School of Education
Faculty Meeting

August 20, 2015

Present: See sign in sheet

I. Welcome/Introduction
   - Introduction of new faculty and staff by Chairs and Directors
     - From Department of Leadership and Counselor Education:
       ■ Dr. Suzanne Dugger: Professor of Counselor Education and program coordinator. Dr. Dugger received her Ed.D from Western Michigan University.
       ■ Dr. Denver Fowler: Assistant Professor of Educational Leadership. Dr. Fowler received his Ed.D. from Ohio University.

II. Recognitions
    - Dr. Amy Wells Dolan, Interim Associate Provost
    - Dr. Ryan Niemeyer, Interim Chair, Department of Leadership and Counselor Education
    - Dr. John Holleman, Director, Office of Graduate Studies
    - Dr. Angela Rutherford, Member of the International Literacy Association Literacy Teacher Preparation Task Force examining Teacher Preparation for Literacy Instruction
    - Dr. Marie Barnard, Associate Director, CERE

III. https://www.youtube.com/watch?v=dkHqPFbxmlQ

IV. Area Reports

   Teacher Education  Mississippi Teacher Corps
   Drs. Renee Cunningham, Michael Mott, Virginia
   Moore moved from Tupelo Campus to Oxford
   Campus

   Leadership and Counselor Education  Principal Corps
   Working on the new Ed.D. program and CAPTI
   changes

   Student Advising and Field Experience (SAFE)
   Watch roster for students sitting in class but not
   enrolled.

   Center for Math and Science Education
   Hearin Foundation grant received for next 3
   years; hired new graduate research fellows;
   offering Praxis Math Core workshop in Sept.

   Center for Educational Research and Evaluation
   World Class Teaching Program

   Mississippi Teacher Fellowship Program
   New list of critical needs district came out. Some
   districts were removed while others were added. Check with MDE for accurate
   list as many questions have generated about the changes.

   North Mississippi Education Consortium
   Over 17,000 teachers and administrators
   were trained due to funding from the MDE
   mega grant; partnership with TELA –
   working with Tallahatchie County School district
Working with WCTP, program review for health and science program, program evaluation certificate

Phase 1 working with Kellogg Foundation completed.

Center for Excellence in Literacy Instruction Partnership with MUW on Jumpstart program; continuing partnership with Athletic Department

Willie Price
Teachers returned August 3 and students returned August 10. Five new graduate assistants who are licensed teachers

Communications

SOE Journal
Latest edition is on the SOE website

Alumni Education Edge communication due out next week; Education Minute coming soon

Foundation
Student Affairs

METP
Accepted 16 fellows for new cohort – 10 English and 6 Math; 13 states represented; program has 47 total students; sponsoring two upcoming conferences to gain exposure

V. Guyton Hall
A. Attic and storage spaces
B. Office spaces for faculty
C. Office spaces for Graduate Assistants
D. Equipment in Guyton 218 (across from Clay’s office): If you use items in this room, see Kelli to put inventory under your office. Deadline to respond is at end of week August 28, 2015. After deadline, all items will be salvaged.

VI. Education Reference Librarian – Savannah Kelly – presentation to members present

VII. Attendance verification system for faculty (see handout)
A. https://common.olemiss.edu/docs/attendance.html
B. Beginning fall 2015, the University must abide by federal guidelines to verify the attendance (or participation for online courses) of students in each class for which they are enrolled. The purposes of this requirement are to ensure eligibility of students for financial aid, to support retention and seat management efforts, and to enable the maintenance of more accurate enrollment data.
C. Attendance verification is required for both undergraduate and graduate/professional courses, including courses such as thesis, dissertation, practicum/internship, seminar, lab, studio, ensemble, special problems, off-campus, and online courses. For online courses, active virtual participation is the substitute for physical presence. Active participation might be evaluated in terms of submission of a graded assignment during the reporting window. (Please know that simply logging in to Blackboard does not count, though – the student must have been engaged in an academically-related activity.)

VIII. Department of Online Design and eLearning (ODEL) – Patti O’Sullivan
A. Provides resources for faculty, including online teaching tools, grant opportunities, and accessibility policies
B. http://elearning.olemiss.edu/
IX. Update syllabi with new Mission and Vision immediately following the Conceptual Framework graphic

**School of Education Mission**
The mission of the School of Education is to prepare and engage reflective professionals who create, use and share knowledge in partnership with individuals and communities to serve Mississippi and beyond.

**School of Education Vision**
We imagine the transformation of individuals and communities to advance educational equity and excellence through innovative practice by professionals who lead and inspire others.

