

## **ROBERT HOLLAND FACULTY SENATE APPROVED MINUTES OF SEPTEMBER 12, 2014**

The Robert Holland Faculty Senate of Mississippi State University held its regular monthly meeting in the Grisham Room at 2:00 p.m. on Friday, September 12, 2014.

Members absent and excused were: Natasha Randle, John Wyatt

Members absent were: Jerrold Belant, Hank Flick, Chip Wade

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

The minutes of the April 11, 2014 meeting were approved.

### **GUESTS**

#### **DR. JEROME A. GILBERT, PROVOST AND EXECUTIVE VICE PRESIDENT**

Provost Gilbert discussed the retention rate. He noted that the current retention rate was 80% which is a 2% increase over last year. Dr. Gilbert stated that Dr. Pearson had developed a software tool which allowed analysis of many different combinations of factors to predict retention. One thing the software brought to light was the importance of attendance.

Dr. Gilbert mentioned the use of attendance scanners which have been installed on three large classrooms across campus on a trial basis. He stated that he would increase them if faculty found them useful. The instructors in these classrooms would have the option of utilizing them or not. Eventually the scanners could be linked to the Banner software used by the University to send automated emails to students who were absent.

Dr. Gilbert thanked the faculty who participated in and attended the first-ever Freshman Convocation on August 19<sup>th</sup>. He noted that he was extremely pleased with the turnout of the freshman student body, and felt the speaker, Sarah Theborge, author of *The Invisible Girls* was a very motivational speaker who resonated well with the students. Dr. Gilbert then stated that all of the freshman in attendance were given a coin which was minted specifically for the class of 2018. He then referenced Dr. Keenum stating at the Convocation that he desired that all students bring the coin with them to their Commencement ceremony in 2018.

Dr. Gilbert reported on the new “True Maroon” program.

Dr. Gilbert has instituted “Faculty Coffee with the Provost” —a series of small group meetings for faculty members to meet and talk with him informally. There will be three sessions held on main campus and one session held on the Meridian campus this academic year.

Dr. Gilbert thanked all of those who attended the Scholarship and Evaluation of Teaching seminar held on September 4<sup>th</sup>. He believed it was a productive and informative discussion about teaching roles.

There was an edit proposed by the Provost regarding Promotion and Tenure which was given to the Faculty Senate for review. The edit regards the voting rights of non-tenure track faculty in the promotion process in comprehensive departments. Dr. Gilbert stated that he and the President are not interested in any further edits aside from this specific edit to the Promotion and Tenure procedures. He expressed his desire that the Faculty Senate would embrace these changes and approve the proposed changes.

A Senator asked how much the scanners used in the classrooms for attendance cost. Dr. Gilbert replied that the scanners only cost a couple of hundred dollars as well as the cost of the installation and wiring.

A question was raised regarding students fraudulently scanning other students ID's. Dr. Gilbert stated that any misuse of the scanners would fall under the Honor Code and would be dealt with as a violation of the Honor Code.

#### **DR. STEVE TURNER, FACULTY ATHLETIC REPRESENTATIVE**

Dr. Turner distributed grade point averages for student athletes by team and semester. He noted that men's basketball continues to struggle. Overall average GPA's were on par with last year.

Dr. Turner discussed the various facets of the NCAA restructuring. The Board of Directors will now consist of a student athlete, faculty athletic representative, athletic director, and senior women's administrator. Traditionally the Board only had University Presidents as Board members. The NCAA also has a Council which will be comprised of representatives from all 32 Division I conferences as well as 2 student athletes, 4 conference commissioners and 2 Faculty Athletic Representatives.

The restructuring by the NCAA will allow for some autonomy for the five major conferences as well. The autonomy could include such things as cost of attendance stipends, Medical coverage for athletes, loosening the rules on athletes having contact with agents, and allowing schools to pay for families to attend games. Autonomy will not include transfer eligibility or enforcement and scholarship issues.

A Senator asked what was being done to improve the academic performance of the Men's Basketball Team. Dr. Turner pointed out that there are representatives from the Athletic Department that escort student athletes to class to make sure they are attending as well as tutors that assist them with their academics.

### **REPORT OF THE PRESIDENT**

Welcome to another year of Faculty Senate! I am in hopes that we can move forward with a spirit of cooperation this year, and work with the university administration to accomplish great things. For the upcoming year, the elected senate officers are as follows: Randy Follett (President), Cody Coyne (Vice-President), and Anastasia Elder (Secretary). Your committee chairs are: Noel Addy (Academic Affairs), Brent Fountain (Ancillary Affairs), Rebecca Robichaux-Davis (Charter and Bylaws), Mike Cox (Faculty Affairs), Bonnie O'Neill (Student Affairs), and Stan Bullington (University Resources). I would like to take this opportunity to personally thank each of these individuals for agreeing to chair the standing committees of the senate as well as for serving on the senate's Executive Committee. I hope that each of you will give them your full cooperation in attending to senate business as assigned to each of the committees.

