



ROBERT HOLLAND FACULTY SENATE

Minutes of November 8, 2019

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 8, 2019.

Members absent and excused were: Jason Barrett, Brian Davis, Dipangkar Dutta, Deborah Eakin, Patty Lathan, Sol Pelaez, Rebecca Robichaux-Davis, Rosangela Sebba, Paul Spurlin, Mark Welch, and Molly Zuckerman.

Members absent were:

The meeting was called to order by Senate President Randy Follett.

President Follett asked for any corrections to the minutes of the October 4, 2019 meeting. President Follett, hearing no corrections, accepted the minutes as presented.

GUESTS

Dr. David Shaw, Provost and Executive Vice President

Dr. Shaw said there are a number of task forces that have been appointed. The task force for the implementation of the Bachelor of Applied Science degree is moving along well. There are 12 to 15 different concentrations which have been proposed from various colleges. The work of this committee has raised a number of very significant questions which are being investigated by the institution and IHL to ensure the programs are in compliance with the expectations of the higher accrediting bodies. Several students have already enrolled for next

semester. These students are able to enroll in an overarching major and get started on the remaining gen ed requirements while the concentrations are being developed.

The Clinical/Instructional Faculty Task Force has just been constituted. Dr. Shaw thanked Vice President Jones for agreeing to chair the task force.

Jeff Dean is chairing the task force reviewing student evaluations of teaching. Dr. Dean provided a report earlier today stating several sub-committees have been formed to perform different tasks before the committee meets as a whole again.

Jim Dunne is chairing a task force looking at faculty performance evaluation. This committee just recently met for the first time.

Peter Ryan is chairing the Graduate School Task Force. They are looking at “are we offering the right things?” and “what do we need to do differently/better to recruit graduate students and remove obstacles to their success?”. The cost of graduate education online is also being discussed.

A task force on non-traditional course offerings is being chaired by John Dickerson. They will be looking at the maymester, winter intersession, and summer school semesters. They will also look into offering half-semester courses. The half-semester courses could benefit students and allow them to remain on schedule for graduation.

A task force has also been assembled to look at overall goals and approaches we are taking to student recruiting. This committee has gotten off to a bit of a slow start due to scheduling issues. This committee will continue to work through the fall and into the spring semester.

Regina Hyatt is chairing a task force examining student success. This committee has met four times so far. They are taking a hard look and inventory of the programs we currently offer. Dr. Shaw said we have a lot of things going on, but the different programs do not seem to have a lot of cross-talk between them. The committee will make sure we are taking a strategic approach to student success at MSU.

Dr. Shaw said he wants the senators to use their representatives to provide the various task forces with input. His goal for these committees is to make sure they fully examine their respective assignments and do not just hurry through to get it done quickly.

Senator Ridner asked if there will be a search for the next Graduate Dean. Dr. Shaw said he feels that Peter Ryan is doing a phenomenal job as the Interim Graduate Dean. He said he has had several conversations with him to determine what an appropriate workload would be. Once this is finalized the next steps will be taken. Dr. Shaw said he feels this decision will be made in the next few months.

Senator Bora asked if the committee on the Graduate School is considering programs such as advanced certificate programs. Dr. Shaw replied the committee is looking into items like Senator Bora is discussing. He said they are well aware graduate programs of the future can be very different than graduate programs of today or the past.

Senator Baldwin asked if Dr. Shaw recalled why the half-semester classes were discontinued previously. Dr. Shaw replied he was not sure, but he felt it was due to a lack of enrollment and the fact that the courses were logistically hard to manage. He said the committee has been charged with looking at the various options and determining what we need to be doing today.

Dr. Reuben Moore, Interim Vice President for the Division of Agriculture, Forestry, and Veterinary Medicine

Dr. Moore began by thanking the senators for allowing him to address them. He said he believed this was the first time he has had the opportunity to do so. He also thanked the senators for all they do for the Division of Agriculture, Forestry, and Veterinary Medicine.

Dr. Moore said he believes the more communication we have, the fewer problems we have. Dr. Moore said in his 20 years in administration, most of the problems he has faced have been due to poor communication. He said Faculty Senate is important for communicating to DAFVM not only problems, but suggestions as well. He said he hopes the senators feel the DAFVM administration is receptive to their feedback.

The three colleges within the DAFVM are the College of Forest Resources, the College of Agriculture and Life Sciences, and the College of Veterinary Medicine. The Division is heavy on research and ranks 9th nationally in ag research expenditures. Teaching is also very important. We would not be here without students. The Division has a very good extension program and a very good research program. There are 16 off-campus locations which employ faculty. These faculty are associated with an on-campus department. Currently, a document discussing the relationship between on and off-campus administration and faculty is being edited. This document has not been updated in 20 years. Dr. Moore said off-campus faculty are probably not involved enough in what we do on campus. He said it is a little more difficult for them to come to the routine meetings held on campus.

The new Animal and Dairy Science building just opened. The Meat Science Building is now complete and the Poultry Science building will be complete in the spring. Dr. Moore said he feels really good about having this complex for animal research and teaching.

There are about 300 faculty in the Division of Agriculture, Forestry, and Veterinary Medicine. There are not as many students as in other divisions, but the research level is very high. Most faculty have joint appointments between teaching, research, and extension. The online

classroom technologies allow for teaching to be performed from the remote, off-campus locations.

Dr. Moore said he recently toured the College of Veterinary Medicine. He said he is amazed by what goes on at the college. Of the 90+ students that took the boards, only one did not pass them. He said there are not that many programs in the country that have that high of a success rate on the boards.

Jeremiah Dumas, Director of Parking and Transit Services

Mr. Dumas began by introducing his associate, Ronnie White. Ronnie is the Associate Director of Parking and Transit. Mr. Dumas said he has the opportunity to speak to various groups around campus and finds that once the facts and struggles of Parking and Transit Services are communicated, a better understanding of why things are the way they are is realized.

Mr. Dumas gave a PowerPoint presentation which can be found at the end of these minutes.

Senator Baldwin asked what was being done with regard to storm water abatement. He said the Stone Boulevard project will add additional water to Catalpa Creek which already floods over its banks 6 to 7 times a year. He said last Saturday water was flowing up out of storm drains around Dorman Hall and the Intramural Fields which indicates the drainage there is already not sufficient. Senator Eddy said the basement of the Vet School floods when it rains like it did last Saturday and sterilization requirements cannot be met for research under these conditions. Mr. Dumas said he understands the concern. When the plans were completed the confluence plan was in place. The confluence plan is no longer moving forward. There is no storm water remediation in place for this project and several others as a result. Mr. Dumas said the culvert under Blackjack Road will be enlarged as part of the expansion project for Blackjack Road. He added the Design Review Committee just started discussing having a standard water abatement standard for all future projects.