X. Ain’t I A Woman
http://www.coreensemble.com/shows-on-tour/aint-i-a-woman/
The show depicts the life and times of four significant African American Women: abolitionist Sojourner Truth, novelist and anthropologist Zora Neale Hurston, folk artist Clementine Hunter and civil rights worker Fannie Lou Hamer
February 24, 2016 at Nutt Auditorium
3:30 pm show will be educational
7:00 pm show will be formal

XI. Announcements
A. SOE website directory profile – update your vita, picture (see handout)
B. New faculty orientation August 21, 2015, Bryant Hall room 209
C. Annual contracts for 12-month employees due in HR on August 17, 2015
D. Annual contracts for 9-month employees due in HR by September 4, 2015
E. Acting Chancellor Stocks’ fall faculty meeting August 28, 2015 at 2:30 in Ford Center
F. Victor Vieth presentation at UM Law School room #1115, September 3, 2015, 9:00-11:00
   multidisciplinary approach to child advocacy
G. Building report – Dr. Ryan Niemeyer

XII. Book Club – Dr. K. B. Melear

XIII. SOE fall/spring faculty meeting dates: **10:00 a.m. Guyton 115**
September 11, 2015          October 9, 2015          November 6, 2015          December 4, 2015

XIV. Curriculum and Policy fall/spring meeting dates: **10:00 a.m. Guyton 215**
February 5, 2016            March 11, 2016           April 15, 2016             May 13, 2016

XV. Other Business

XVI. Lunch compliments of NMEC – 11:30 in the POD area
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Date: 8/20/15
Updating Directory Information

SOE faculty & staff can update their directory information located on the School of Education website. To begin, visit http://education.olemiss.edu/, and click "Links" under the "Faculty & Staff" rollover menu on the top right of the screen. Then select "SOE Directory/Committee Administration". The first time you visit this page, click the "Register" link and fill out the necessary information. **Be sure to use your Ole Miss email address.** Once you have registered, Clay will activate your account and then you will be able to log in.

When you log in to http://education.olemiss.edu/admin/, you will be presented with your directory information. You can update your name, title, office, phone, website, bio, photo, and vita. When you submit updated information, the changes will be reflected across the SOE website and mobile apps. Twitter handles (@username) and URLs in the bio section will automatically turn into links when submitted. Posting your semester office-hours at the end of the bio section may also be helpful to your students.

In addition, if you are serving on any SOE committees you can access those by clicking the "My Committees" link on the left. Committee chairpersons may adjust the name, mission, member roster, bylaws, and upload minutes. Committee members may just upload minutes.

Vitae, committee bylaws, and committee minutes must be in PDF format.

If you have forgotten your password, reset it using the “Forgot Password” link.
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: Academic Deans
From: Acting Provost Noel Wilkin
       Associate Provost Maurice Eftink

Subject: Attendance Verification Plan and Mandatory Drop Process

Date: August 18, 2015

The University will adopt, effective the Fall 2015 semester, a requirement that instructors submit an attendance verification for students during the first two weeks of the semester. This requirement will be implemented by the use of an Attendance Verification Interface within myOleMiss-Class Rolls and Grades for each course. Alternatively, attendance may be verified by attendance scanners.

Additionally, the University will implement a mandatory course withdrawal policy/procedure for instances in which a student has not been verified to be in attendance within the first two weeks (with one additional week for challenges and clean-up) of a regular semester.

This plan includes announcements to students and instructors, including automated email announcements to students of their non-verification, de-enrollment from courses, etc. Faculty will receive email reminders. Chairs and deans will receive emails with links to reports of courses for which no attendance data has yet to be received or for which a Special Circumstances status was reported by the instructor.

The purpose of this attendance verification/mandatory course withdrawal procedure is to enable the University to:

a. identify, at a very early point in the semester, those students who are No-Shows;
b. identify those students whose financial aid eligibility must be modified as a result of dropping courses;
c. more accurately determine enrollment and credit hour production data for submission to external constituents (e.g., for IHL reports, Clearinghouse reports, etc.) and for internal analysis and planning;
d. support other student retention efforts; and
e. more rapidly make available seats for waitlisted students.

