire improved so enhanced distribution of Maroon Alert notices
- OP 01.23: Management of policy related to individuals requiring access to SSN / encrypted files

Pre-Hire and Post-Hire Criminal Background Evaluation

- University Resources Committee
- General Council
- Faculty Senate President
- Provost Gilbert
- Human Resources Management

Master Plan and Design Advisory Committee -and- Design Review Subcommittee

- Meat Science and Muscle Physiology/Poultry Science/Animal and Dairy Science Buildings
- Women's Soccer Field House

Athletic Council:

- SEC awards (n = 2) received for highest male and highest female athlete average GPAs
- Bulldog Club (501 C3 private organization): function and budget resources update
- Regulations restricting transfer of athletes with serious misconduct violations
- Marijuana positive test results initiates in penalization for 1 of 3 SEC sanctioned games
- Cocaine or other major drug violations results in suspension for 50% of an athletic season
- Guest Coach: Ben Allen (basketball)

University Anti-Bullying Ad Hoc Review Committee

- MSU Anti-Bullying Workshops was held on October 1 and provided key guidelines with definitions.
- Human Resources Management has identified an individual who has rather extensive experience with anti-bullying policy and procedure at academic institutions. In addition, they have a rather effective group presentation/workshop and they will be attending the first scheduled meeting of the ad-hoc anti-bullying committee meeting.
- Position statements along with policy and procedure guidelines have been assembled from multiple academic institutions (n = 11) that can serve as a point of reference and possible support template for establishing policy, reporting mechanisms and resolution processes.
- A rather aggressive agenda for the first meeting in December.

DAFVM Faculty Annual Evaluation Form: Ad Hoc Committee Review

- Committee is seeking to determine if a common form can be utilized across the entire campus
- Digital Measures: integrated database is being evaluated for campus-wide implementation for use in the generation of curriculum vitae, dossiers, resume and bibliography documents

DAFVM Tenure Track Category for Extension and MAFES Faculty: Ad Hoc Committee Review

- Promotion guidelines from multiple land-grant universities that have tenure track categories for Extension faculty have been forwarded to members of the ad hoc committee.

To date a total of 3 meetings have been held to review the merits and mechanics of establishing the proposed faculty categories.

Senate Position Statement for Redesign of the State Flag for Mississippi

- Faculty Senate presidents at each of the universities within the state have been approached their willingness to join a common position statement requesting the re-design of the state flag for Mississippi.
- Approximately half of the universities within the state have approved being included in a joint position statement and the remaining universities have forwarded the topic of Faculty Senate subcommittees.

Confidence Survey Conducted by Faculty Senate

- Reporting categories may need to be better refined for the Meridian campus
- Reporting system ideally needs to restrict administrator evaluating themselves
- Recommendations have been made suggesting senate should begin preparation earlier this year
- Some Meridian faculty were not being able to evaluate the most appropriate administrator
- Some Meridian faculty have limited contact with their official department head

Pending AOP and Report Presentations on Faculty Senate Floor

- AOP 13.09 – Credentials for Teaching**(Faculty Affairs)
- AOP 32.01 - Mississippi State University Library (recommend to rescind).....(University Resources)
- Background Check Policy.....(University Resources)
- [60.122 Pre-Employment Criminal Background Screens]

AOP 13.15 – Evaluation of Teaching Performance.....Tabled.....January
Status: Tabled (must be discussed at the January meeting of the Faculty Senate)

Requested Background Information Initiating Motion to Table AOP 13.15

Rationale for Electronic Teaching Evaluations

- Enhanced objectivity of responses
- Cost effectiveness and efficiency improvements
- Improve convenience for student participation

University Teaching Evaluation Committee passed the proposal

- \$6000 to \$8000 printing costs each semester and roughly 60% are thrown away
- Cost doesn't account for total personal hours (labor intensive for sending out and scanning results)
- 66% response rate per semester for many courses
- 0% response rate for other courses
- 90,000 evaluation (some represent distance education inquiries)

- 84,000 evaluations circulated on Starkville MSU
- 56,000 returned on Starkville MSU campus
- 28,000 evaluations are thrown away
- Meridian campus has a very high response rate of 75%
 - 1700 distributed
 - 1300 returned
- Student at MSU requested conversion to electronic teaching evaluation forms
- Other universities have converted to electronic collection of teaching evaluations (Baylor)
 - No effect on response rate
- MSU Pilot Evaluation

○ 1 electronic teaching evaluation	no difference
○ 1 paper teaching evaluation	no difference

