

MSU Faculty Senate

November 2017 Minutes

The 2017-2018 MSU Faculty Senate met at 3:00 PM on **November 9, 2017**, in **Kiowa, Clark Student Center**.

Senators present:

Jennifer Anderson	Attapol Kuanliang	Jonathan Price
Chuck Bultena	Adam Lei	(substituting, College of
Jeremy Duff	Christie Maturo	Science and Math)
Laura Fidelie	(substituting for Jonathon	Vicki Sanders
Rodney Fisher	Quam, Fain College of	Linda Veazey
Yvonne Franke	Fine Arts)	Lynette Watts
Catherine Gaharan	Stacia Miller	Bradley Wilson

Guests:

Joelee Ashley, Social Work

Emily Reeves. West College of Education, Member of IT Security Handbook Taskforce

Call to order: 3:00 PM

Housekeeping:

Chair Carlston was attending the Board of Regents meeting; Senator Fidelie, Vice Chair, chaired the meeting.

Approval of Minutes

Senator Lei moved to approve the minutes. Senator Anderson seconded the motion. The October 2017 Minutes were approved unanimously.

Approval of Agenda

The agenda was approved unanimously.

Current Business:

1. IT Handbook Discussion --- Senate Working Group Members (Senators Fisher, Senator Kuanliang, Senator Veazey, Senator Wilson, and Dr. Reeves)

Senator Veazey discussed the cultural differences that the Senate Working Group found in the handbook between the IT Department and faculty in terms of the handbook. She noted that each college has particular IT needs, such as software programs, and that faculty roles in teaching

students and conducting research with MSU students or non-MSU scholars may necessitate the use of programs, such as DropBox or GoogleDrive, that the current IT handbook sees as problematic for MSU security. The working group noted that it has questions about the extent to which the handbook had been tested against university IT best practices and other Texas universities.

Senator Veazey also noted that the working group noted that MSU has separated IT and web functions into different departments (e.g. D2L under Distance Education, MSU webmaster under Marketing, Banner under the Registrar) and that all needed to coordinate policy with each other, regularly making use of the IT Advisory Council and report out their regular meetings to the MSU community.

Senator Fisher noted that the working group had identified some key issues, such as the installation of software. The handbook and IT will need to define all allowable software for MSU computers, since particular faculty have particular program needs, as well as streamline the process for software approval. The working group noted that the lack of campus-wide licensing for commonly used programs like SurveyMonkey and Adobe Creative Cloud, is inefficient as multiple individual faculty members have had to separately buy and install the software.

In addition, there was discussion that the banning faculty from installing software and removing administrative rights from faculty computers. This would affect Macs differently than Windows machines. Also, it called into question whether or not faculty could have browser extensions or use demo software.

Dr. Reeves noted that the working group found some major items that it felt need to be examined. Most notably, a single, user sign-on for all MSU programs and a simple definition of software. The working group wanted to be sure that the handbook reflected best practices and was user-friendly and not overly prescriptive. There have been changes, but Dr. Reeves suggested that everyone pay attention.

Senator Kuanliang noted that the trainings need to be user friendly and effective, but not condescending. In addition, the working group noted that the introductory sections of the manual need to be written in a way that acknowledges the work of faculty and staff.

Senator Wilson explained that the IT staff had made multiple changes in response to requests from the working group. Now, it was time for the full faculty senate to read through the manual. At the December meeting, IT representatives will present the handbook and respond to questions.

2. Priority Registration for Athletes

Dr. Giddings was not available for the November faculty senate meeting; he will attend the December meeting in order to discuss this issue.

3. Calendaring for the Registrar

Based on the faculty senate discussions in October, Chair Carlston prepared two motions, which Senator Wilson presented.

Senator Wilson presented Motion 1:

To accommodate a publication date for the Undergraduate and Graduate Catalogs on or before the week prior to classes starting, the Faculty Senate moves to support the provost and dean's recommendations that changes to the upcoming catalog be finalized each February. Example for No. 1: The 2018-2019 University Catalogs would be posted online on or before Aug. 20, 2018.

Senator Wilson moved; Senator Bultena seconded.

The faculty senate discussed the motion: Two key points from the discussion:

- The rationale for the motion was that this is a yearly problem.
- A senator asked what the current deadline was. In response, Senator Wilson explained that, currently, there is no official deadline.

The motion passed unanimously.

Senator Wilson presented Motion 2:

The Faculty Senate moves to support the provost and the deans in establishing necessary procedures and set deadlines for submitting class schedules and availability/release of classrooms. In addition, the Faculty Senate moves that the provost and Dean's Council establish specific dates for submission of these documents, with the dates remaining consistent from year to year. Finally, because it is the publication of the Schedule of Classes that has the most impact on students, faculty and staff, the Faculty Senate requests that the class schedule release date be published as part of the Academic Calendar.

Senator Wilson moved; Senator Fisher seconded.

In the discussion, two key points were raised:

- The scheduling of classrooms is part of what takes time in making the course schedule.
- If this is a concern, MSU needs a way of centralizing room scheduling.

Senator Veazey offered an amendment to add the dates of early registration. The amendment read: and the date when early registration begins

The amendment was accepted. As amended, the motion read:

The Faculty Senate moves to support the provost and the deans in establishing necessary procedures and set deadlines for submitting class schedules and availability/release of classrooms. In addition, the Faculty Senate moves that the provost and Dean's Council establish specific dates for submission of these documents, with the dates remaining consistent from year to year. Finally, because it is the publication of the Schedule of Classes that has the most impact on students, faculty and staff, the Faculty Senate requests that the class schedule release date and the date when early registration begins be published as part of the Academic Calendar.

The amended motion passed unanimously.

Committee and Other Reports:

1. Administrative Council (Dr. Carlston):

No meeting report.

2. Board of Regents (Dr. Carlston):

No report; the Board of Regents were in session during the faculty senate meeting.

3. Academic Council (Dr. Fidelie)

No meeting report.

4. Other active committees:

No meetings to report.

5. Financial Report (Dr. Bultena):

Treasurer Bultena reported that the financial report is the same as the August and September 2017 report, \$1,227.

Old Business:

None.

New Business:

None.

Senator Fisher moved to adjourn; Senator Fidelie seconded. The motion passed unanimously.

The meeting adjourned at 3:35 PM.

Submitted,

Linda Veazey,
Faculty Senate Secretary

David Carlson,
Faculty Senate Chairperson

Next Meetings:

The next **Executive Committee meeting** will be at **3:00 PM on Tuesday, December 5** in the **PY Staff Lounge**.

The next **Faculty Senate meeting** will be at **3:00 PM on Thursday, December 7** in **Dillard 189**.