Senator Carskadon asked if a gated parking sensor that works better than what is in place now could be purchased. He said he uses the gated lot by Lee Hall and he always has to scan in with his ID. Mr. Dumas said he is aware of several factors which are affecting the gated parking sensors. The sensor at the Lee Hall gated parking is completely jammed from all of the radio signals coming from the top of Hilbun Hall. He said they are constantly working to overcome the issue, but they have been unsuccessful so far. The second issue is lane detection on newer model cars. The signal generated by these features can jam the sensors as well. The car wash RFID chips can also cause issues.

Senator Eddy asked how the parking requirements of the new complex adjacent to the Vet School will be accommodated. Mr. Dumas replied there has been discussion about this issue.

He said he believes the long-term solution will be to utilize the area near the Scales Lot for student parking and have the students use the bus system to complete their travel.

Senator Yu asked what the future plans were for the gravel lot adjacent to the IED Building. Mr. Dumas said he is hopeful the construction of the new road will lead to the paving of the lot Senator Yu is discussing. He said this could be done as early as the summer of 2021.

Senator Dodds said he has not heard any discussion of the maintenance of the current parking lots such as the lot at Dorman Hall. Mr. Dumas said a study was performed through an engineering company and a database was created of the conditions of all of the road and parking surfaces on campus. The Dorman Hall parking lot is high on the prioritized list of future repairs. Mr. Dumas said there is \$2 million that will be used for repair next summer.

Senator Carskadon said there are issues with parking at the Post Office on campus. He asked if a street-side mailbox could be placed to eliminate the need to park if someone is simply mailing a stamped item. Mr. Dumas replied there has not been discussion with the Post Office regarding a drive-through service.

Senator Musser asked why there is no charge for the use of the SMART system. Mr. Dumas replied it was determined there would be no benefit to charging fares for non-student riders due to the low revenues associated with public use of the system as well as the high cost of implementing the fare collection technology on all the buses. It would cost \$60,000 to \$70,000 per bus to install the fare collection systems that would be needed. He said the university transportation systems that do charge fares for non-student riders have transit fees built into tuition rates. All of the systems which collect fares that were contacted by MSU said they wished they would not have instituted the fare systems.

Senator Ridner asked about parking for athletic events. She said she did not see the revenue generated from the athletic event parking in the budget numbers provided. Mr. Dumas replied the Athletic Department handles all athletic event parking. He said the Athletic Department does pay for the use of the lots which were paid for by Parking and Transit Services. All of the other parking lots fall under a long-standing agreement that Athletics does not have to pay for the use of them. Senator Alley asked if Athletics paid any portion of the maintenance fees for the parking spaces. Mr. Dumas replied they do not.

Senator Freeman asked what the cars with the cameras on top of them were for. Mr. Dumas replied the cars are part of the move to permit-less parking. He said this is the way the industry is going. He said permitting will be solely based on the license plate of a vehicle. He said this information is provided to obtain a permit now but when this is fully implemented there will be no physical permit issued. Senator Freeman asked if the cars will replace the parking

attendants who ride around in the golf carts. Mr. Dumas replied both are being used simultaneously. He said if the car sees an unregistered tag, the parking attendant will check for the presence of a valid permit. If the vehicle is properly permitted but is just not registered in the system, no citations are issued.

Senator Bora asked if permit holders need to update the information associated with a permit when their registration information changes. Mr. Dumas replied the individual should update the information in the system by logging into BANNER and navigating to the same location which the permit was originally purchased. There is a link on this site to update the vehicle information. Vice President Jones asked how rental cars were dealt with. Mr. Dumas replied there is a visitor process to go through.

Senator Freeman said departments and colleges often have individuals who are contributing to the university as guests on campus. He said there is a long process and a fee involved in obtaining a valid permit for them. Mr. Dumas replied the process is in place to accommodate these guests and still be able to accommodate the permit holders. If all requests were simply granted, there would be a shortage of parking and permit holders would be displaced. The permits are issued on a first come, first serve basis until they cannot accommodate any more. He said there is some testing of new technology ongoing at the gated Hand Lab lot which has the potential to streamline this process.

REPORT OF THE FACULTY SENATE PRESIDENT

This has been a somewhat eerily quiet month, in terms of meetings. Of the full set of meetings possible on my calendar for October, it seems like about 50% were cancelled due to a lack of agenda items, or due to a restructuring process being underway. I did get to attend the semi-annual Alumni Association Board of Directors meeting, which is one of the perks of being president of the senate. This is typically a day-long meeting in the fall, where subcommittees consider different aspects of Alumni Association operations for the upcoming year. I was assigned to the Board Development Committee, which was tasked with reviewing and making recommendations regarding the constitution and bylaws of the association, leading the strategic planning and direction efforts, and identification of future talent for the board and other volunteer roles for the association. It was also announced that the next National Board meeting would be on February 7, 2020, and that the Awards Banquet and Leadership Conference would be held on February 7-8, 2020. I am always impressed by the volunteers who perform so much work for the university, based primarily on their love for their alma mater. They travel from all over the country to attend these events, and devote significant amounts of time through the rest of the year, with watch parties, send-off events for new MSU students, and other get-togethers where their focus is on all things Maroon and White.

As you may have seen in the agenda for today, I have submitted a letter of request that the Academic Affairs committee take up a study of intellectual property rights as pertains to lectures generated by faculty. This came out of a current “discussion” of who owns those rights for a faculty member currently employed by MSU, after which it became clear that the current IP policy has a large gap in coverage when it comes to faculty rights to lectures.

On a separate issue, a significant comment that has been made by our new provost concerns the senate directly, and how we administer the annual confidence survey every spring. Dr. Shaw has specifically stated that he considers this confidence survey to be vital to the evaluation process of administrators at MSU. This certainly indicates that we need to continue with this survey, and if at all possible, enhance it. I would specifically remind the Ancillary Affairs committee that this will be something to be addressed in the spring, as it is every year. In the meantime, they should consider potential revisions to questions or other aspects of the survey. If any of you have particular ideas that relate to this, feel free to contact someone on the Ancillary Affairs committee about those ideas. [Note: you have a list of each of the committee assignments in your senate notebook, and the list is also available on the faculty senate website at <https://www.facultysenate.msstate.edu/members/standing.php>.]