January Robert Holland Faculty Senate Meeting

AOP 10.02 - Academic Administrators and Directors.....(Ancillary Affairs)

AOP 12.09 - Class Attendance and Reporting Absences*(Academic Affairs)

AOP 13.15 – Evaluation of Teaching Performance.....TABLED...Oct for Jan.....(Student Affairs)

*revision of version presented on senate floor in September

**motion to amend version presented on senate floor at September meeting

Executive Council: Approval of Revised Operating Polices and Procedures

AOP 11.02 Special Non-degree Student Classification (Rescind)

OP 56.02 External Employment and Consulting

HRM 56.02 External Employment and Consulting

HRM 60.415 Outside Employment (Rescind)

HRM 60.405 Separation of Employment

OP 61.05 Fixed Price and Residual Balance

OP 62.01 Travel

OP 62.06 Endowment Earnings Spending

OP 65.03 Anti-Kickback and Procurement Ethics in Public Contracting

OP 65.05 Vehicle Purchase

OP 70.06 Research Engineers (new policy)

OP 79.01 Hazardous Wastes

OP 79.04 Crisis Management Plan for Animal Care and Use (Rescind)

OP 79.05 Laboratory Animal Welfare

OP 79.08 Radiological, Chemical and Laboratory Safety

OP 80.01 Research Ethics Consultation for Students

OP 80.03 U.S. National Industrial Security Program

OP 91.00 Code of Conduct

OP 95.501 Traffic Rules and Regulations // OP 95.301 Traffic Rules and Regulations

Proposal to name space within the new Classroom Building

South East Conference Faculty Achievement Awards (2015-2016)

Monday, October 5, 2015 – Nomination packets available to SEC universities [1st Monday in October]

Monday, February 29, 2016 – Nomination packets due to SEC office [Last business day of February]

Wednesday, March 2, 2016 – Nomination packets and ranking ballot provided to Provosts

Tuesday, March 15, 2016 – Completed ranking ballots due to SEC office from Provosts

[Approximately two weeks for Provosts to evaluate packets]

Tuesday, March 15, 2016 – Top three ranked recipients provided to Provosts

Wednesday, March 16, 2016 – SEC Professor of the Year Award selection teleconference

William L. Giles Distinguished Professors

- Criteria for nomination and selection are contained in AOP 13.02
- Format for recommendation is the same as that used for promotion.
- Submission: Office of the Executive Vice President and Provost
- Receipt Date: January 31, 2016
 - o Established record as scholar
 - o Demonstrated research achievements
 - o National and international prominence
 - o Excellence in teaching
 - o Excellence in service
 - o Established concern for others that motivates students/colleagues
 - o Continuing achievement in research
 - o Continuing commitment to excellence in teaching
 - o Continuing commitment to excellence in service
 - o MSU 5 years

Roberts Rules of Order Related to Discussion of Amendments #1 and Amendment #2 for AOP 13.09 **AOP. 13.09 - Credentials for Teaching**

Amendments Served Multiple Functions: September 11th meeting and October 9th meeting

- o Recapture official authority for AOP 13.09 back to Faculty Senate and a committee
 - o Inappropriate to forward it immediately back to Faculty Affairs
- o Identify unintended effect of approved revision that changed policy and procedure
- o Correct formatting senators felt was confusing
- o Address void in AOP related to application to graduate students/undergraduate instructor of record (older graduate student that had commensurate experience/undergrad instructor of record)

- o Amendment #1: eliminated duplication of Alternative Certification by Commensurate Experience
- o Amendment #2: original format for Alternative Certification by Commensurate Experience

- o Request-for-Information:
 - Allows option of acquiring information in the event information can be provided that directly addresses a reservation on the floor of the senate.

 - Aid in formulating a more concise and actionable motions
 - Determine if the duplication format was now not recommended or preferred
 - Determine if information contained in Amendment #2 was required
- Debate is allowed before, and after a motion and vote
 - o Facilitates Reconsider Rescind Amendment

- o Motion to Divide-the-Question:
 - Not applicable to linked or related resolutions or considerations
 - Motion to divide the question is usually not an instruction to a committee

Senator Spain asked if Senate has a response to President Keenum's recent response to the media regarding the state flag. President Coyne replied that the President Keenum would like to have the backing of the IHL board before he took the current state flag down across campus.

Vice President Elder asked when digital measures for annual review would be rolled out. President Coyne replied that it was still early on the process. Senator Baldwin stated that he just received an email from his Department Head saying that his department would use them.

