

# ***THE BUZZ:*** Academic Affairs Weekly Newsletter



## From the Provost's Office

**Sabbatical Applications:** In addition to faculty who deferred their sabbatical to the 21-22 school year, there will be money available to fund new sabbaticals in the 21-22 school year. If you submitted an intent to apply for a sabbatical for the 21-22 school year, be sure to watch for information from FDRC regarding the application process and deadline. See the email sent by Richard Ice on 7-28-20 for more information.

**Employee Affirmation Statement:** Carol Abell sent an email on 8/6/20 with a reminder that “employees returning-to-work on campus in August of the requirement to complete an affirmation statement, per the CSB/SJU COVID-19 [Preparedness Plan](#). The form is available for online submission to HR at this link: [Employee Affirmation Statement](#).” Please fill out the form when you begin working consistently on campus (rather than if you just need to swing by your office to pick up a book). If you will have accommodations to work remotely and will not be on campus, you do not need to complete the affirmation statement.

**Building Access during August:** All faculty should have key-card access to all buildings on campus M-F from 8 to 4. Some classrooms (particularly at SJU) have room check-out sheets attached to the door. If you go into a classroom to practice with the equipment, be sure to write down when you were in the room and what you touched so that the custodial staff can clean the rooms.

**Fall Workshops:** The Community Forum will take place virtually in the afternoon of Tuesday, August 25. The Faculty/Academic Affairs Workshop will take place virtually from 9-11 AM on Wednesday, August 26. Watch for more details and Zoom links by early next week!

## COVID-19 Response Team

**K-12 School Plans:** HR is working with the leadership team to finalize a plan for employees who have younger children who may be learning remotely either full-time or part-time. This information will be announced as soon as the plan is finalized.

**Helpers for remote instructors:** Plans are in the works for how to help faculty members who have accommodations to teach remotely. Chairs and coordinators should watch for emails from Pam Bacon.

**Number of spaces in each classroom:** Barb May has been hard at work with the facilities directors to determine the number of seats in each classroom. She will be sending out a preliminary list on Friday, August 7.

**Hybrid Learning Equipment:** The following email was sent to all students and families:

This fall we will be using hybrid learning, which means that students will sometimes be participating in class face-to-face and sometimes virtually. Having a laptop will provide you with the most flexibility to do your coursework and classes, although you could use a different electronic device such as a phone. If you do not have a laptop there are some available to check out on campus from the [library](#). Check [here](#) for availability.

Headphones with a built-in microphone are an important part of the hybrid classroom experience and will be equally valuable if we have to go online. The headphones with microphone must work with the device you will be using in class. You do not need to purchase if you already own a set.

If you don't already have headphones with a microphone or an AirPods, please buy one soon or purchase one from the bookstore as part of your classroom materials for the year. Remember that course material and supply purchases made at the bookstore can be charged to your student account.

If you would like to purchase your headsets before school starts, IT Services suggests the following products, which will work with most laptops:

- Logitech USB Headset H390 with Noise Cancelling Mic
- Mpow HC6 USB Headset with Microphone

If you have questions about laptops or headsets, please contact Pam Bacon, Dean of the Faculty at [pbacon@csbsju.edu](mailto:pbacon@csbsju.edu).

#### Current Work:

- Scheduling a webinar with Senior Epidemiologist Cynthia Kenyon from the Minnesota Department of Health
- Creating a decision tree to identify triggers that raise or lower levels of alert on campus
- Finalizing a report on HVAC systems and air flow in classrooms and offices
- Identifying issues that need to be addressed in order to return to campus in the fall and working to address those issues
- Developing communication plans to keep students, families, faculty, and employees informed of our work

## Registrar's Office and Academic Advising

**Fall 2020 Registration Update:** Academic Advising is working to resolve the scheduling issues of a small group of students who have not been in email contact this summer. A big thank you to the Registrar's Office and Academic Advising for all of their work this summer to plan and prepare for the block schedule!!

## Academic Center for Excellence and Skills (ACES)

### Writing Center

From Kyhl Lyndgaard, Director of the CSB|SJU Writing Center: "I invite you to continue to build the Writing Center into your course design and to refer your students to us. Services are delivered by nearly twenty peer tutors from a wide range of majors and backgrounds. We will be 100% virtual during the fall semester, scheduling through the Hive for one-to-one appointments. **Faculty can request class visits by tutors for basic informational talks, small group tutoring, or other writing topics by filling out this form:** <https://www.csbsju.edu/forms/25SYOTOCTG.aspx>

Here are **key services** we provide:

### General Student Writing Assistance

- One-to-one appointments to review compositions-in-progress at any stage of the writing process, 30 or 60 minutes
- Tutorials in grammar, mechanics, and various writing topics as requested

Students can make one-on-one appointments through the Hive.