Finally, I am also taking this opportunity to remind the Charter and Bylaws committee of their role in the maintenance of the Faculty Handbook. As the handbook itself states, part of the role of the Charter and Bylaws committee is to regularly review and make recommendations concerning the operating procedure, structure, size, representation, and other internal matters of the Senate. In addition, the chair of this committee serves as the chair of the Faculty Handbook Committee, and as editor of the Faculty Handbook. While it is true that modifications to the Promotion and Tenure portion of the handbook require review of the recommendations during two consecutive meetings of the senate before a vote can be taken, technical edits of things such as website links, and changes in titles or terminology can occur without such scrutiny being required. I’ve put together a list of several items that I consider important to consider for change, particularly in Section C, which is titled “The Robert Holland Faculty Senate”, and have given those to the committee for consideration. Other issues could exist as well, and if you see specific items that need attention, please notify Charter and Bylaws about them. (You can use that same link in the previous paragraph for a current listing of the membership of that committee.)

Status of AOPs:

The following AOPs are not under review to the best of my knowledge, but are past the four-year review cycle:

AOP	Title	Date
10.05	Nepotism	12/5/2012
12.01	Academic Add-Drop	7/23/2015
12.04	Final Examination	7/23/2015
12.22	Undergraduate Student Courseload	8/25/2015
12.23	Cooperative Education Program	6/9/2013
13.09	Credentials for Teaching	7/27/2015
13.23	Faculty Workload	12/12/2014
31.02	Legal Resident Status	2/5/2013

Reports from committees on which I serve:

Athletic Council – This committee last met on October 2, so much of what was discussed there was also mentioned in our October 4 senate meeting two days later. Some specific points of interest: MSU is one of only about 20 schools in the nation where athletics is completely self-supporting, with a plan to send approximately \$4.75M to campus this year. Also, the search for a new Faculty Athletic Representative has closed, and the committee has met and made a decision on a ranked list of the top three candidates, and sent a report to President Keenum. I would suspect that an announcement will be released shortly on this.

Diversity Council – has not met since my last report

Executive Council – This committee last met on October 28, at which time slight modifications were approved for the following policies:

OP 70.05 Federal Property at Mississippi State University

OP 79.02 Biosafety

OP 79.03 Human Subjects in Research

OP 91.306 Campus Roadways

There were no substantive changes to any of these policies, other than bringing the first three up to date with regard to federal requirements, and some editorial changes needed to clarify the policy on the last one.

Executive Enrollment Management Committee – The October meeting of this committee was cancelled.

Game Day and Special Events – This committee met on October 2, and again on October 16. In the October 2nd meeting, Amy Tuck announced her retirement, effective December 31, but

stated that with leave, and considering the game schedule for the remainder of football season, this would be the last meeting that she would chair. She also announced that Sid Salter has been selected as the next chair for this committee, and would preside over future meetings. There was further discussion of the continuing trash issue in a specific area in the Junction (under the trees near the corner across from Dorman Hall). There are about eight or nine tents that are the principal culprits, and ongoing efforts haven't really seemed to be effective. There have been some changes in traffic flow after home games, where all traffic on Blackjack is now being directed to Hail State Boulevard, in order to alleviate traffic in the city. Southern Traditions Tailgating is being considered for a renewal of their contract for an additional year. We currently receive 26% commission on the commercial tents that Southern Traditions rents out. Finally, a clarification was made regarding solicitation on campus, specifically during game day operations. Brandon Jolly reviewed the legal aspects of the policy, including the fact that political solicitation is protected under the 1st amendment, since the Junction is considered to be a traditional public forum, and handing out political literature is acceptable under that protection. However, signs are not allowed to be affixed to structures, and Davis Wade Stadium and Left Field Lounge are not designated as public forums. Consistent with this policy is the fact that commercial vendors are not allowed to solicit on campus, and are considered to be trespassing if they do so. There was a motion made and passed to continue to operate under the same solicitation policy through the remainder of the football season, and to develop a new solicitation policy for businesses and political activity for the spring.

During the October 16th meeting, there was discussion of several items related to the SEC Nation visit to campus for the LSU game. This included road closures, and changes in traffic patterns due to those closures effective that same evening, similar to prior years when SEC Nation was in town. There were also some approvals of tent requests for different groups, and a reminder of the "Walk of Freedom" event that would take place the morning of the LSU game.

Information Technology Council – This committee met on October 1, and had several announcements regarding ongoing processes of interest. Duo for non-benefits eligible employees is being handled, and affects over 700 intermittent employees. Typically, these accounts don't need Duo, since they end up not really using any Duo-required systems, but as needed, they will be taken care of. Retirees' and Terminated Employees' ITS e-mail service will be continued, but some protocols are being put into place in order to determine whether or not e-mail service is being requested, and that the HRM based separation checklist has been handled, including some digital components on that list. A final reminder was given about the decommissioning of MSU1x, which was turned off on October 15. There were over 13,000 devices still attached to MSU1x at some point in the week prior to this meeting, which indicated

a potential for a large number of service calls when that service “disappeared”. Mention was also made of the Slate app, which has been an admissions app, but is now also being used for recruiting. Banner 9 self-service is currently incomplete in terms of being rolled out from the vendor, but it is being addressed incrementally, which means that both Banner 8 and Banner 9 will likely both be running for registration. The hope is that students will provide substantive feedback for the new version, and a question was asked about the faculty perspective of the changes in look and feel. [**If you have such feedback, please send it to me, and I’ll provide it to the IT Council.**]

Mention was made of the fact that ITS provides technical support to the IHL (and has since 1999) for Banner, and they are being kept in the upgrade loop with campus. They are hoping to go live with Banner 9 self service in November, at which time they will be moved to Duo. The textbook rental company Chegg recently had a data breach that affected almost 900 students and faculty who were using the same passwords for their Chegg account as they were using for their net passwords. Of those, about 440 accounts were locked when they ignored an e-mail to reset their net password. Note that there were almost 10,000 addresses identified as being from MSU, but only about 900 of those were identified as having the same password as their net account. Finally, a quick status update of the web accessibility process was given. Each “developer” was notified that the three main issues are OCR, Visual Identity Compliance, and Search Engine Optimization. They were also told to target OCR compliance first, since that makes up the vast majority of the specific issues that exist, although it would obviously be good to handle all of them at the same time, if possible.

Master Plan Development and Advisory Committee – An initial meeting of the newly reconstituted DRC subcommittee of MPDAC met on October 10. During that meeting, both Amy Tuck and George Davis announced their impending retirements, as well as having a discussion about taking a fresh look at the rules and process requirements for architectural firms submitting plans to the university. We are currently in the process of identifying a new process for submission, which will hopefully be more clear and helpful to the firms that are submitting plans. More on this as we make progress.

Parking and Traffic Regulations Committee – Our October 24th meeting was cancelled due to a lack of agenda items.

