The University of Mississippi

Interoffice Memorandum

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS
University, MS 38677
Phone: (662) 915-5974 Fax: (662) 915-5280

TO: Deans
FROM: Morris H. Stocks
DATE: February 15, 2011

SUBJECT: Policy on Repeating a Grade

I am seeking input from your school or College about what to do regarding the policy on Repeating a Course (page 45 in the Fall 2010 Undergraduate Catalog) in the context of our new plus/minus grading scale. The Catalog has the following statement:

Repeating a Course • No course may be repeated for credit if the prior grade received was an A, B, or C unless the course is specifically authorized for repeat credit, or unless a higher grade is required as a prerequisite for a specific course. A course where the first grade received was an A, B, or C may be taken again for audit credit with the consent of the instructor. A student may repeat a course if the first grade received was D, F, Z, or P.

Also relevant is the paragraph on the same page that describes the Forgiveness Policy, which states that a student may improve his or her overall GPA by repeating a maximum of two courses in which the student received a grade of D or F.

Dr. Eftink has recommended to the Undergraduate Council that we change the language for the Repeating a Course policy to read as follows, with there then being no change to the language of the Forgiveness Policy.

Repeating a Course • No course may be repeated for credit if the prior grade received was an A, A-, B+, B, B-, C+, C, or C- unless the course is specifically authorized for repeat credit, or unless a higher grade is required as a prerequisite for a specific course. A course where the first grade received was A, A-, B+, B, B-, C+, C, or C- may be taken again for audit credit with the consent of the instructor. A student may repeat a course if the first grade received was D, F, Z, or P.

An alternative would be to consider the C- grade to be in the repeatable category, along with the D, F, Z, and P grades.

This proposed Catalog change was submitted to the Undergraduate Council and tabled to gather more input. I would like to ask that you please provide input to me, as well as to your representatives on the Undergraduate Council, before the next meeting of this Council.

Thank you for your assistance.
Overview of the Process. When you enter the interface you will see “9 Things About Faculty Activity Reports,” which gives step-by-step guidance about the system. Three video tutorials are embedded in this list. Preparing your FAR involves two steps: adding scholarly activities to a database and building your annual report. Several features are new this year. The following is a list of some of these new features and an overview of the process.

- A Detailed Navigation menu is always available on the left side of the screen.
- After selecting Create/Edit Activities and then selecting a given activity type (e.g., book chapter) you will see a sortable list of your previously entered activities of this type. The most recent year’s completed activities, plus any In-Progress activities, will be shown. You can also reset the dates to look further back into your personal database.
- A tab based screen has been created to make it easier for you to navigate as you enter each scholarly activity.
- Enhanced help buttons, with examples and explanations, are available throughout.
- The mechanism for adding a co-participate has been significantly enhanced.
- For completed activities, the dates can be left as default dates, thus minimizing the effort for entering dates.
- After you have entered your scholarly activities, use the Build Report/Initiate to create your 2010-2011 FAR. This pulls various types of information into your FAR, including the scholarly activities with dates that include the current reporting year, plus information about your teaching/classes, student advisees, grants, and committee memberships. The latter information is pulled if it has been previously entered into some database within the University.
- You may then use Build Report/Edit to edit your FAR to enter other information (e.g., service, other teaching and advising, awards, plans for the upcoming year, etc.) that is not automatically entered, and to edit your scholarly activities. At this stage you will see checkboxes that you can check to omit any information from appearing in your final FAR. Remember to “Save” after you perform any edits.
- The refresh of your FAR is automatic, following any edits or additions you save while in Build Report/Edit.
- Using Manage Attachments you can add a pdf attachment to your FAR.
- Use Preview to view your FAR, before you Submit as Final.

Is assistance available? The interface itself has several “help” icons (?), in addition to the video tutorials found in the “9 Things About Activity Reports.” Additionally, faculty can contact the FTDC for additional assistance (915-7918). If some of the system-generated data is incomplete or incorrect, it is best for you to contact the office responsible for entering that data into the system.

Once you have submitted your faculty activity report as final, it will become available for viewing, in a stepwise manner, by your chair and dean and other academic administrators (Graduate Dean, Vice Chancellor for Research and Sponsored Programs, and Provost). You will not submit paper copies, unless your chair asks you to do so for other reasons.

Please submit your annual faculty activity report between now and April 15, 2011.

Cc: Dr. Morris Stocks
    Dr. Kathy Gates
    Dr. Noel Wilkin
    Dr. Ann Canty
    Ms. Penny Rice
The University of Mississippi

Interoffice Memorandum

OFFICE OF THE PROVOST & V C FOR ACADEMIC AFFAIRS
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TO: Regular, Support, and Research Faculty
    Academic Department Chairs
    Academic Deans and the Dean of Libraries

FROM: Maurice Eftink, Associate Provost

DATE: March 8, 2011

SUBJECT: Annual Faculty Activity Reports

All faculty members are asked to submit an annual faculty activity report via the online Faculty Activity Reporting (FAR) System. For this purpose, faculty includes

- regular (tenured and tenure track),
- support (instructors, clinical/instructional faculty, artists/writers-in-residence), and
- research faculty.

Several new features have been developed for the FAR System this year. These are explained on the next page.

Graduate instructors/assistants, visiting faculty, adjunct faculty, and research associates are not required to submit an activity report. Although visiting and adjunct faculty are not usually required to submit an activity report, they should submit one if they have taught a course during the year, since the chair is expected to prepare an annual review for all faculty who teach. Another factor to consider is whether an individual has any research products to be entered into the FAR database.