1 For shorter terms, including First Fall/Spring/Summer, Second Fall/Spring/Summer, Intersessions, and Full Summer, the deadlines for faculty to verify attendance and for the mandatory drops will be aligned with the Academic Calendar. In general, the deadline for entry of attendance verifications will be the same as the Last Day to Add a Class.
The attached files are procedural summaries that will be made available to faculty and students on Web pages (Bursar, Financial Aid, and Office of the Provost) and will be included, as links, in explanatory emails. These Web links are:

http://oleniss.edu/gotoclass
https://common.oleniss.edu/docs/attendance.html

It is essential that the institution achieve 100% compliance with this attendance verification/mandatory drop plan. I ask you to inform your departments about this new requirement. Our office will be available to provide further explanation to chairs and faculty in your school/college.

The plan calls for a one-week period, between days 10-15 for a regular term, for deans’ offices to work with chairs and instructors to enter missing attendance information. This effort will be facilitated by sending to you a list of course sections, along with instructor and his/her email. We need academic administrative offices to troubleshoot these cases. After the end of the third week, you will be sent a list of student bookings, which have been identified as Absent. At this point, we ask that you have your office drop these bookings. (Students having an Absent status will have been warned via email and will be informed of the drop, and the possible requirement to adjust their financial aid, via email.)

Thank you for your assistance with this important matter.

NEW/sf

Attachments

cc: Acting Chancellor Morris Stocks
Dr. Maurice Eftink
Dr. Brandi Hephner LaBanc
Ms. Laura Diven-Brown
Dr. Kathy Gates
Dr. Kyle Ellis
Dr. Charlotte Pegues
Mr. Lionel Maten
Dr. Tony Ammeter
Dr. Amy Wells Dolan
Professor Michael Barnett
Dr. Rick Gregory
Dr. Anne Klingen
Class Attendance Verification

(Information for Students)

Beginning Fall 2015, the University must abide by federal guidelines to verify the attendance (or participation for online courses) of students in each class for which they are enrolled. Below are answers to anticipated questions about this process. Note in particular the last paragraph about administrative drops for non-verified students.

How will this work? Your presence in a class will be verified by the instructor or an assistant by taking roll in a class or by use of attendance ID scanners. This will be done at one of the class meetings within the first two weeks of class for a regular Fall/Spring semester. An instructor may or may not give prior announcement of the day on which this attendance roll is taken. So be sure to go to class to avoid any problems!

What if I miss class on the attendance day? A student who is reported as being absent on a verification day will be sent an email notification. If you happen to miss class on the day that the attendance roll was verified, it is your responsibility to attend class on subsequent days, present yourself to the instructor, and ask that he/she update your attendance verification status. If the class uses an ID scanner, you would simply scan in on a subsequent class meeting. Note that attending class on days prior to the attendance verification day for a class may or may not ensure that the instructor will count you as being present.

What if I will have a more extended absence, due to illness, official university related travel, etc.? If you know ahead of time that you will be absent during the first two weeks of class, contact your instructor to explain. He or she has the option of marking you as a Special Circumstances, for later verification. Once your attendance has been verified at least one time (even if before an illness or planned travel), you are ‘good to go’ with regard to this verification.

What if this is an online course or is a course that does not meet regularly? For all course types, including thesis, internships, labs, online courses, etc., the instructor must verify your participation based on some type of participation. This may include submission of an online assignment or other course related contact with the instructor. (However, simply logging into Blackboard will not count as an academically related activity.)

Does this substitute for an instructor’s attendance policy? No. Each instructor may have his/her own attendance policy.

What about shorter terms? Attendance must be verified for shorter terms as well. For each type of shorter term (e.g., intersessions, Full Summer, First Fall, First Spring, First Summer, Second Fall, etc.) the period for instructors to verify attendance will be up to the last day to add a course for that term. The date for the administrative dropping of non-verified students (see below) will be a few days thereafter, as given in the Academic Calendar.

Is there a consequence of not having my attendance verified for a class? Yes. Students whose attendance is not verified during the first two weeks of a regular semester (see above for shorter terms) will be sent an email warning that they will be dropped from the class. During the third week of class, academic administrators will work with the faculty to resolve any questions over attendance verification. If your attendance has not been verified in a class at the end of the third week, then you will be administratively
dropped from the class. Note that this action may have an impact on your financial aid eligibility. If there must be an adjustment, the Office of Financial Aid will contact you.
Class Attendance Verification

(Information for Instructors)

Beginning Fall 2015, the University must abide by federal guidelines to verify the attendance (or participation for online courses) of students in each class for which they are enrolled. The purposes of this requirement are to ensure eligibility of students for financial aid, to support retention and seat management efforts, and to enable the maintenance of more accurate enrollment data. Note in particular the last paragraph about administrative drops for non-verified students.

