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 10, 2017.

Members absent and excused were: Guihong Bi, Joey Burt, Jenny Du, Dipangkar Dutta, Deborah Eakin, Stacy Haynes, Wendy Herd, Stephanie Lemley, Sol Pelaez, Debra Prince, Lindon Ratliff, Rosangela Sebba, Lesley Strawderman and Kevin Williams.

The meeting was called to order by Senate President, Brent Fountain.

President Fountain asked for any correction to the minutes of the October 13, 2017 meeting. President Fountain, hearing no corrections, accepted the minutes of the October 13, 2017 meeting.

GUESTS

Dr. Mark Keenum, University President

Dr. Keenum began by saying that the University is celebrating Veteran’s Day today. There is a stage set up on the Drill Field where the ceremony commemorating our men and women who serve and have served in the military was held. Dr. Keenum said that he had the occasion to talk about the importance of veterans and their commitment to helping our country. There are 650 veterans who are students at Mississippi State University. When dependents and survivors are added, there are an additional 2,000 plus students at the University. Dr. Keenum said that he is proud of what Mississippi State does to serve their needs. There are roughly 200 students who have been activated to serve their country. Dr. Keenum said that tomorrow, during halftime of the football game, the Famous Maroon Band will be performing a tribute to our armed forces.

Dr. Keenum said the state economy started out strong this fiscal year. July and August saw revenues above expectations by more than 15 million dollars. September and October ended
below expectations. The net for the beginning of this fiscal year has exceeded expectations by roughly 9 million dollars.

In September, IHL went before the joint legislative budget committee to submit the request for the next fiscal year. Commissioner Boyce asked Dr. Keenum to accompany him to speak on behalf of the IHL system. Dr. Keenum said that while addressing the budget committee, he distributed an article in which the state economist, Dr. Darrin Webb, was interviewed. In this article, Dr. Webb stated that the economy in the state of Mississippi has only grown by 1.7% from 2009 to 2016. In our neighboring states, Alabama’s economy has grown by 8%, Arkansas’ economy has grown by more than 10%, and Tennessee’s economy has grown by more than 16%. The national economy has grown by more than 14%. Dr. Webb attributes Mississippi’s lack of economic growth to several factors. One of the factors that Dr. Webb lists is low human capital for our workforce. Low human capital, as defined by Dr. Webb, includes educational attainment, the level of training, and the health and well-being of the workforce. The jobs that companies are investing in and creating are predominantly jobs that require more education and training. Dr. Keenum told the committee the state needs to have a strategic plan that addresses the human capital issue. Investment in higher education addresses this through both education and research. Dr. Keenum said that as an example, Boeing recently invested several million dollars to establish a research center for unmanned aviation in the RASPET flight laboratory. Boeing also just purchased Aurora Flight Systems in the Golden Triangle. Aurora Flight Systems was incubated in the RASPET flight laboratory.

Dr. Keenum also had the opportunity to meet with the Speaker of the House and the Lieutenant Governor. In these meetings, Dr. Keenum said that his main interest for the use of additional funding was for pay increases. He told them that the people that perform the tasks that drive the state forward have to be recognized and appreciated.

Dr. Keenum said that the tuition increases are of concern. When the tuition is compared to peer institutions and even small regional schools, Mississippi’s tuition is still much less. He added that a major concern is that the Division of Agriculture, Forestry and Veterinary Medicine does not benefit from tuition dollars.

Dr. Keenum said that the dedication ceremony for the Ulysses S. Grant Presidential Library and the Frank and Virginia Williams Lincolniana Collection will be held tomorrow (November 30) at 2:00 p.m. The Librarian of Congress and the Chief Archivist of the United States will be in attendance.

**Dr. Hart Bailey, University Ombudsman**

(Dr. Bailey presented with a PowerPoint presentation, which can be found at the end of these minutes.)

Dr. Bailey began by saying that he was a Faculty Senator for 7 years and during that time, served as the Vice President and President. He thanked the Senators for their hard work.

Dr. Bailey presented his PowerPoint presentation.
Senator Wilmoth asked how many people have visited the Ombudsman office so far. Dr. Bailey replied that the average at a normal University is 1% to 3%. He said that his office has seen similar numbers.

President Fountain asked if the position served faculty, staff, and students. Dr. Bailey replied that the office was set up to serve faculty and staff. He added that he will help anyone who contacts his office including students.

President Fountain said that often times you hear the word “advocate.” He asked if the office was used that way. Dr. Bailey replied that many different kinds of Ombudsman exist. Some perform official investigations. Dr. Bailey said that his office does not advocate for any party, they advocate for the truth to get the issue resolved.

Senator Wilmoth asked if his office ever initiated contact. Dr. Bailey replied that he could not approach any individual due to the possibility of the reporting party being identified.