Sustainability Committee – hasn’t met since the last report to senate, which was given by Mary Ann Jones on my behalf, at the October senate meeting

REPORT OF THE FACULTY SENATE VICE PRESIDENT

Academic Deans Council – October 25, 2019

Dr. Peter Ryan discussed a partnership with 4 other SEC (LSU, UA, USC, UT) schools who will act as a cohort for a study abroad program with American University of Rome. The SEC schools will rotate hosting with MSU being the first-year host school. There will be international student waivers for each college; draft agreement coming soon. College of Arts and Sciences will be the first college to host, but there will be opportunities for other colleges to participate. Classical and Modern Languages and Literatures is adding an Italian instructor to assist with this program.

AOP 13.22: Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholars and Visiting Executive Appointment, passed with no revisions.

Task Force updates:

- Grad school task force will be looking at standardized test requirements for acceptance into graduate programs. They will work with each college to make sure accreditation requirements remain in place before any decisions are made. There are many other universities who are dropping requirements for the GRE; we are losing applicants to those schools, so we need to consider all alternatives.
- Bachelor of Applied Science programs are rapidly moving forward. At the time of the meeting the number of programs in development in the colleges: CAL-4, CAAD-1, CAS-4, COB-1, BCOE-1, COE-4, COFR-2, CVM-1. Some of the classes for these programs are not yet be available online, so on-campus will be necessary for some of the BAS degrees.
- Recruiting – no report
- Student Success – no report
- Summer school / semester offerings – no report
- Clinical/Instructional Faculty – no report
- Student evaluation of teaching – has had several meetings, in the early stages
- Faculty performance evaluation – no report

Committee on Campus Access – November 4, 2019

The committee heard a presentation by Neel-Schaffer Engineering on initial survey findings for potential 2020-21 accessibility projects. By consensus, the committee agreed to study the proposals and reconvene in December to set priority projects for bid.

Community Engagement Committee – October 2, 2019

ITS is adding a yes/no Community Engagement question to the Banner final grade submission process.

The committee received 10 complete applications for the 2019 Community Engagement Awards. Reviews of applications are proceeding; an announcement will be coming soon.

Spring 2020 CE graduate assistantship is available. Position requires: Event planning and coordination experience, comfortable speaking to faculty and staff, and the ability to read, analyze and report data. For more information, contact Michelle Garraway in the CCEL office.

CCEL is seeking subjects for MSTV's show *Engaged*. Each month, CCEL features faculty, staff, students, and community partners who are passionate about community-engaged learning. *Engaged* explores community-engaged research, learning and service at Mississippi State University. Previous episodes can be seen on the MSU Engaged YouTube channel (<https://www.youtube.com/channel/UCY6ICUo4-kMawnQrHqt9fVw>) to learn more about the various topics we cover. If you are interested in sharing how you have utilized community engagement and why it is important, contact Michelle Garraway.

The committee has set several long-term goals:

- Recognition of CE activities in annual review process and promotion and tenure
- Education of faculty about CE by CEC members
- Fundraising to support CE awards in perpetuity

President's Committee on Planning –

Has not met since last report

Textbook Committee –

Has not met since I have been assigned to the committee

Undergraduate Research and Creative Discovery Committee –

Has not met since last report

FACULTY DESIGNATES ON UNIVERSITY COMMITTEES

1. Report on University Committee on Courses and Curricula: Senator Sherman-Morris

A subcommittee was formed at the September UCCC meeting to study blended learning as a method of delivery. This referred to classes with both face-to-face and online content. The committee reviewed policies at other universities and proposed definitions for two new course delivery formats at MSU. The

committee recommended that courses with no more than 20% online participation should be considered face-to-face, while courses with at least 80% online participation should be considered online courses. Between 20% and 80%, courses should be considered face-to-face hybrid or online hybrid. The recommendation was made during the October UCCC meeting. Minutes from that meeting have not yet been approved.

Submitted by Kathy Sherman-Morris
Faculty Senate Representative to UCCC

2. Faculty Evaluation Task Force: President Follett

President Follett reported the initial committee meeting was held yesterday. The committee members were assigned peer institutions to research the way faculty are evaluated. The outcome of the committee may be confusing to some people. One big factor in the outcome is digital measures. President Follett said some parts of campus have utilized digital measures, but some parts have not. The uniformity of evaluations will also be examined. This does not mean that everyone has to have the same structure, but that the information collected within the sections used is uniform. The committee will try to identify where there needs to be consistencies and differences and then try to determine the best way to manage them.

BUSINESS TO BE SENT TO COMMITTEES

1. Letter of Request: Intellectual Property of Faculty (Academic Affairs)

President Follett summarized the letter of request to the Senate.

Vice President Jones made a motion to send the item to the Academic Affairs Committee. Senator Bora seconded the motion. The motion to send the Letter of Request to the Academic Affairs Committee passed by unanimous voice vote.

STANDING COMMITTEE REPORTS

University Resources

1. Letter of Request: Parking Concerns

Senator Marett, on behalf of the University Resources Committee, presented the committee report on the letter of request regarding parking concerns.

Senator Carskadon said the comparative data in the report is eye-opening. It really shows we don't have it too bad.

Senator Ridner said while the data is eye-opening, the discrepancy in salaries amongst the institutions should be considered. She said the permit fees are effectively different depending on the position held. She said a more graduated rate tied to salaries should be considered.

President Follett said Mr. Dumas, as an invited guest, is permitted to address the Senate if he wishes.

Mr. Dumas said the rate structure Senator Ridner mentioned is used some places. Another model is to assign values to each space independent of salary rate. He said the Traffic and Parking Committee has discussed graduated rates. Student Affairs takes the stance that the staff have more disposable income than the average student. Senator Marett said he believes Vanderbilt and Tennessee have rates tied to salaries.

Academic Affairs

1. AOP 12.15 Academic Probation for Undergraduate Students and AOP 12.16 Academic Suspension and Dismissal (Rescind)

Senator Ridner, on behalf of the Academic Affairs Committee, explained the two policies being presented were discussed at the October Senate meeting. She said AOP 12.16 is to be rescinded and AOP 12.15 has been edited to include the material from AOP 12.16. The change recommended by the committee is to align the language in this policy with AOP 12.22 which is referenced in this policy.

The committee report to rescind AOP 12.16 Academic Suspension and Dismissal and accept AOP 12.15 Academic Probation for Undergraduate Students as presented passed by unanimous voice vote.

Ancillary Affairs

1. AOP 13.08 Travel by Faculty and Staff

Senator Bi, on behalf of the Ancillary Affairs Committee, presented the committee report on AOP 13.08. She explained the policy was sent to Senate for rescission. The committee felt all of the material included in the policy is not captured in OP 62.01, particularly with regard to routine extension travel within the state. The recommendation of the committee is to include the information not captured in AOP 13.08 in OP 62.01. Once this has been done, it is requested AOP 13.08 be sent back to Senate for rescission.