The following things have taken place since last April during meetings, events, and other discussions in which I have participated either as Vice President or as President (since July 1):

Administrative Assistant for Faculty Senate - As most of you recall from the last senate meeting in April, Kylie Stewart Crosland, who had been the Faculty Senate Administrative Assistant, took a

different job with the university, and we had to hire a replacement. (Perhaps this is the most significant thing I accomplished all summer, due to all of the many tasks that fall to that position.) Jason Cory, our new Administrative Assistant, comes to us from MUW, where he worked in the Registrar's Office. Please join me in welcoming him to the senate.

Freshman Convocation - As President of the Robert Holland Faculty Senate, I had the privilege of welcoming the new freshmen (Class of '18) to the university. This was a great ceremony, and I particularly enjoyed the speaker's message to the students. (If you weren't able to make it, this is available online to watch.)

New Maroon Banquet - The New Maroon program was recently started in order to familiarize new freshmen with the history and traditions of MSU. I was honored to be asked to join them for a closing banquet at the end of their week of "becoming maroon", and really enjoyed the opportunity to talk with several of them about their backgrounds and plans for the future.

New Faculty Orientation - I had never been to a new faculty orientation at MSU before, since they didn't have this when I joined the faculty, but I was very much impressed by the program, and managed to put in a plug for the senate and the importance of familiarizing ourselves with the operating policies of the university and the faculty handbook in general. It is interesting to note that most of the real issues that have come to me as president of the senate in the admittedly short period of time I have been in this job have been all about what it says in the handbook, and what the OPs say.

Scholarship and Evaluation of Teaching Seminar - This event took place just last week, but will, at least in my opinion, possibly be a very significant point in the university's history. At this event, we had a great keynote talk given by Dr. Blannie Bowen, in which he described some of the similarities and differences between Penn State and ourselves. In my experience here at MSU, there has always seemed to be a rather pronounced divide between the Division of Agriculture, Forestry and Veterinary Medicine, and "the rest of the university". It has never made sense to me that we consider ourselves as a house divided, and I think that if we continue with discussions like the one held last week, we can begin to come together as a more cohesive university. Dr. Jerry Gilbert and Dr. Gary Jackson both did a superb job in getting the event together, and if you didn't get to attend, I urge you to watch it when it becomes available. I believe that Dr. Gilbert's recent request that the senate consider a specific change to the P&T document is further evidence of how we can continue to move forward in this regard.

Another amazing fact about being president of the senate is the number of committees on which I now get to participate. My calendar is now sprinkled with meeting times for everything from the Athletic Council to the Undergraduate Research and Creative Discovery Committee (with quite a few in between). I won't bore you with a detailed report of all the activities of all of them since April, but will note a few highlights/items of interest as follows:

- It is always amazing how many people get "taken" by e-mail scams requesting your netid and password, as well as how complicated it is to change the university to a common e-mail system. (Information Security Council and Information Technology Council)

- I never knew how many requests and approvals it takes to facilitate a game day operation, and how many comments we get both before and after such an event. (Special Events and Game Day Operations)
- The newly announced changes in the NCAA Governing body (for Division I schools) are more complicated than I would have thought possible. (Athletic Council)
- I never imagined that being president of the senate would actually put me on the Board of Directors of the Alumni Association. (Okay, it is only for a year, but it is still impressive to me.)

If you are interested in learning new things about the university at every turn, I urge you to become involved in a committee or two around campus. Almost every one that I am on has taught me something new. Along those lines, this is probably a convenient time to mention that we need to appoint faculty senate representation for the following committees (with the number of appointments needed for each in parentheses):

Community Engagement Committee (1)  
 Dining Advisory Council (2)  
 Facilities Use Committee (1)  
 Instructional Improvement Committee (1)  
 Sustainability Committee (1)  
 Textbook Committee (1)  
 Undergraduate Admissions Policy Committee (1)

If you would be interested in serving on any of these committees, please let Jason Cory and me know as soon as possible. I am in hopes of finalizing appointments to these committees by the end of next week.