**REPORT OF THE FACULTY SENATE PRESIDENT**

**Robert Holland Faculty Senate President Committee Service**

- Executive Council
- Executive Enrollment Management Council
- Special Events and Game Day Operations
- Diversity Council
- Sustainability Committee
- Textbook Adoption Committee
- Alumni Board
- President’s Committee on Planning
- Master Plan Development and Advisory Committee

- Design Review Committee
- Information Technology Council
- Athletic Council
- Parking and Traffic Regulations Committee
- Fall Convocation Planning and Review
- Employee Benefits Committee
- Health and Wellness Committee
- Work-Life Balance Committee

**Faculty Senate Designates on University Committees**

Attached is a short one-page document designed to aid Robert Holland Faculty Senate Designates in reporting important committee updates to the Faculty Senate.
Dean's Council-substitute for Vice-President Follett

- **October 16, 2017**
  - Anti-bullying draft document was distributed to committee for review to be discussed once members had a chance to review the document
  - Peter Ryan-online course syllabus. Provost Office and Office for Student Success joint effort. ITS has completed process and has a fact sheet to help with installation. (attached)
  - AOP 31.10 approved-forwarded to Faculty Senate
  - AOP 12.36 approved-forwarded to Faculty Senate
  - UCCC-streamlining update
    - Dr. Ryan is chairing the committee for streamlining UCCC process along with Dana Franz (chair) and Jenny Turner.
  - Dr. Seal-National Distance learning week of November 6
  - Dr. Ryan-(Complete to Compete) C2C over 400 contacts awarding 17 degrees without any additional coursework.
    - Conference call with other universities outlining how MSU has approached the C2C curricula and been successful.
  - Steve Parrott-2fa nag screen went live on Monday, October 16, 2017

Athletic Council

- **October 18, 2017**
- Athletics’ Budget-Jared Benko CFO- Assoc. AD
  - Athletic Department is self-sustaining-no state funding for 3rd straight year
  - No general fund appropriations are received from the University
  - Mississippi State is one of only seven SEC schools that did not receive student fees in FY16
  - Mississippi State Athletics does not receive any out-of-state tuition waivers.
  - Athletics and The Bulldog Club will transfer over $3M to campus in FY18 (highest amount in the department’s history).

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<tr>
<td>Actual</td>
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- Financial priorities
  - Continue building reserves
  - Prepare for future growth in annual Athletic expenditures
  - Fund capital projects and purchases
  - Maintain status as financially self-sustaining program
- **Mike Richey-The Bulldog Club**
  - Chartered 1974
  - Independent 501 (c3)
  - Bulldog club staff are MS employees
  - Independent BOD
  - Operate with an IHL approved affiliation agreement, every 5 years
  - 2017 Pledges $6.1M (Year to Date Pledges)
  - $92.9 million—all budges Athletics and BDC

- **John Cohen-Athletic Director**
  - Dudy Noble Field
    - 250 memberships to the Rooftop Club from LFL
    - 5 different premium areas
    - Triple crown club-right behind home plate
    - Grandstand Seating (partial)/Left Field Lounge (completed for portion of 2018 season)
    - Statues-Recognitions (9’2”-Home plate entrance Clark and Palmeiro
  - 2018 Baseball Ticket update
    - 23 home games
    - Chair back GA-$99
    - Outfield GA also available
  - 41 different identified athletic priorities
    - Indoor tennis facility to new Indoor football facility
    - Student-athlete village
    - Football locker room below M-club
  - 2017 SEC legend -Floyd “PorkChop” Wommack
  - Frank Dowsing & Robert Bell
    - First African American student-athletes in Mississippi State history
    - Plaques honoring the athletes will be placed at the north entrance of Davis Wade Stadium and at the Leo Seal Football Complex

**Executive Council**

did not meet on October 23, due to lack of agenda items.

**Next meeting is scheduled for November 27.**

- An email was sent by Athletic Director, John Cohen on October 30th regarding an appropriate recognition of the first African American student-athletes at Mississippi State University, Frank Dowsing and Robert Bell. The request was to recognize Mr. Dowsing and Mr. Bell by naming the North End Zone Plaza-“The Dowsing-Bell Plaza” with an unveiling for the plaza to take place on November 23, during the Egg Bowl.