President Coyne said that he would like feedback to take to the committee regarding the use of digital measures. Senator Baldwin said that he was against it at first, but after receiving the training is completely for it. Vice President Elder said that she heard that it could be time consuming loading a long vita into the system. Senator Williams said that you load it into the system in reverse chronological order. This will give you more time to load the entire document if the information is not for an annual review. Senator Riehm said that the software was departmentally customizable.

REPORT OF THE VICE PRESIDENT

Happy Friday the 13th!

I am serving as Faculty Senate representative on the Search Committee for Assistant VP for Enrollment. This position will provide leadership to the offices of the University Registrar, Admissions and Scholarships, and Financial Aid and be responsible for strategic planning around enrollment, recruitment, and retention. The external search is currently being advertised.

I attended Dean's Council meeting in Mid October: New requirement that all undergraduate major programs are to have curriculum/course map available on the web as guide for students to plan their studies. Also discussed was a possible modification in General Education Core Curriculum by deleting one of the science requirements.

Since last meeting, registration process changed—no more RAC numbers instead students are released to register electronically. Some of us were caught off guard by this, but so far it has gone smoothly.

At the last meeting, some questions were posed about the bullying workshop and QPR training. If you missed the bullying workshop, a video is available on HR website under Development/ Program &

Events. QPR suicide prevention training will likely be back in Spring 2016. If you have a group of interested people, it may be possible to make arrangements for training by contacting Leah Pylate.

As you are aware, there is a search committee being formed for the Provost position. Voting for college representatives ends at 5 pm today.

MSU Community Engagement Committee met while I was out of town. New chair is Cade Smith, Interim Associate Dean of Students & Director of the Office of Student Leadership and Community Engagement.

Senator Hopper asked how the course maps were going to be used. She said that for her area of study there was no accurate way to design a course map that would be beneficial to the students. Vice President Elder replied that it was modeled after maps that were used at other institutions. She added that she believed that it was a more useful tool for first time freshman than it would be for majors that have more transfer students. She said that she would relay Senator Hoppers concerns.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

None

BUSINESS TO BE SENT TO COMMITTEES

None

STANDING COMMITTEE REPORTS

Academic Affairs

No Report

Ancillary Affairs

No Report

Charter & Bylaws

No Report

Faculty Affairs

1. AOP 13.09 Credential for Teaching

Senator Ridner, on behalf of the Faculty Affairs Committee, presented the report for AOP 13.09. Senator Ridner explained that during a previous meeting a paragraph that was believed to be redundant was deleted from the policy. The paragraph actually was needed and by deleting it policy was changed. The committee recommends that the deleted paragraph be re-inserted into the policy.

The committee recommendation to re-insert the deleted paragraph passed by unanimous hand vote.

Student Affairs

No Report

University Resources

1. AOP 32.01 Mississippi State University Library

Senator Grace, on behalf of the University Resources Committee, presented the report for AOP 32.01. Senator Grace stated that the request of Senate was to rescind the policy as it was no longer needed. Through research, the University Resources Committee was able to determine that the policy was no longer necessary. The University Resources Committee recommends that AOP 32.01 be rescinded.

The motion to rescind AOP 32.01 passed by unanimous hand vote.

2. Update on Background Check Policy Request

Senator Grace, on behalf of the University Resources Committee, gave an update regarding the concerns over the University background check policy. She stated that the existing policy only dealt with background screening of new hires. There is not currently a policy that governs the screening of existing employees. Upon hearing this, Provost Gilbert requested a meeting with the University Resources Committee, Human Resources, and University Counsel. This group did meet and determined that it would be best for the policy to be edited and sent to the University Resources committee. The updated policy should be delivered to the committee sometime next week.

Senator Elder asked if the committee has been in touch with Dr. Roskelley since he was the one that raised the issue. Senator Grace replied that Dr. Roskeley had been contacted several times regarding the issues.

Senator Barefield asked if a signature was required to perform a background check. Senator Grace replied that a signature was required due to federal law.

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

1. Senator Baldwin stated that the University Resources Committee discussed electronic course evaluations at their last meeting. The committee decided that they would like Faculty Senate to send a letter asking to modify the conversion to electronic course evaluations. The committee felt that the data from electronic returns would be significantly lower. Senator Baldwin said that he had spoken to the Dean of Arts & Sciences at MUW and after three years they are re-evaluating the evaluation process because the returns are so low that the data is unreliable. Senator Baldwin said that his department uses the data from course evaluations extensively. President Coyne added that another one of the concerns he has heard was that there was concern regarding the data that would be collected from those that did respond.