Senator Baldwin inquired about the Sustainability Committee and what the duties of the committee were. President Follett later replied that the Sustainability Committee recommends practices for and promotes sustainable facility development and operations, grounds development and maintenance, materials procurement and disposal, and transportation. Senator Elder inquired about regular communication between the Sustainability Committee and Master planning Committee.

Thank-you again for your participation on Faculty Senate!

## **REPORT OF THE VICE PRESIDENT**

### **Major Meetings / Workshops / Symposiums**

-1- General Faculty Meeting: September 16<sup>th</sup>, 2014

-2- Non-Traditional Teaching or Instruction: Considerations and Evaluation Mechanisms

- Invited Speaker: Dr. Blannie Bowen
  - Associate Vice Provost, Pennsylvania State University
- Hunter Henry Alumni Center
- Thursday September 4<sup>th</sup>, 2014 at 2:00 pm to 5:00 pm
- 5 member panel will discuss related topics near end of presentation

- 3- New Faculty Orientation that was held on August 12 at Bost Extension.
  - o The Athletic Department provided new faculty members with football tickets to the first game.

## **UNIVERSITY DEVELOPMENTS, EVENTS AND UPDATES**

### **Students / Teaching / Instruction**

- 1- A revised syllabus template (that would include dates for classes) has been presented to the Executive Committee of the Robert Holland Faculty Senate, Associate Deans Council, and Deans Council for review. Thomas Bourgeois (Dean of Students) recommended that emergency procedures relevant to each course locations be added to the syllabus for courses so that students are aware of appropriate emergency/crisis management guidelines. After final revisions have been made, the document will be posted on the Center for Teaching and Learning webpage for convenient review.
- 2- Faculty Honor Council: MSU Main Campus (Academic Year 2013-2014)
  - 369 students cases with 154 incidences adjudicated by instructor
  - Plagiarism identified in 179 student cases
  - Sanctions of a “zero” grade was issued for 219 student cases
  - Students in 14 cases were found not responsible
- 3- Credit for Past Experience and Expertise Program
  - o Implementation of program on MSU campus is being evaluated for implementation
  - o University of Wisconsin and several other universities already have similar programs
  - o Topic was also presented at recent Non-Traditional Teaching Symposium
  - o Adopting such a program could possibly serve as a mechanism for both reducing student debt and also increasing student enrollment.
- 4- Student Proxy Option and FERPA
  - Software is being developed that would offer students the option of allowing their parents to electronically review course grades, course attendance record, and financial management of accounts without having to contact instructors or other campus employees
    - o Auburn University has adopted this system in preference to FERPA options
    - o Only FERPA agreements/waivers allow faculty/instructors to directly discuss student performance with parents
- 5- Course Grade Modification
  - electronic process for online revision of course grades has been modified and revised
  - course grade changes by instructor results in automatic notification of the home department, college dean and the Office of the Registrar.

### **Faculty Developments**

- 6- President Mark Keenum would like to approve salary increases for the next fiscal year in addition to enacting salary compression adjustments in January 2015. A decision endorsing approval of salary increases will probably be directly linked to the degree student enrollment increases or decreases compared to the previous academic last year.
- 7- Provost Jerry Gilbert would like to initiate scheduling “Coffee-with-the-Provost” meetings in the near future that would involve a group of approximately 15 faculty assembled from across the

MSU campus (2/semester & 4/year). The meetings are **not** intended to address and specific pre-determined topics or issues but are intended to be more casual and social in nature.

-8- Intellectual Property Development / Trademark Protection / Trade Secret Protection

- Entrepreneurship Center Relocation
  - Office was originally located in the research park
  - Office has recently been relocated to the College of Business
    - McCool Hall 1<sup>st</sup> floor across from current trading room
    - Very student friendly
- AOP 13.22 Adjunct Faculty / Visiting Faculty
  - Challenges to the AOP 13.22 occurred in the 2013-2014 academic year
    - Lack of documentation in AOP related to the ownership of intellectual property developed by visiting/adjunct faculty on the MSU campus
    - Greater clarification and more concise guidelines are necessary
    - Sufficient documentation should have been described within university intellectual property policy and guidelines

-9- University Master Planning Committee

Proposed Buildings That Are Under Review: Design / Function / Construction

- Residence Halls for students (n = 2)
- Student Veterans Building (n = 1)
- Lightening Shelters on MSU golf course (Architecture and Building Construction Science students)

-10- DAFVM Faculty Evaluation forms have been revised for the next annual cycle

-11- Faculty “Business Photograph” Service

- Digital/electronic faculty photographs can now be acquired for inclusion in course descriptions and research/service web pages hosted within the Banner system.
- Fee is \$10 for acquiring and issuing faculty photographs

-12- MSU Police Canine/K-9 Unit Program

- MSU has purchased 2 dogs so far from a kennel in Arkansas that specializes in training dogs that are comfortably around strangers and the general public
- One primary application of the dogs will be “sniffing strange packages”
  - MSU receives about 7-8 “strange” packages per day
- MSU will be the first IHL school that will employ a K9 unit
- Mississippi State University will be the first IHL institution in the state to adopt a campus police K9 unit.
- Vance Rice, University Police Chief, hopes to have officers and dogs fully trained by mid-October.