**Sustainability Committee meeting-October 25, 2017**

- Left Field Lofts (LFL)
- Rooftop-250 people w/restrooms
- LFL will have very similar look and feel to the new stadium.
- LED lighting throughout
- 23% cost savings with reconfiguration of pumps. Project has most energy system that is available for this type of residential building.
- Discussion of using occupancy sensors/Colonnade to assist with energy savings during no-occupancy times.
  - Door switch when the balcony doors are open to prevent air conditioning.
- Recommendation to approve the model at 23% with them investigating the possibilities of light and energy management for facility and per unit basis. (passed)

- **Poultry Science Energy Model Review**
  - 33% above ASHRAE on Poultry Science Energy Model Review-no action needed since it meets or exceeds MSU and IHL policy.
  - Question about Post-occupancy evaluations to see if the model is meeting estimates. Committee concluded that it is important that actual meets the estimates provided.
    - One solution-review of energy usage at the end of the Design Review one year report.
    - JD Hardy recommended reviewing models of buildings recently constructed with at least one year of data to review the model against actual usage.
    - Future-may consider a 3rd party verification to confirm usage and should it be a pass-through cost to the builder.

- **Sustainability update-Hardy for Christine Lashley**
  - Move in recycling-lots of cardboard boxes and an opportunity for cardboard only dumpsters to capture some of the recycling.
  - Cowbell Cleanup-We need volunteers to help handout bags and educate tailgaters about recycling campus opportunities.
  - Green week-October sustainability month
  - Aramark weigh the waste .29/lbs. per person waste.
    - ~78 lbs. of edible waste
    - ~12 lbs. of non-edible waste
    - ~127 lbs. of beverages and ice
    - ~11 lbs. trash
  - Sustainability social media presence-Facebook, Instagram, twitter.
  - Solar compactor RFP has been submitted

- **Energy Performance Trends-Annual 1 year in 1% reduction**

- Next meeting-January 24 @ 9:30am

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**Employee Benefits Committee Meeting-October 26, 2017 (attended by Senator Kent Marett)**

- Initial discussion focused on promoting benefits that are currently not well known or used by MSU employees. These include:
  - Amwell online doctor visits that can be used for cold/flu, sore throat, allergies, rashes, pinkeye, etc. There is a $10 copay if deductible has been met, $49 if not. Portal located at **msship.amwell.com**. Participants would need to register account, use the service key MSSEHIP, and provide BCBSMS ID number.
Employee Assistance Program (EAP) provides a number of counseling services. MSU employees are eligible for three (3) face-to-face sessions and unlimited phone sessions. Faculty, staff, and their dependents are all eligible.

Newsletters of interest to MSU employees, including PERS’ FORWARD and ActiveYou.

- Other discussion:
  - Information was provided by Anne Cook (chair) about new health insurance premiums that will begin on July 1, 2018. As expected, there will be premium increases for most employees and retirees.
  - An inquiry has been made about retiree eligibility for the Nissan Vehicle Purchase program (currently not eligible). The program is classified as a perk, not a benefit. Committee agreed that the interested parties put forth a proposal to Nissan.
  - A letter drafted to be sent to the provost about employee tuition remission. Two requested changes to the policy are discussed in the letter: (1) increase number of hours per term from 6 to 8 (a change supported by the committee); and (2) eliminate the requirement that lost time due to attending class be made up (not supported by the committee).
    - Such changes would need IHL approval. Judy Spencer pointed out that spousal tuition remission (a topic taken up recently by faculty senate, jointly with Staff Council and the Work-Life Balance committee) has been considered and been held up indefinitely. The letter has been tabled until the next meeting.

Master Plan Development and Advisory Committee (MPDAC)-September 14, 2017

- Design Review Committee
  - Dudy Noble Left Field Lofts-Building material & site plan approval only-Building Mass under further review-discussion took place regarding timeline for providing information to IHL for approval. It was noted that a recommendation from the MPDAC would not be given on the Lofts Phase 1 until the architects had time to send forward a rendering of Phase 2 in order to see the entire design.
    - Following the meeting, Athletic Director Cohen asked that the MPDAC consider only phase 1 of the Left Field Lofts, to allow for consideration by IHL at the November meeting. On October 15th Provost Bonner (chair) asked for the committee to consider the request electronically and provide a response by October 16th to allow the process to be considered by IHL.
  - North Parking Garage-rendering approval only

- Campus Project Updates
  - YMCA Renovation-ongoing
  - Library Addition-Unveiling ceremony for Grant Presidential Library and Williams Lincolniana collection-November 30th, 2:00pm.
  - Partnership School-groundwork has begun
  - Russell Street Improvements-nearing completion
  - Engineering and Science Building-preparing to begin
  - NSPARC-on schedule
  - Music Building
  - Meat Lab-nearing completion
  - Animal and Dairy Science Building-construction begun
Poultry Science Facility - in preparation