Senator Ward said that there were two students on the committee that reviewed the evaluation process. The students were very much in favor of online evaluations.

Vice President Elder said that the faculty could possibly allow the students class time to log in and do the evaluations just as they would if they were on paper.

Senator Riehm suggested that CTL look into developing best practices to ensure that the best data is collected.

2. Senator Riehm mentioned that the Student Association just passed a resolution to have a smoke-free campus. President Coyne explained that he was aware of this and had been in communication with the Student Association and the Vice President for Student Affairs regarding the matter. Senator Riehm said that he felt that the topic should be addressed by the appropriate Senate committee.

Senator Jones said that Staff Council has passed the same resolution as the Student Association. Staff Council was hoping that Faculty Senate would join Staff Council and the Student Association in supporting the resolution.

Senator Baldwin said that if the intent of the resolution was to make everyone healthier, it should be a tobacco-free resolution, not a smoke-free resolution.

Senator Riehm made a motion to send the topic of a campus non-smoking policy to committee. Senator Ridner seconded the motion.

Senator Spain stated that she was not sure what was being asked of the committee. Senator Riehm said that he wanted the topic to be sent to committee to be explored. He said that he was not sure what the committee would turn up, but he wanted the topic to be addressed.

Secretary Fountain said that the Health and Wellness Committee will meet in December and will probably discuss the topic as well.

Senator Ridner called the previous question. Senator Baldwin seconded. The request to call the question passed by a majority hand vote.

The motion to refer the topic of a campus non-smoking policy to committee passed by majority hand vote.

ADJOURN

Senator Williams made a motion to adjourn. Secretary Jones seconded the motion. The November 13, 2015 meeting of the Robert Holland Faculty Senate adjourned at 5:07 p.m. by unanimous voice vote.

Submitted for correction and approval.

Brent Fountain, Secretary

Jason Cory, Administrative Assistant II



MISSISSIPPI STATE UNIVERSITY

Office of the Provost and Executive Vice President

November 10, 2015

Dr. Cody Coyne
President of the Holland Faculty Senate
Mississippi State University

Dear Dr. Coyne:

I am sending you this letter because conflicts in my schedule prevent me from being with the Holland Faculty Senate for its November 2015 meeting. Otherwise, I would want to be there on what would have been my last appearance before the Senate. I would ask that you share this letter with the Senate.

First, let me express my appreciation to the members of the Senate for their commitment to working to improve Mississippi State University. I believe that over the past twelve years while I have been in the Office of the Provost, and especially during the time while Dr. Keenum has been president, that the Senate has been very effective in promoting a spirit of collaboration between the administration and the Senate. I think this has been a most welcomed attitude and that it has worked to the benefit of everyone. I hasten to add that while there have been occasional moments of tension, this is only natural, and in some sense desirable, in the management of the university.

As I leave for the presidency of Marshall University and consider what has been accomplished in Dr. Keenum's administration up to this point, I am very proud that I was able to be a part of a vision to advance the university. We have attracted quality students, staff, and faculty to MSU, and the further recruitment and retention of quality people will continue to be a worthy goal. Dr. Keenum and I both have placed faculty and staff salaries as a top priority, and that continues to be at the top of the list. We also know that adding faculty positions will be important as we continue to see such strong growth in our student numbers.

There are a variety of ongoing topics that are being considered by or will be considered by the Senate, and I encourage the Senate to stay focused on the overarching objectives of continual improvement of the university and fairness to all. Most notable among the topics is the issue of the broadening of the scope of tenure. I am fully supportive of treating everyone exactly the same and applying the same or comparable standards in judging the contributions and performance of faculty members for tenure. If we are to preserve tenure as an institution, then its meaning and value must be affirmed as we consider expanding its reach. Hopefully, the faculty can develop a workable solution to accomplish this.

Finally, I want to express my appreciation to the Senate for the beautiful rosewood plaque of appreciation. Although I am not sure that I deserve such recognition from the Senate, I assure you

Dr. Cody Coyne
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that it is deeply appreciated and that I will display it in an appropriate place with pride and fond memories of my colleagues at MSU.

In closing, I extend my best wishes and thanks to the Senate members and its leadership, present and past. I am leaving MSU but part of my heart will always be with my alma mater.

With appreciation and respect,

A handwritten signature in black ink, appearing to read "Jerry Gilbert", with a stylized, cursive script.

Jerry Gilbert
Provost and Executive Vice President