Senator Carskadon said the language in the policy states "Travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of the improvement of instruction and of professional advancement for official business of the institution shall be

encouraged within budgetary limitations of the institution". He asked if this is in contradiction with the departments and colleges which say you must be presenting at a conference to attend. President Follett replied he felt the administration would respond that attendance should be encouraged within the fiscal responsibility requirements. He said not everyone can go to every conference all of the time. President Follett said he felt it can be beneficial if a faculty member is publishing, and decisions should be made on a case by case basis. He said he did not feel this was contradictory due to the financial constraints. He said he realizes this is not really an answer, but a realism that budget constraints will limit availability.

Senator Ally asked if the committee looked at OP 62.01 to determine if any groups other than Extension faculty were left out of the policy. Vice President Jones said Extension was specifically mentioned in the policy due to the nature of their work. She said some Extension faculty travel within the state on almost a daily basis. President Follett said anyone can travel within the state, but the reporting requirements are adapted to the frequency of travel required by Extension faculty.

The recommendation of the committee as presented passed by unanimous voice vote.

Charter & Bylaws

No Report

Faculty Affairs

1. Letter of Request: Lecturer Policy

Senator Sherman-Morris, on behalf of the Faculty Affairs Committee, explained the committee report consists of 4 separate recommendations. She said each of the recommendations will be considered individually.

a. Recommendation #1

Senator Sherman-Morris presented recommendation #1.

Senator Bora asked how lecturers are considered temporary, but instructors are not. He said instructors are not tenure-track and therefore are temporary as well. Senator Sherman -Morris replied the difference is in the contract. She said the contract for a lecturer specifically states the contract is time limited. The contract for instructors, clinical faculty, and all other non-tenure positions are written to assume the contract will be renewed given the proper conditions. Senator Sherman-Morris said this recommendation only applies to lecturers.

Vice President Jones asked if this change will affect anyone's benefits. She asked if there was a difference between part-time and temporary employee benefits. Senator Sherman-Morris replied it would not. She said the only distinction for benefits is part-time versus full-time.

Senator Musser asked if this change was just a change to the document on the Provost's website and not a policy change. President Follett replied it was just a change to the document on the Provost's website, but the committee has further recommendations.

Recommendation #1, as presented, passed by unanimous voice vote.

b. Recommendation #2

Senator Sherman-Morris presented recommendation #2. She added that lecturers and administrators on campus were consulted before the formulation of the committee recommendations.

Senator Musser asked at what point temporary was no longer an appropriate term. Having a dual system for those that teach classes for their livelihood seems inappropriate. Senator Sherman-Morris replied that her committee and she believes administration would agree with Senator Musser's statement. However, through conversations with administrators, different constraints were identified such as budgetary constraints and flexibility for future needs of departments. She said this recommendation is a compromise which allows for future promotion for lecturers while accommodating the various constraints associated with lecturer positions.

Senator Freeman asked if lecturers were represented on the ad hoc committee addressing clinical and instructional faculty. President Follett replied they do not have representation due to the fact they are not members of the general faculty. Senator Freeman asked if the committee's recommendation is to send the issue of promotion and rank of lecturers to a committee for consideration which has no lecturer representation. Senator Sherman-Morris replied Senator Freeman is correct.

Senator Yu asked about the absence of a third-year review for lecturers. Senator Sherman-Morris replied lecturers are currently evaluated differently than the general faculty. Their review stays within the department. She said the committee did discuss having a third-year review which would go outside the department, but the final decision was to go with the five year window with an option for promotion. She said the committee felt if there was a mandatory third-year review it could suggest there should be some kind of change in rank or promotion associated with the review.

Senator Sherman-Morris said the reason the committee wishes to send this to the task force is Dr. Shaw said he believed the topic was within the scope of the committee and Vice President Jones, who is chairing the task force, believes this topic is within the scope of the committee. The last time the topic of instructional and clinical faculty was raised by Dr. Gilbert, lecturers

were included in the discussion. She said if any changes were needed to the handbook, the general faculty would have to vote on the changes.

Senator Musser asked if any recommendations are being proposed that lecturers are to be included in either the faculty or staff. He said they land somewhere in between at the moment. Senator Sherman-Morris asked if Staff Council members had to be full-time, permanent employees. Jason Cory, the representative from Staff Council, replied he was not sure of what the bylaws of Staff Council specifically stated, but he believed employees must be full-time to serve on Staff Council. He explained the process for nomination to Staff Council was not a nomination by peers, but nominations were received from the various vice presidents. He said he believed in practice, all nominees for Staff Council were full-time employees. Senator Sherman-Morris said it sounds like classifying them as staff could potentially be an option, but the committee did not consider this.

Senator Eddy asked if consideration has been given to the process of promoting lecturers. Senator Sherman-Morris replied the process was discussed and a possible process was presented in Dr. Gilbert's request in 2011. The committee is recommending an operational policy be created as part of recommendation #3 which would outline this process. She said the committee did not recommend any particular process as this would be determined when the policy is created.

Senator Larson asked why the recommendation is not that we should not have lecturers and all lecturer positions will be instructional positions. Senator Sherman-Morris replied departments can have time-limited needs which the lecturer position allows them to manage. She said there is not always time to complete the hiring process of instructional positions. Lecturers can be hired to teach just one class. Senator Larson said she does not understand why an instructor position could not be used to fill the same need. Senator Sherman-Morris replied instructor positions at MSU are considered permanent positions. This means they sign a one-year contract. Lecturer positions are not specifically included in the budget and can be for a term of one semester. Senator Larson said her fear is that departments will use the hiring of lecturers just to save money. She said this does not seem fair to her. Senator Sherman-Morris said this can be a reality that some administrators discussed. Senator Larson asked if this reality is not something Senate should be opposed to. Senator Trinkle said there are a lot of departments that essentially hire permanent lecturers. He said they are consistently rehiring lecturers year after year. Senator Sherman-Morris said some departments rely heavily on lecturers.

Jake Manning, Student Association President, asked if information about the percentage of lecturers who are continuously employed for five years is available. Senator Sherman-Morris replied she does not have that information, but she said the committee identified 66 lecturers who were part-time and 137 who are full-time. Mr. Manning suggested that lecturers be put

into another position after five years of service. Vice President Jones said if there is not an available budget line to move them to, they will lose their jobs.

Senator Freeman asked if the committee would be willing to ask that lecturers be represented on the Clinical/Instructional Task Force. Vice President Jones replied she did not know if that would be acceptable to administration since there will be many other topics discussed which do not affect lecturers at all. Senator Freeman asked if the Faculty Affairs Committee would accept an amendment to their recommendation asking that lecturers be represented on the committee asked to consider this. Vice President Jones said she would vote no to an amendment asking this, but Senate would need to vote whether to accept this amendment or not. Senator Denny said she did not support direct representation but would be willing to ask that the task force consult with lecturers to obtain their feedback.

