Administrative Leadership Council
August 18, 2015

Present: Drs. Rock, Holleman, Soares, Niemeyer, McClelland, Dolan, Pepper, Webb; Coleman, Hopkins, Crews, Abernathy

I. Guyton Hall: summer cleaning to purge building of surplus items
   a. Attic and storage spaces
   b. Office spaces for faculty
   c. Office spaces for Graduate Assistants

II. Old Records and Files: plans to hire company to scan files dating back to 1940s. Dr. Rock plans to ask UM to help pay for the service

III. Associate Dean Position: Dr. Dolan will continue to work on duties related to C & P and Tenure and Promotion. Dr. Rock has asked Dr. Webb, Niemeyer, and McClelland to help while Dr. Dolan fills her duties as Interim Associate Provost

IV. Enrollment
   a. Undergraduate
      As of 8/18
      2015-2016: 979
      2014-2015: 1022 Final = 1057
      -4.8%
   b. Graduate
      As of 8/18
      2015-2016: 521
      2014-2015: 536 Final = 576
      -2.8%

V. Attendance Verification System for Faculty
   a. [https://common.olemiss.edu/docs/attendance.html](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.)
VI. Department of Online Design and eLearning (ODEL)
   a. Provides resources for faculty, including online teaching tools, grant opportunities, and accessibility policies
   b. [http://elearning.olemiss.edu/](http://elearning.olemiss.edu/)

VII. Office of Graduate Studies – Dr. John Holleman is director. Offices are housed on 2nd floor. Andrew Abernathy is helping to promote the office via social media and website.
   a. Support for programs
   b. Recruitment of students

VIII. New business – no new business