## Support for Classes

- Tutors can virtually facilitate group work such as a peer writing workshop
- Informational presentations about the Writing Center via a video recording or a live zoom Q&A.

## Special Services (contact Kyhl directly to discuss your specific needs)

- Ongoing assistance for multi-language speakers
- Grammar testing and diagnostic work (the Bedford Test)
- Ongoing/weekly support for students with particular needs

## Libraries

Members of the CSB/SJU Libraries' Learning and Research Team are offering two sessions on "How to Teach the Information Literacy 1 Learning Outcome" this coming week.

- [Tuesday, August 4, 2-3pm](#)
- [Thursday, August 6, 1-2pm](#)

## Faculty Governance

The schedule for the JFA and Joint Faculty Senate meetings for the coming year was sent out by Chair Greg Schroeder in an email on 7/30/20. All meetings will be conducted via Zoom.

## Faculty Development

**Black Survival and Wellness: The Rewind and Remix:** A 21-day personal and professional development initiative for non-Black academics to honor the toll of racial trauma on Black people, resist anti-Blackness and white supremacy, and facilitate accountability and collective action. A 21-day space of wellness for Black academics as we prepare for the Fall. To participate in this free, empirically-grounded and culturally relevant content (8/1-8/21) go to the [website](#).

**Resilient course design that fosters engagement and builds community:** Join Dr. Melissa Eblan-Zayas from the Carleton College Learning and Teaching Center on **Thursday, August 20, 10-11 am** for a virtual conversation.

The format of this workshop: Dr. Eblan-Zayas will be recording two videos that will be posted on our Canvas page a week before the conversation. Faculty are asked to view the brief videos on their own and then come to the discussion on August 20 to ask questions, share ideas, and learn more from Dr. Eblan-Zayas.

#### Description:

As we look ahead to a fall term that brings much uncertainty, how do we preserve the essence of the residential liberal arts teaching & learning experience while designing our courses to be resilient in the face of disruption? We'll explore how to structure course activities and engagement to build community through synchronous and asynchronous means. We'll also consider how to design courses so that potential disruption due to changing circumstances takes a minimal toll on opportunities for engagement with each other and with course content.

#### Scope:

- Intentionally facilitating engagement:
  - Designing a mix of synchronous and asynchronous opportunities for students to engage with content, with each other, and with the instructor
  - Clearly articulating expectations for student engagement
  - Considering what tools in your pedagogical toolbox are most susceptible to disruption in changing circumstances and potential alternatives
- Considering modes and scales of connections (formal/ informal; synchronous/ asynchronous; whole class/ small group) and how to design for community building -- including lessons learned from our online summer bridge program
- Keeping the workload manageable while fostering engagement in this new environment

**How to use the Hybrid Technology in each classroom:** New classroom videos for instructors teaching face to face and instructors teaching remotely are available: [https://csbsju.instructure.com/courses/15388/pages/star-new-star-classroom-demonstration-videos?module\\_item\\_id=390725?](https://csbsju.instructure.com/courses/15388/pages/star-new-star-classroom-demonstration-videos?module_item_id=390725?)

**Additional Faculty Development Resources:** Be sure to check out the Teaching and Learning Training Resources site on Canvas for a wealth of resources. See the email sent by Pam Bacon on 8/3/20 for more information.

## Fine Arts Programming

**Announcement from Executive Director Tanya Gertz:** We would ordinarily have just unveiled our truly stunning 20-21 season of performances and gallery exhibits – surprising dance, unforgettable music, insightful theater and vivid art exhibits. Unfortunately, these are not ordinary times. We are invested in our community and we are committed not only to bring you exceptional art – but also to keep you safe, healthy and better off for the artistic experience. Please follow the [link](#) for the full release and to subscribe for email updates.

## Jay Phillips Center for Interfaith Learning

**Program on Shia Islam and Politics with Jon Armajani and Jason Schlude** Tuesday, September 22, 4:30 – 5:30 PM

The recently published book [Shia Islam and Politics: Iran, Iraq, and Lebanon](#) by Jon Armajani will be the subject of this event, which will begin with a brief presentation by Professor Armajani, followed by an interview of him by Professor Jason Schlude and an open question-and-answer session. *This program will be an online event open to the public; details will be provided.* For more information, go to the [webpage for this event](#).