The online Faculty Activity Reporting System can be found by under myOleMiss, by selecting Faculty on the top bar and Faculty Activity on the second bar.

What is the reporting period? When is the system open? When are the reports due? The reporting period is from March 15, 2010 through March 15, 2011. The system is always open for you to enter research and creative activities. The task of creating an annual faculty activity report is what this reminder is about. The deadline for submitting your annual FAR is April 15.

What do I have to enter, versus what is already in the FAR System? Information about your teaching, student advisees, committee memberships, many faculty awards, and grants processed through the Office of Research will be automatically brought into your FAR. You will essentially have to enter your research/scholarship activities and service information, update any of the teaching information, enter/update any of the above types of information that is incomplete, and enter any narrative comments.
Leap Back in Time 1950's Prom

A Fundraiser to Benefit

Friday, April 1, 7pm

The Powerhouse

Tickets $25/person or $40/couple

Our own Dean Rock is on the Prom Court and needs your votes to be crowned Prom King 2011.

$1.00 = 1 Vote

To vote for Prom King/Queen:
1. Go to the Leap Back in Time 1950's Prom Court voting Website: http://theleapfrogprogram.org/The_Leap_Frog_PROGRAM/1950s_Prom.html
2. Click the donate button.
3. Put in your donation total and click "Update Total."
4. Fill in the billing information and click "Review Donation and Continue."
5. Click "Add Special Instructions for the Seller" and put the name David Rock.
6. Submit your donation.
Date: March 11, 2011

DEAN'S OFFICE
Dr. David Rock
Dr. Germain McConnell
Dr. Kaye Pepper
Dr. Whitney Webb

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Dr. Susan Bennett
Dr. Donna Brackin
Dr. Joe Blackbourn
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Ms. Dana Bullard
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Dr. K.B. Melear
Dr. Andy Mullins
Dr. Ryan Niemeyer
Dr. Marilyn Snow
Dr. David Spruill
Dr. Kevin Stoltz
Dr. Amy Wells-Dolan
Dr. Lori Wolff
Dr. Tabitha Young

SPECIAL PROGRAMS
Mr. Ben Guest
Ms. Cindy Misita
Ms. Jackie Parker (Sick)
Ms. Susan Scott
Dr. C.L. Stevenson
Dr. Cecil Weeks
G. Mississippi Teacher Fellowship Program – Dr. Webb: recruiting applicants for fall
H. Principal Corps – Dr. McClelland: shared new PC poster; recruiting to every superintendent; completed application process and interviews begin summer; 3 PC candidates presented at regional and state conferences.
I. Teacher Corps – Ben Guest: 1 alumni completed PC and is now principal at Byhalia middle school. Have received 400 applicants for 31 spots; received $40,000 grant to continue Holly Springs program
J. World Class Teaching Program
K. Center for Math and Science Education

IX. SOE Book Club:
A. *The Art of Possibility* by Rosamund Stone Zander and Benjamin Zander
B. March 23, March 30, and April 20 at 12:00 in room 214
C. Co-facilitators: Rhonda Goolsby and David Spruill
D. See Kelli if you have not picked up your book or would like to join

X. School of Education Videos

XI. Announcements
A. Dr. Ann Monroe: Leap Frog 1950’s Prom Fundraiser
B. Dr. Debby Chessin: Recruiting students for Study Abroad
School of Education
Faculty Meeting
Minutes

March 11, 2011
11:15
Guyton room 115

Present/Absent: see sign in sheet

I. Policy on Repeating a Grade – see attachment
   C&I Department voted no to + / - but Yes to C or better
   Dr. Rock stressed to faculty importance of them checking their roll after two weeks of start
   of semester to check anyone not enrolled. Problem with students remaining in classes but
   never enrolled.

II. Faculty Activity Report changes – Dr. Lori Wolff – see attachment
    Dr. Wolff showed faculty how to review items in MyOleMiss

III. Educator Recruitment Day – April 1, 2011, in Tad Smith Coliseum

IV. Graduate Post Symposium and Research Day – April 8, 2011
    Abstracts for the Symposium are now being accepted. Abstracts must be submitted as a
    Word doc or PDF file. The deadline for submission of abstracts is March 11, 2011 and
    abstracts must be sent to gscarsearchday@olemiss.edu or gsc@olemiss.edu. For more
    information, visit http://gscarsearchday.olemiss.edu or contact Ram Sankar Basak at
    rsbasak@olemiss.edu.

V. NTOY, Sarah Brown Wessling, visit to Ole Miss April 19-20, 2011

VI. MDE Process and Performance Review – April 27, 2011

VII. SOE Peer Review Journal
    Dr. Rock advised group this was the top request from the Assessment Retreat. Goal is to
    have this by fall 2012

VIII. Area Reports
    A. Department of Curriculum and Instruction – Dr. Hartman: getting ready to conduct 7
       searches
    B. Department of Leadership and Counselor Education – Dr. Letzing: wrapping up
       search for counselor education professor
    C. Center for Excellence in Literacy Instruction
    D. Center for Educational Research and Evaluation – Dr. Hartman: working on grant
       proposals
    E. Undergraduate Advising Office – Dr. Webb: priority advising starting for summer
       and fall semester
    F. North Mississippi Education Consortium – Dr. Stevenson: 46 members of school
       district and community colleges; have conducted principal training and teacher work
       shops; giving back to community by donating $10,000 in scholarships to SOE,
       NWCC, NECC.