Senator Bora said he notices that Arts & Sciences hire the highest number of lecturers. He asked if the committee approached this particular college. Senator Sherman-Morris said the administration of Arts & Sciences was consulted. The dean has tried to convert as many lecturer positions into instructor positions as possible. Some of the positions are not able to be converted due to the flexibility requirements of the courses taught. The demand for these classes fluctuates from semester to semester. Senator Bora said the quality of instruction must be considered when determining the position type which will be offered.

Senator Baldwin said the numbers being presented may not be completely accurate. He said his college has no lecturer positions because when courses would need to have a lecturer hired, doctoral candidates and other faculty are used to take the lecturer spot with a salary supplement. Senator Sherman-Morris said she got the numbers she is presenting from OIRE. Senator Alley said one discrepancy across campus is how lecturers are defined from college to college. Senator Sherman-Morris said recommendation #3 is intended to outline the specifics of what should be required of lecturer positions.

Recommendation #2 passed by majority voice vote as presented.

c. Recommendation #3

Senator Sherman-Morris presented recommendation #3 from the Faculty Affairs Committee.

Senator Baldwin said there are research and extension faculty which do not have tenure-track appointments. He said the language presented excludes these individuals. Senator Sherman-Morris said the recommendation is to update OP 56.06 with respect to extension faculty and a new, similar policy be developed for instructional faculty. Senator Baldwin said the policy needs to be worded carefully since research, extension, and clinical personnel have professorial rank while instructional and lecturer personnel do not. Vice President Jones said the

Clinical/Instructional Task Force will be looking at this topic anyway. She said she feels these recommendations will act as a guide to the task force as to the sentiment of Faculty Senate.

Senator Freeman asked who will be writing the policy. President Follett said Senate can certainly ask to be included in the policy formation. The formation of policy is guided by OP 01.01. He said he believed the Senate would be involved in the process as it stands, but it would not hurt to request Senate involvement. Vice President Jones made a friendly amendment to include the Faculty Senate in the policy creation process. Senator Sherman-Morris accepted the friendly amendment on behalf of the Faculty Affairs Committee.

Recommendation #3 passed as amended by unanimous voice vote.

d. Recommendation #4

Senator Sherman-Morris reviewed recommendation #4 from the Faculty Affairs Committee.

Senator Trinkle said he believes there should be a limit to the number of times temporary positions can be consecutively used before a conversion to a faculty position is required. Senator Sherman-Morris said a constraint like this could have two outcomes. First, after a specified period of time the position would be converted to a budget line position. The second outcome would be the individual serving in the temporary capacity would not be rehired after the specified amount of time. Senator Trinkle said he understands, but the position would still exist. He said the position and not the person should be converted to a budget line position after the specified amount of time. Senator Sherman-Morris replied hiring regulations would require the position to be newly created and advertised. Senator Musser said the lecturers are not really in positions. They could teach ten different courses over their time at MSU with each course taught being a different "position".

Senator Freeman asked what the difference is between an adjunct and a lecturer. Senator Sherman-Morris replied IHL policy states an adjunct is a person who provides a service to a department but is uncompensated.

Senator Martin asked if there were any restrictions on the percentage of courses offered in a department which can be taught by lecturers. Senator Sherman-Morris replied there are no restrictions. She said some of the peer institutions examined did have restrictions in place. President Follett said the original proposal by Dr. Gilbert in 2011 did contain a restriction with regard to the number of instructional faculty in a department. He said it is not the same thing as what Senator Martin is referring, but it is similar.

Mr. Manning asked if data could be assembled which shows the courses which have been predominately taught by lecturers and how long lecturers have been continuously employed.

Senator Sherman-Morris replied OIRE could possibly provide the data Mr. Manning is interested in. She said the basic gen ed courses are predominately the ones which are taught by lecturers.

Senator Freeman asked if part-time Instructor positions can be created. Senator Sherman-Morris replied they could. He said a long-standing lecturer could be made a part-time instructor. Senator Larson asked why that would be beneficial. Senator Freeman said it would satisfy the long-term needs of a department with a line item position instead of a temporary position. Senator Sherman-Morris said this would again require the full hiring process to be adhered to including advertising the position before filling it. Senator Freeman asked what the definition of long-term needs was considered in years. Senator Sherman-Morris said there are different amount of times used by peers, but the committee considered long-term to mean five years.

Vice President Jones said a possible solution to this problem could be if the task force creates an instructional line which could allow an option to meet the needs beyond the lecturer position. President Follett said the issue is that the instructional faculty proposal intends for a terminal degree to be held where lecturers and instructors would not necessarily need a terminal degree.

Senator Freeman asked if the committee has spoken with any lecturers who want to move to a permanent position. He said he knows several lecturers who are perfectly content with the positions they hold and would not be interested in moving to a permanent position with greater responsibility. This recommendation could push these individuals into a position they do not want. Senator Sherman-Morris said some lecturers would like the opportunity to be promoted. She said the recommendation is intended to state that long-term needs should not be met with temporary faculty. Senator Alley said it is sad that the lecturers do not have representation within the university, and they are not part of the governance of the institution.

Recommendation #4 from the Faculty Affairs Committee as presented passed by majority voice vote.

Student Affairs

No Report

SPECIAL COMMITTEE REPORTS

PENDING BUSINESS

NEW BUSINESS

Vice President Jones made a motion to adjourn. Senator Long seconded the motion. The motion to adjourn passed by unanimous voice vote at 4:55 p.m.

Submitted for correction and approval.

Rebecca Robichaux-Davis, Secretary

Jason Cory, Administrative Assistant II

Parking and Transit Services

- **Parking Services**

- Citations
- Permits

- **Transit Services**

- Charter Services
- Starkville MSU Area Rapid Transit

- **Events**

- Planning and Coordination
- Golf carts
- Attendants, reserved spaces, etc.