Parking and Traffic Committee - October 26, 2017

- Wise Center Animal Health Center Parking Designation
  - Approved
- ITS Trailer on Stone Boulevard Parking Designation
  - Request to designate area behind Pace building as Staff/Service
    - Committee determined to designate area as Staff, which would still allow for Service vehicles to park in the area as needed.
- Career Center Parking
  - Committee voted to deny Career Center request for designated spaces for employers.
- Bully Boulevard Parking Lot Signage Project
  - Issue: Parking lot directly behind McCarthy Gymnasium running from Stone Boulevard to President's Circle is often full and those attempting to park don’t realize it until they have committed to the parking lot. Once they realize that it is full it is difficult to turn back on to Bully Boulevard to find another parking space.
  - Pilot: The Lot signage project would place surface-level sensors at strategic locations of the parking lot. The sensors would then count the number of vehicles that were currently in the lot and would post the number of available spaces at the entrance to the parking lot. Individuals would then be informed whether or not spaces were available before committing to the lot. To facilitate the project, all entrances would be closed to the Parking Lot, with the exception of the middle entrance directly across from Fresh Foods.
  - Pilot project approval passed and will be forwarded for additional consideration.

Academic Operating Policies (AOP) Extended Beyond 4-year Cycle Review

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**Operating Policies (OP) Extended Beyond 4-year Review Cycle**

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Academic Operating Policy Extended Beyond 4-Year Review Cycle  
(Currently in Review??)

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Academic Operating Policy Revision of Listing

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Respectfully Submitted,

Brent Fountain, RHFS President
Robert Holland Faculty Senate Designate

Roles and Responsibilities

The Robert Holland Faculty Senate values greatly the service that a Senator provides in his or her role as a Faculty Senate designate. In this position, you are able to represent the interests and mission of the Faculty Senate, as well as, provide the Senate with valuable information that will help the Senate understand a committee’s function and decisions.

To assist you in serving in this capacity, the Faculty Senate has provided some recommendations for your consideration.

1. **Representation**: It is important to remember that in this capacity, you represent the Robert Holland Faculty Senate. While it is important to draw from your own experiences in committee discussion, avoid serving as a representative of your college or department. Consider all deliberations and decisions in the context of your role as a Faculty Senator.

2. **Attendance**: Plan to attend all meetings of the committee. If you are provided an annual meeting schedule or should you have a standard meeting time, please forward the meeting information to the Faculty Senate office and the President. If you are unable to attend a meeting, the Faculty Senate office can assist in finding a substitute to attend on your behalf.

3. **Reporting**: As Faculty Senate designate, it is important that you provide the Faculty Senate with important information from the committee. This should not be interpreted as a regular report. Should you need to report to the Senate, we ask that it be provided in one of the following methods:

   - **Orally**: Much of the information may be concise updates that can be provided directly from the floor during the regular Senate meeting. This remains the preferred method of delivery by Faculty Senate designates. If providing an oral report, it is helpful to inform the Senate president the Friday (1 week) preceding the next scheduled Senate meeting. If your committee will meet during the week prior to the Senate meeting, please inform the Senate president of a possible intent to provide a report. **Note: The Senate designate reports will not be named in the agenda. They will be maintained by the President to assist in planning and can be removed at any time by the designate.**

   - **Written**: Written reports should only be provided when the information is deemed critical and not conducive to an oral report. Written reports should be provided in bullet format and limited to one-page. **It is essential that written reports be provided to**
the Senate president the Friday (1 week) preceding the next scheduled meeting of the Senate. These reports will be listed in the agenda and provided to the Senate as required by the by-laws. If a written report is provided, it does not require an oral report.

c. For both oral and written reports, time for questions and discussions by the Senate will be allowed.

Thank you for your service. We expect that this will aid greatly in our deliberations regarding the variety of topics that can be presented to the Robert Holland Faculty Senate.
Adding a Course Syllabi to myBanner

MSU students can view course syllabi that are uploaded into myBanner prior to registering for a course. Faculty can now upload their course syllabi into myBanner as a pdf file for students to view on their class schedule or the master class schedule. Syllabi will also appear on the search page for registration. This fact sheet will walk through the steps of uploading the pdf files.

1. From myBanner for Faculty and Departmental Users under Class Management select Syllabus Management.

2. The Syllabus Management page will appear. Click the Add Button to begin.
3. The New Syllabus dialog box will appear. From the pull-down menu, select the correct course Subject. Enter the Course number as well. Finally pick a begin time and end time for the Syllabus. These times indicate how long the syllabus will be displayed to students. The End of time option, allows the syllabus to be displayed indefinitely.

4. Finally, click Select a File to upload the PDF file. Only PDF files may be uploaded. Once the file has been selected, click the Save button. A message will appear indicating the file has been successfully uploaded. Note, the file name for the pdf document will be changed when uploaded. The filename will be CourseSubject_CourseNumber_Term_NetID.pdf for example: AELC_4203_201730_tmg3.pdf.
5. Once the syllabus is uploaded there are multiple actions that can be performed, Edit, Delete, View and Download. Faculty can also upload another syllabus for a different course.