Human Animal Bond Symposium

Location: College of Veterinary Medicine

Date: Sept 18<sup>th</sup>

- Keynote speaker will be very interesting (
  - Guide dog helped him out of World Trade Center on Sept 11.....

### **AOP Documents Being Actively Reviewed within Administrative Councils**

- 13- Proposed merge of AOP 13.04 and AOP 13.03
  - AOP 13.04: Attendance in Classes: Teaching Faculty
  - AOP 13.03: Faculty Responsibilities in Instruction and Curriculum
  - AOP XX.XX: Teaching Modifications When Faculty Are Not Available to Meet Face-to-Face Instruction
- 14- Review of Faculty Workload and University Leave Policy
  - AOP 13.23: Faculty Workload
  - AOP 13.13: Leave Policy
  - AOP 60.201: Leave and Leave without Pay Policy
- 15- Review and Revision of Intellectual Property Development by Visiting Professors
  - AOP 13.22 Guidelines for Adjunct Faculty, Visiting Faculty, Visiting Scholar and Visiting Executive Appointments will be revised to clarify ownership of intellectual property developed by visiting faculty while on the MSU campus.
- 16- AOP 13.14 Grade Appeal and Academic Review Board. The policy was presented with recommended revisions to the policy by General Counsel. The policy will be presented at the next future meeting.

### **New Senate Considerations**

- 17- Discussions have been initiated about the possibility of developing a mechanism or document map that could be used by administrators and faculty for more expedient navigation and survey of the university's AOP portfolio. One alternative might include establishing secondary list of AOP's that are in a specific "topic" oriented arrangement or organization or grouping.
- 18- Establishment of a brief, short "White Page" summary of Robert Holland Faculty Senate meetings that would be available to all senators for distribution to their respective departments and colleges.

### **DESIGNATES ON UNIVERSITY COMMITTEES**

Senator Beriswill from the University Parking Permit Fee Task Force reported on survey results. The increase in parking rates have been linked to a budget deficit of \$324,000 in Transportation and Parking due to investment in SMART transit. Eighty percent (80%) of the Faculty Senate members responding to the survey did not support the proposed faculty permit price increases for 2015. Of the Faculty Senate respondents, sixty percent (60%) felt that parking fees should be either free to faculty or at least tied to faculty salary increases. Comparing MSU's parking fee structure to its own prior charges reveals a five hundred percent (500%) increase in fees over the last ten years, while salaries have risen less than twenty-five percent (25%). With an increase of two percent (2%) in salaries for 2015, the Faculty Senate Representatives on the University Parking Permit Fee Task Force propose that an increase of \$2.50 per standard faculty permit would be equitable.

**BUSINESS TO BE SENT TO COMMITTEES**

**7.1 AOP 13.14 GRADE APPEAL AND ACADEMIC REVIEW**

President Follett recommended that AOP 13.14 be assigned to the Student Affairs Committee and asked for a motion from the floor. Senator Byrd made a motion to send AOP 13.14 to the Student Affairs Committee. Senator Robichaux-Davis seconded the motion. The motion carried to send to committee by a unanimous voice vote.

**7.2 DR. GILBERT'S EDIT OF PROMOTION AND TENURE PROCEDURES**

The motion passed by voice vote to send this item to the Faculty Affairs Committee.

**STANDING COMMITTEE REPORTS**

<b>ACADEMIC AFFAIRS</b>	<b>NO REPORT</b>
<b>ANCILLARY AFFAIRS</b>	<b>NO REPORT</b>
<b>FACULTY AFFAIRS</b>	<b>NO REPORT</b>
<b>STUDENT AFFAIRS</b>	<b>NO REPORT</b>
<b>CHARTER AND BYLAWS</b>	<b>NO REPORT</b>
<b>UNIVERSITY RESOURCES</b>	<b>NO REPORT</b>

**SPECIAL COMMITTEE REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

The meeting was adjourned at 4:00PM

Submitted for correction and approval.

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Anastasia Elder, Secretary

Jason Cory, Administrative Assistant II