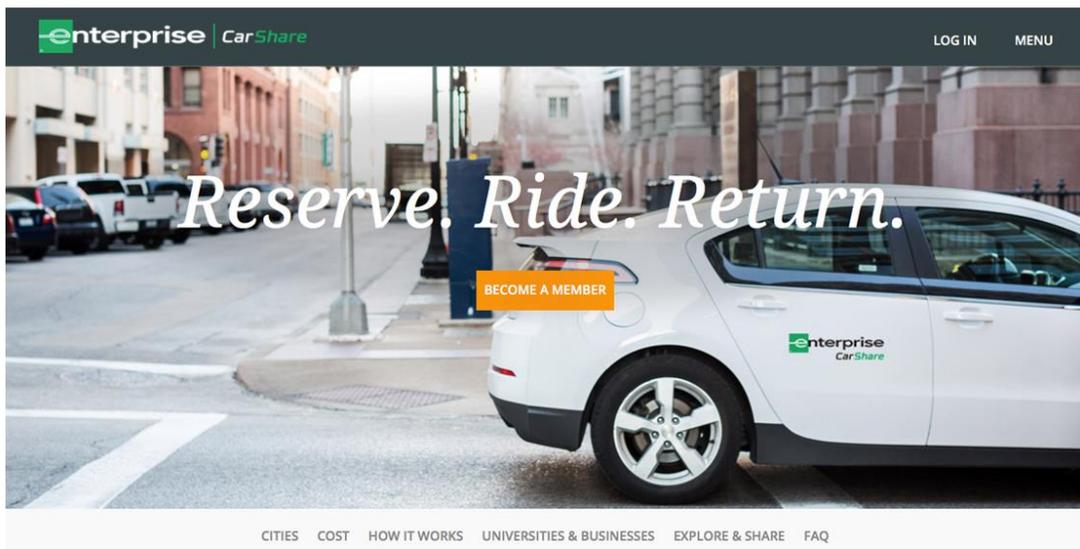
- **Fuel Station**

- Ethanol
- Diesel
- Non-Ethanol

- **Other**

- Car Share

Car Share



Fuel Station



Events

PARKING & TRANSIT SERVICES RESERVATION FORM

Department: _____ Email: _____
 Contact Person: _____ Today's Date: _____
 Billing Mail/Stop Address: _____ Phone: _____
 9 Digit Account Number: _____ 2nd Phone: _____
 Banner Account Number: _____

Event Date: _____ Fund _____ Org _____ Program _____
 Name of Event: _____

Check All Types of Services Requested Below

<input type="checkbox"/> Parking Attendants	<input type="checkbox"/> Unreserved Space (Inside Gated)
<input type="checkbox"/> Bollard Removal	<input type="checkbox"/> Reserved Space (Inside Gated)
<input type="checkbox"/> Cone Rental	<input type="checkbox"/> Reserved Space (Outside Gated)
<input type="checkbox"/> Travel Passes	<input type="checkbox"/> Barricade Rental
<input type="checkbox"/> Bus Parking	<input type="checkbox"/> Golf Carts 4 Seater
<input type="checkbox"/> Meter Reservation	<input type="checkbox"/> Golf Carts 6 Seater

Shuttle Reservation/How Many Shuttles? _____ How Many Passengers? _____
 Bus Reservation/How Many Buses? _____ How Many Passengers? _____
 Van Reservation/How Many Vans? _____ How Many Passengers? _____
 Minivan Reservation/How Many Vans? _____ How Many Passengers? _____

Trip Details or Specific Instructions: (MUST INCLUDE ITINERARY FOR SHUTTLE, VAN, AND BUS RESERVATION. You may include them on a separate sheet of paper.)

*** Do you need a wheelchair accessible shuttle (ADA): YES NO

I, _____ have read and understood that all request are subject to the approval by the Director or appropriate staff of the Parking & Transit Services Department. I have also read all the rules and regulations of the department, and therefore take responsibility of all rented furnishings during our rental time.

Any request 24 - 48 hours prior to the event date may not have standing due to availability of buses or drivers. Prompt payment is required in order to prevent renters account from being placed on hold status. All check payments must be approved by Terence Stringfellow before filling out form. It is the responsibility of the renting party to provide their 9 digit account number and/or banner account number on this form.

Signature _____ Date _____

UPON COMPLETION OF THIS FORM PLEASE RETURN TO TERENCE STRINGFELLOW AT MAIL STOP 9568 ,
 EMAIL TO TSTRINGFELLOW@PARKINGTRANSIT.MSSTATE.EDU, OR CALL 662.325.0017.

For Transit Use Only:
 R: _____ D: _____ C: _____

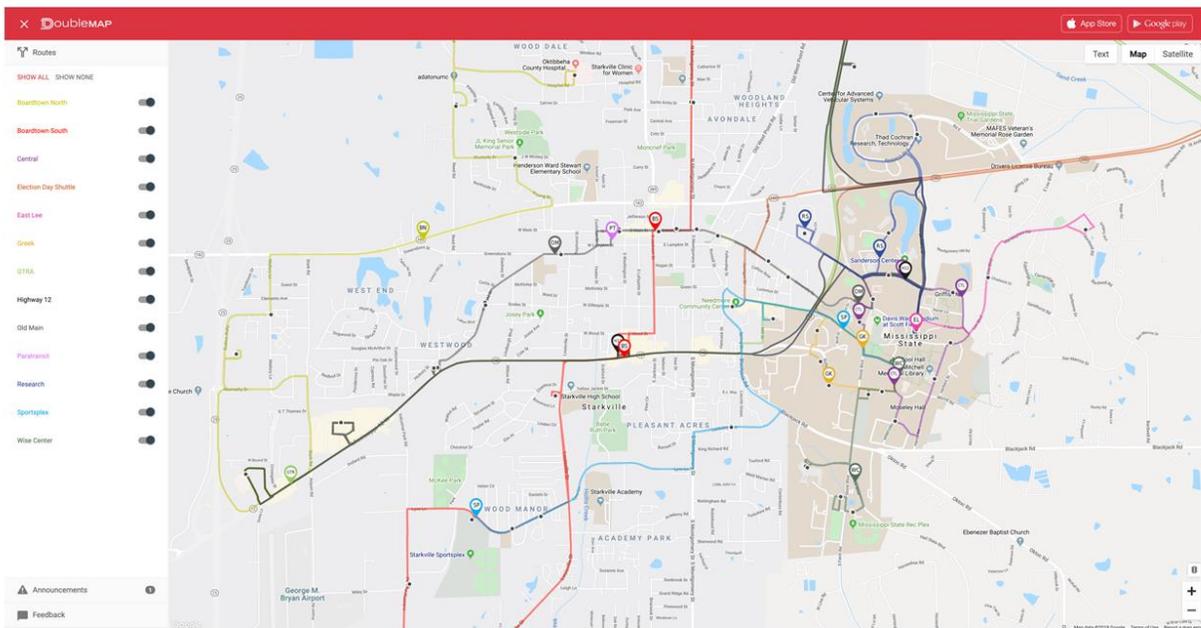
Transit

- **Transit Services**

- Charters – day trips
 - 15 passenger vans
 - 24/25 passenger shuttles
 - 34/35 passenger shuttles
 - Maroon Trolley
- Starkville-MSU Area Rapid Transit
 - 4 campus routes (Greek, Central, Wise Center, Research)
 - 2 city routes (Boardtown North, Boardtown South)
 - 4 town/gown routes (Sportsplex, Hwy 12, East Lee, Old Main)
 - 1 regional route (GTR Airport)
 - Paratransit (county-wide)