**Delete this Record**

**Download the Syllabus File**

**Edit this Record**

**View the Syllabus File**

5. The syllabus is now viewable on students’ class schedules, the master schedule and the search page in registration. Note, students see as popup window indicating that the syllabi is not official and that the official syllabi will be presented in class.

**Alert**

Electronic syllabi available during registration are not official. Syllabi presented in class by the instructor of record are official syllabi.
REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council –

A draft of the new Anti-Bullying Policy has been distributed to the deans for review and recommendations at a later meeting. An issue with this policy concerns the fact that it is not currently unlawful to bully someone, unless they are part of a protected class. Policy reviews consisted of:

AOP 31.10 Schedule Planning and Registration – the new online syllabus process was the major change included in this policy. (Approved)

AOP 12.36 Repeat Policy – a few items of clarification were introduced regarding the procedures associated with registration to retake a course, as well as how grades are applied. (Approved)

Community Engagement Committee (CEC) –

We are currently working through a draft of a survey to determine the current levels of understanding of and participation in community engagement throughout the university. We hope to have that ready for distribution soon.

Special Events and Game Day Operations Committee –

Several occurrences have been reported of buildings being unlocked on game days when they are supposed to remain locked. This creates real difficulties with both custodial support and security when it is not detected. Trash pickup has been much better over the last few games following publicity about the issue. The new rule about tent drop-off no sooner than 5 a.m. on the day before the game is still not being totally obeyed. Legal Counsel is being consulted regarding any legal responsibilities of confiscation of tents dropped off too soon.

Textbook Committee –

The first meeting of this committee for this academic year has not yet been scheduled.

Undergraduate Research and Creative Discovery Committee –

The first meeting of this committee for this academic year has not yet been scheduled.

Respectfully submitted,

Randy Follett

Vice President Follett added that the IT Council met and only 43% of faculty have registered for two-factor authentication. It is required that all faculty with access to certain information including student records sign up for two factor authentication.
Senator Alley asked if a notification has been sent to all faculty regarding the requirement to sign up for two-factor authentication. Vice President Follett replied that he has been signed up and may have missed one, but he did not know of an email directly stating that. He added that the nag screen should come up when accessing sensitive systems. Senator Alley said the screen started around advising and many may not have payed attention to it. Vice President Follett said that he would recommend that ITS put out a more formal notification.

Senator Addy said that to his understanding, there is no set deadline at this moment to sign up for two-factor authentication. Vice President Follett replied that there is not a set deadline at this point, but a deadline is being discussed.

Senator Randle said that some notifications had been sent regarding two factor authentication, but they come as MSU Announcements.

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

Senator Coyne said that during the University Campus Access Committee’s meeting Phase I of the ADA compliance was discussed. Phase I could potentially be completed internally. Phases II & III involve the buildings and infrastructure and parking lots.

Senator Coyne reported that the Faculty Research Advisory Committee discussed the composition of the committee as well as the role of the committee. The consensus was to comprise the committee with elected positions as well as appointed positions. The mission statement of the committee will be to report to the Vice President for research on how to best grow research on the campus, as well as advising on policies and procedures and soliciting information from faculty.

Senator Wipf asked if the Access Committee had discussed what would be done if a handicapped student required access that was not available. Senator Coyne replied that the committee has taken a position of identifying and prioritizing the issues that exist. As funding becomes available, the prioritized projects are undertaken. Vice President Follett added that when he was a member of the committee, as situations arose, prioritization was adjusted to meet the situation.

BUSINESS TO BE SENT TO COMMITTEES

1. AOP 12.36 Repeat Policy (Academic Affairs)
2. AOP 31.10 Scheduling Presentation and Registration (Faculty Affairs)
3. Letter for Study and Recommendation from Dr. Molly Zuckerman and Dr. Bill Cooke (University Resources)
4. Letter for Study and Recommendation from MSU-Meridian (Ancillary Affairs)
President Fountain presented the policies and requests as assigned by the Executive Committee. Vice President Follett made a motion to accept the assignment of business to be sent to committee as assigned by the Executive Committee. Senator Spain seconded the motion.

Senator Spain said that while she agreed that the issue of classroom recordings be assigned to the Ancillary Affairs Committee, she also believes that portions of the question including academic freedom, intellectual property, and pedagogical issues be addressed by the Faculty Affairs Committee. President Fountain replied that the report of the Ancillary Affairs Committee would have to be accepted by the Senate as a whole. He added that through the course of the committee’s study, any Senator or group could be approached to provide input.

The motion to send the items of study to their respective committees passed by majority hand vote.