How will this work? Instructors are required to enter attendance verifications for each of their courses by the end of the second week of regular Fall/Spring semester. This can be done either by a) submission of Attendance Reported/Absence Reported/Special Circumstances for each student in a course via the Attendance Verification Interface (AVI) within myOleMiss>Class Rolls and Grades, or b) activating an attendance scanner for your course. For the first means, you are asked to take roll and submit an attendance report for at least one class meeting during first two weeks. Entry via the AVI may be done using a mobile device, a computer in the classroom, or by printing a roll (via the AVI), circulating it in class, and entering from an office. For evidence of eligibility for financial aid, the key information is whether a student has attended at least one class meeting for each course. It is an instructor's prerogative as to whether to give the students a prior announcement of the day on which this attendance roll is taken. (Students will be told through other channels that attendance verification will be done during these first two weeks.)

What if a student misses class the day I submit an attendance report, but then the student shows at a subsequent class meeting? Since the purpose is to verify that students attend at least one class, you will have to use the AVI to update an attendance report for such a student. If an attendance scanner is activated for your class, the information from the scanner will automatically update the attendance data for this student.

What if one or more students add my course after I have entered an attendance verification report? Students who add the course after the first day of class also have to have their attendance verified by you. Unless you have an activated attendance scanner, you will have to use the AVI to enter an attendance report for all late addition students. Note that the open period for students to add a class closes at the end of the first week; for a student to add during the second week, your permission is required.

Does this apply to all courses and course types? Yes. Attendance verification is required for both undergraduate and graduate/professional courses, including courses such as thesis, dissertation, practicum/internship, seminar, lab, studio, ensemble, special problems, off-campus, and online courses. For online courses, active virtual participation is the substitute for physical presence. Active participation might be evaluated in terms of submission of a graded assignment during the reporting window. (Please know that simply logging in to Blackboard does not count, though - the student must have been engaged in an academically-related activity.)

What if a student presents information indicating that he or she will be absent during the first two weeks of class? If you have reason to believe that a student will attend class, but that he/she will be absent for the first two weeks of class for some acceptable reason (e.g., serious health or family/personal issue, traveling to represent the university, etc.), you may then enter a 'Special Circumstances' report. A 'Special Circumstances' is not a positive report of attendance and must be resolved as either a report of Attendance
or Absence. However, a Special Circumstances report will not result in the student being dropped from your class (see below) without resolution.

Does this substitute for an instructor’s individual course attendance policy? No. Each instructor may have his/her own attendance policy.

How does this relate to the FABI (Freshman Attendance-Based Initiative) program? The FABI program will continue to operate as before (see http://cssfye.olemiss.edu/fabi/), with instructors being asked to report freshmen having three or more absences via the myOleMiss FABI interface. However, we will be evaluating whether this new AVI attendance verification process and our expanded use of scanners can replace the FABI reporting interface.

What about shorter terms? Attendance must be verified for shorter terms as well. For each type of shorter term (e.g., intersessions, Full Summer, First Fall, First Spring, First Summer, Second Fall, etc.) the period for instructors to verify attendance will be up to the Last Day to Add a Course for that term. The date for the administrative dropping (see below) of non-verified students will be a few days thereafter, as given in the Academic Calendar.

As a consequence, if an instructor is teaching both a Full Fall course and a First Fall course, he or she will have ten class days to enter attendance verifications for the Full Fall course, but only three course days for the First Fall course. The separate deadlines will be indicated in reminder emails.

What if I forget to enter an Attendance Verification for one or more of my courses or if I have one or more unresolved Special Circumstances reports? You will receive an email notification for courses for which you have not yet entered Attendance Verification reports. After week two, these emails will also go to your dean and chair, who will contact you about entering or updating such verifications. We must receive Attendance Verification reports (whether reporting students’ attendance or absence) for all student bookings. This is a federal Department of Education requirement. Verification of an Absence for an individual student will trigger the administrative dropping of such student bookings from your course, as explained below.

Is there a consequence of reporting that a student is absent for a class? Yes. Students whose attendance is not verified after a certain period will be dropped from the class. Verification of attendance will occur during the first two weeks of a regular semester (and see above for shorter terms). During the third week of class, academic administrators will contact the faculty to resolve cases. If a student’s attendance has not been verified in a class at the end of the third week, and if the student has not voluntarily dropped, the student you will be administratively dropped from the class. Note that this action may have an impact on the student’s financial aid eligibility and full-time status. From the University’s perspective, this process avoids over-awarding of financial aid, for which the institution often has incurred Title IV funds pay back expenses, and avoids potential federal penalties.