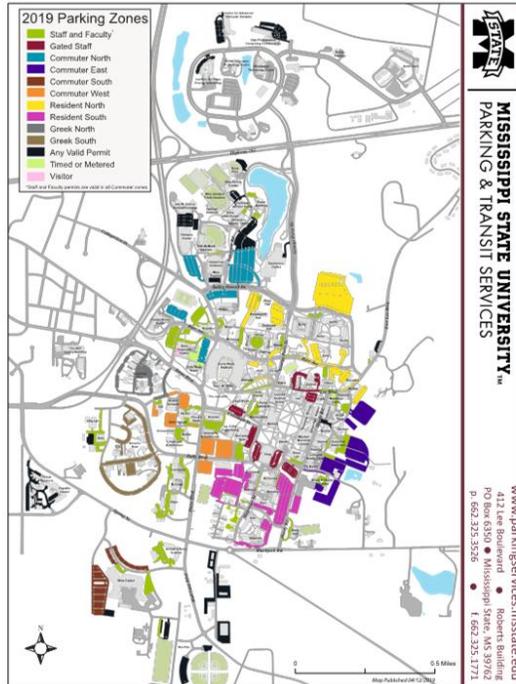
• Transit Services (continued)

- >40 buses
- >750,000 annual riders
 - >120,000 riders each of the last two months
- ~250,000 riders on the City and Town/Gown routes
- >500 paratransit trips per month
- 1,350 annual wheel chair lifts
- >2,500 GTRA annual riders





Parking



- **Studies**

- traffic
 - 2015 traffic study
 - 2016 traffic study update
 - 2016 signal optimization project
- parking
 - 2010 demand study
 - 2015 demand study
 - 2016 parking alternatives study
 - 2017 parking management and technology study

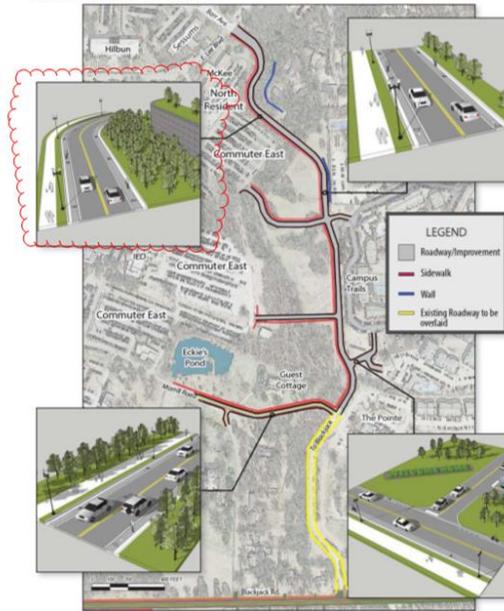
- **Lots, spaces, and permits**

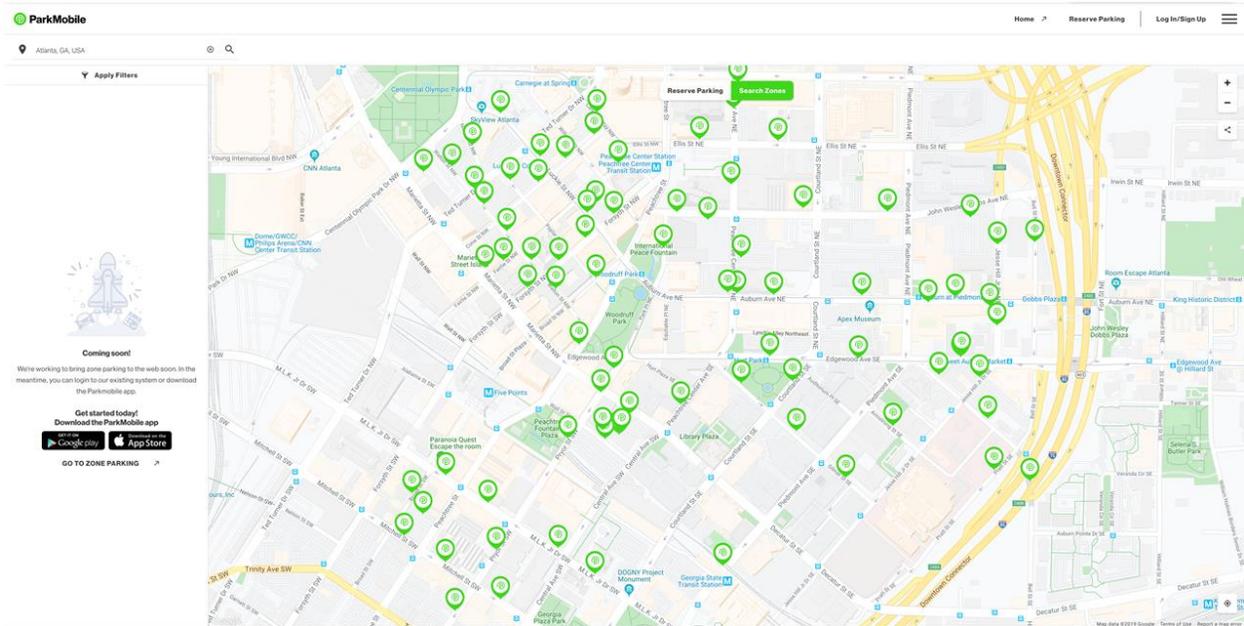
- 174 parking lots
- 15,016 parking spaces
 - 4,600 Commuter
 - 4,891 Residential
 - 1,840 Any Valid Permit
 - 2,532 Staff (1,867 regular, 665 gated)
 - 1,153 various others (service, handicap, exclusive, timed, etc)
- 44,431 permits sold (FY19)
 - 7,459 Commuter (1.52 permits per space)
 - 4,899 Residential (1.02 permits per space)
 - 454 Any Valid Permit (0.25 permits per space)
 - 3,965 Staff (1.57 permits per space) (1.3 per space AVP/Staff/Commuter)
 - 27,654 various others (visitors, temporary, vendors, time limited, etc)

Parking Projects



Figure 04. Typical Proposed Section





• Parking and Transit Services budget

- Revenue
 - Permits – 69%
 - 44,318 sold in FY 19
 - Citations – 22%
 - 32,431 issued in FY 19
 - Paystations, garage, events – 9%
- Expenses
 - Operational – 39%
 - Salary/Fringe
 - Commodities
 - Contract Services
 - External Transfers – 61%
 - Debt Service – Parking projects
 - Grant Matching – SMART
 - Parking Lot Maintenance Fund
 - Capital Expense Fund

Thank You