**STANDING COMMITTEE REPORTS**

**Academic Affairs**

1. **AOP 12.26 Undergraduate Credit by Examination**

Senator Addy, on behalf of the Academic Affairs Committee presented the report on AOP 12.26.

The motion by committee to pass AOP 12.26 passed by unanimous hand vote.

2. **AOP 13.11 Academic Freedom**

Senator Addy, on behalf of the Academic Affairs Committee presented the report on AOP 13.11.

The motion by committee to pass AOP 13.11 passed by unanimous hand vote.

**Ancillary Affairs**

- No Report

**Charter & Bylaws**

- No Report

**Faculty Affairs**

1. **AOP 13.13 Leave Policies**

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, presented the report on AOP 13.13. She explained that the committee recommends the rescission of AOP 13.13 since the one paragraph contained within the document was repeated elsewhere.

Senator Spain said that she did not feel that the Faculty Handbook reflected the operating policies of the University. She said that the policy was necessary to dictate what the Faculty Handbook states. Vice President Follett said that the Faculty Handbook could not be modified
without changing AOP 13.07. AOP 13.07 contains the same information as the policy in question.

Senator Potter said that there is an advantage to have information in multiple policies to make it easier to find.

Senator Larson said that she did not see how removing this policy would affect anyone from determining how they would take leave.

President Fountain said that the question is whether or not the policy is necessary for an individual to determine if they are eligible for leave.

The motion to rescind AOP 13.13 passed by majority hand vote.

2. Letter for Study and Recommendation from Dr. Kelly Moser

Senator Sherman-Morris explained that the Faculty Affairs Committee researched what policies were available regarding the questions that were assigned and have provided excerpts from those policies in the agenda.

President Fountain explained that this was an update from committee and there is no recommendation to vote on. He said that discussion of the update was open.

Senator Spain said that she was unable to find any process for non-re-appointments. Senator Sherman-Morris replied that the committee found very little information about non-re-appointment versus dismissal.

Senator Spain said that she felt it was very important to address the procedures for not re-appointing tenure track faculty.

Senator Coyne said that there is no method of appeal for the termination of a non-tenured faculty member. OP 60.113 Termination of Employment states that all contracts may be terminated for certain reasons.

Senator Spain said that the questions the committee is reporting on were extrapolated from the original letter. She asked if the committee saw the original letter. Senator Sherman-Morris replied that the committee only used the extrapolated questions.

Senator Spain said that the original letter raises the question of bypassing policies. It is not stated that employment may be terminated due to a concentration being eliminated as it does for the elimination of a program. There are checks and balances in place for the deletion of a program, but not a concentration. She added that there is no procedures for appeal in the case of a terminal contract being issued.
Senator Sherman-Morris said that the committee would eventually provide a recommendation to the Senate. The purpose of the update is to determine the course the committee should pursue based on feedback from the Senate as a whole.

Senator Spain made a motion that the original letter be distributed to the Faculty Affairs Committee. Senator Stewart seconded the motion. The motion to distribute the original letter to the Faculty Affairs Committee passed by unanimous hand vote.

Senator Thompson asked how the committee felt about the second reason for termination as listed in the contracts, which reads “termination or reduction of programs, academic or administrative units as approved by the IHL board”. Senator Sherman-Morris replied that the committee felt that this means that IHL must terminate the programs or units. Secretary Jones added that IHL makes a distinction between programs and concentrations.

Senator Potter asked the committee to consider interactions between programs and concentrations as well as the way that programs and concentrations tie into larger University initiatives.

Senator Alley said that the reason for termination that had to be approved by the IHL board states “reduction of a program”. She asked if the elimination of a concentration was not a reduction of a program. She added that in contract language if a faculty member were hired for a certain program, would the faculty member be tied to a certain concentration.

Senator Larson asked if the committee felt there was a need for more policy, or they had not reached that stage yet. Senator Sherman-Morris replied that the committee had made no conclusions at this point.

Secretary Jones made a motion that the Faculty Affairs Committee bring a recommendation regarding policies to the Senate. Senator Stewart seconded the motion.

Senator Stewart said that some of the questions are with the Academic Affairs Committee. He suggested that the two committees work together to arrive at a recommendation. President Fountain said that he thinks the two committees should work together.

Secretary Jones withdrew her motion to consider.

Senator Coyne said that the committee should look at the policies as they relate to both termination and the issuing of a terminal contract.

Senator Addy said that a common understanding must be reached regarding the way the policies are viewed from different perspectives.

Senator Spain asked if the policies contained any encouragement for faculty to be re-assigned. Senator Sherman-Morris replied that there was similar language in one of the documents that the committee reviewed.
Senator Follett said that the Reduction in Force document states, “Other reductions, made necessary by changing needs, are not reductions in force. They will be accomplished by combining units, by transferring faculty members to other units or to other positions, or by normal attrition”. Senator Addy said that he would like to ensure that administrators view the language the same way.

Senator Thompson asked that the committee look at where tenure resides and if tenure could be tied to a concentration in a contract.

Senator Larson asked if Dr. Moser received an alternative offer for employment.

Senator Spain made a motion to allow Dr. Moser to respond to Senator Larson’s question. Senator Stewart seconded the motion. Senator Thompson said that he would like to make a friendly amendment by adding “if she chooses.” The motion to allow Dr. Moser to address the Senate passed by majority hand vote. Senator Spain accepted the friendly amendment.

Dr. Moser replied that she has been encouraged by the Provost’s Office to apply for open positions and speak with the Honors College. Senator Larson asked if an alternative option was provided upon the issuance of the terminal contract. Dr. Moser replied that one had not been provided.

**Student Affairs**

1. **Letter for Study and Recommendation from Dr. Tom Carskadon**

Senator Sullivan, on behalf of the Student Affairs Committee, presented the committee report to the Senate. She said the committee recommends that the general faculty be polled to determine their interest in plus/minus grading.

President Fountain explained that the committee report was left out of the first copy of the agenda. Since the corrected packet was sent after the 2:00 p.m. deadline, the rules will need to be suspended to vote on the report.

Senator Barefield made a motion to suspend the rules. Senator Stewart seconded the motion. The motion to suspend the rules passed by unanimous voice vote.

Senator Denny asked if the other SEC schools that use plus/minus grading make it mandatory across campus. She said that the first question may have to be changed to address whether it is mandatory or not. Senator Carskadon said that the poll of the faculty is to determine if the issue needs to be pursued or not.

Senator Carskadon said that the survey could just be one question asking if the faculty were interested in having plus/minus grading.
Senator Spain said that the answer to the question could be altered depending on the way that plus/minus grading is implemented.

Senator Sherman-Morris said that by explicitly stating whether it would be optional or not would help faculty to answer the question.

Senator Wipf made a friendly amendment that only one question should be asked which says, “Should the University have plus/minus grading for courses?” The committee accepted the friendly amendment.

Senator Barefield said he is concerned that faculty would not have enough information to make a decision. President Fountain said that the pros and cons would be listed in the survey.

Senator Alley said that the pros and cons could change if not all faculty used plus/minus grading.

Senator Wipf made a friendly amendment to change the word “accurate” to “precise” in item c under “pros”. The committee accepted the friendly amendment.

Senator Wipf said that graduate students being included could cause confusion. Senator Potter asked if one question for undergraduate and one question for graduate would be appropriate. Senator Wipf said that he believed that distinction could be made further along in the process.

Senator Spain asked if there was any material that the faculty could be directed to which would help them make an informed decision. Vice President Follett said he worried additional information would lower response rates.

Senator Carskadon said that adding “in principle” and explicitly stating the possible path forward could help with understanding.

Senator Wilmoth asked if the Student Association representative was present. Miss Holly Holladay, Graduate Student Association President, replied that she was present.

President Fountain asked Miss Holladay if she had a feel for how the students felt about plus/minus grading. She replied that the response is mixed. She suggested that the pros and cons be provided as considerations and not identified as pros and cons.

Senator Randle made a friendly amendment that the pros and cons be listed together as “Points to Consider.” The committee accepted the friendly amendment.

Senator Wilmoth made a motion to allow the committee to make small changes to the language. Senator Coyne seconded the motion.

The motion to accept the recommendation as amended and to allow the Student Affairs committee to make editorial changes passed by unanimous hand vote.
University Resources

1. AOP 12.32 Refund or Course Credit Policy for Student Members of the Military Called to Active Duty or Deployed

Senator Grace, on behalf of the University Affairs Committee, presented the committee report on AOP 12.32. Senator Grace said the new policy directs the affected students to the Center for America’s Veterans. She added the Dean of Students and the Center for America’s Veterans agreed with the policy change.

Senator Coyne asked if it should say “United States Military.” Senator Grace replied that the Center for America’s Veterans would be able to determine the validity of the orders.

The recommendation by the University Affairs committee to accept the recommendation passed by unanimous hand vote.

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

Vice President Follett made a motion to adjourn. Senator Coyne seconded the motion. The November 10th meeting of the Faculty Senate adjourned at 5:14 p.m.

Submitted for correction and approval.

Mary Ann Jones, Secretary

Jason Cory, Administrative Assistant II
MSU Office of the University Ombudsman

Faculty Senate

November 10, 2017

R. H. “Hart” Bailey
Professor, Food Safety
Office of the University Ombudsman

What we will discuss today

• History of Ombudsman
• Needs/benefits of having an Ombudsman’s office
• Functions of an Ombudsman within MSU
• Guiding principles
Dr. Bailey said that all of the terms are acceptable.

History

- The Ombudsman’s function changed very little from its origin in Sweden in the early 1700s until the 1960s.

- 1960s Social unrest on US campuses lead universities to institute the Organizational Ombudsman concept primarily to resolve disputes and report misconduct.
President Nixon’s Commission on Campus Unrest*

“Ombudsman is an individual who acts as a mediator for students, faculty members, and administrators. To be successful the Ombudsman must have great autonomy and support of the university president…

“We can only urge that each university recognize the necessity of establishing such procedures and the vital new channels of communication which they require.”

*post-Kent State


My Journey into the World of an Ombudsman

• Observed system-wide need for solutions to problems while serving as MSU Faculty Senate President

• No informal mechanisms available to resolve issues

• Formal process was too arduous for people to address the issues

• Dr. Gilbert asked about need for an Ombudsman


• Training
Ombudsman Training
International Ombudsman Association (IOA)

Countries/Governments:
Egypt, Kenya, Malawi, Hong Kong, Canada, Germany, South Africa, United States…

Organization/Companies:
Shell Oil, Volunteers of America, CIA, FBI, Secret Service, Kaiser Permanente, Chevron, Pfizer, Coca Cola, Mars…

Universities:
Stanford, MIT, UTX, Ivy League, UMI, UAZ, SEC…..

My Journey into the World of an Ombudsman

- Established September 2014 by Dr. Gilbert and Dr. Keenum

- Will MSU be a better place to work and study with an OUO?
Why does MSU need an Ombudsman?

- Endless opportunities for conflict exist in university settings
- Conflict is inevitable and can be expensive
- Normal means to resolve conflicts are
  - Administrative hearings
  - Formal grievances
  - Lawsuits

Examples of potential conflict in Universities:
- Perceptions of fairness related to application of policies
- Evaluation criteria
- Money and other kinds of limited resources
- Priorities
- Misappropriate use of power (*maladministration*)
- Interpretations of rules
- Cultural differences
- Values
- Attitudes
- Perceived insensitivity
How does MSU benefit from having an Ombudsman’s office?

- Hope to resolve issues faster, less costly, more equitably than formal process (i.e. grievance procedures or litigation).

- Win-win when result is employee retention, avoidance of litigation, financial savings, and avoidance of negative publicity – hopefully people feel like they were treated fairly!

Nuts and Bolts: Establishing and Operating a College or University Ombuds Office

How does MSU benefit from having an Ombudsman’s office?

- Can “humanize” MSU to constituents

- Sends message that MSU cares about its people and recognizes the value of informal dispute resolution for campus community

- Empowers aggrieved people to decide how to address their concerns

Nuts and Bolts: Establishing and Operating a College or University Ombuds Office
How does the Ombudsman’s Office function within MSU?

- It does not replace but rather complements and supplements other resources within MSU (e.g., HR, ethics, legal, EAP) by providing important functions that are not provided, in full, by these other services.

How does the Ombudsman’s Office function within MSU?

- Provides a safe and confidential place to discuss individual, group and systemic problems
- Listens to and helps clarify concerns
- Helps identify underlying issues and interests
- Explores possible options through formal or informal channels
- Assists with the resolution of complaints
- Collects general data on emerging trends and patterns within MSU-works behind the scenes
- Serves as an “institutional agent of change”
How does the Ombudsman’s Office function within MSU?

Primary Functions:
- Clarifies role when meeting with visitors
- Listening
- Asking strategic questions
- Providing information and options
- Assisting with decision-making
- Coaching
- Reviewing correspondence
- Making appropriate referrals
- Clarifying next steps
- Communicating with others
- Mediation
- Group facilitation
- Data collections and analysis

IOA Code of Ethics:

**Independence**

- The Ombudsman is independent in structure, function, and appearance to the highest degree possible within the organization. (Access to the President and to the Provost & Executive Vice-President)
IOA Code of Ethics: Impartiality

• The Ombudsman, as a designated neutral, remains unaligned and impartial.
• The Ombudsman does not engage in any situation which could create a conflict of interest.

IOA Code of Ethics: Informality

• The Ombudsman, as an informal resource, does not participate in any formal adjudicative or administrative procedure related to concerns brought to his/her attention.
IOA Code of Ethics: Confidentiality

- The Ombudsman holds all communications with Visitors in strict confidence.

- The Ombudsman does not disclose confidential communications unless given permission to do so by the Visitor.

- The only exception to this privilege of confidentiality is where there appears to be imminent risk of serious harm.

Will MSU be a better place to work and study with an Ombudsman’s Office?

I believe it will be!
www.ombuds.msstate.edu

662-325-5172 - office
662-418-0157 - cell

Help us get the word out!

THANK YOU!

GO DAWGS!!!