

THE BUZZ: Academic Affairs Weekly Newsletter



From the Provost's Office

The semester has begun with good compliance with our health and safety protocols. On campus we are observing masking and social distancing. Of course, there have been a few incidents that needed clarification or reminders. Students are complying with the daily symptom check, with 94% of students logging in at least once in the first few days. As all of these protocols become more routine, we can expect even greater compliance.

The block schedule and hybrid learning model have helped us reduce the number of students moving between campuses. The Transportation Department reports the Link is seeing a third as many students riding the bus as compared to last fall. The staggered block schedule has also contributed to student dining areas on campus having less congestion and carrying out social-distancing protocols.

These are indications of a good beginning, but we must continue to remain vigilant.

The institutions began posting the weekly dashboard to indicate the number of tests and positives among students on campus. We will continue to update and refine this data to provide information to our community. The provost meets daily with the COVID-19 coordinators, HR director, and CFOs to obtain the most recent information. Additionally, the provost meets daily with the presidents and the vice presidents of student development to review data and share information, as well as to make decisions quickly.

We would like to take a moment to thank everyone for all they are doing. This week we would especially thank all of the members of the IT staff who have gone above and beyond in making sure that we were off to a good start using technology. The IT team has done phenomenal work in installing equipment, training faculty, and troubleshooting. We all owe them our gratitude. The work of the faculty also must be recognized at this time. Faculty have worked tirelessly over the summer to ensure that they are prepared for a year on the block plan with hybrid learning and continue to demonstrate flexibility and a desire to give our students the best educational experience. We cannot thank you enough.

Richard, Barb, and Pam

First Friday Feedback Instructions: Faculty teaching 4-credit courses in Block A or a course that has met regularly 3-4 days this week (e.g. laboratory courses) should set aside the first 15 minutes of class on **Friday, September 4** to have students complete the feedback link. Faculty will also be sent a faculty email link that should be completed by 5 pm on **Friday, September 4**. See the email sent by Academic Affairs on 9-3-20 for more information and the student link.

Purchasing Equipment for Remote Work: Departments can use their budgets to buy equipment to help with remote work during the AY2020 year. ***Todd Abdella needs to order any technology equipment and then IT Services will inventory it, even though it's coming out of different budgets.*** Todd will ensure the equipment ordered meets our standard dock, monitor, etc. See the email sent by Academic Affairs to department chairs on 9-2-20 for more information.

September AA Q&A Sessions

Barb May and Pam Bacon will be hosting weekly Q&A zoom sessions beginning next week (Wednesday, September 9). These meetings will give you the opportunity to hear updates and to also ask questions. You will find the dates/times and zoom links listed below. See the email from Academic Affairs sent on 9-3-20 for the October sessions.

Wednesday, September 9th

2pm-3pm

zoom link: <https://csbsju.zoom.us/j/99641817782>

Wednesday, September 16

10am-11am

zoom link: <https://csbsju.zoom.us/j/91254236168>

Wednesday, September 23

11am-noon

zoom link: <https://csbsju.zoom.us/j/94707922632>

COVID-19 Updates

Mask Policy Update: Academic Affairs has received clarification from the CSB and SJU Cabinets regarding the mask policy as it relates to meetings and outside classes: When people sit outside to meet or hold class on campus, they must sit six feet apart ***and wear masks.***

Classroom Eating and Drinking Policy: During class, people can lower their mask to take a drink, but then are expected to put the mask in place on their face again until the next sip is taken. If one wanted to slip a straw under the mask, that would also be allowed, but certainly not required. Food cannot be eaten during class, as the mask would have to be lowered for a much longer time. Instead, people should eat their food outside during a break during class. See the email sent by Academic Affairs on 8-30-20 for more information.

The Hive

Faculty User Tips for The HIVE based on Frequently Asked Questions

- Faculty Advisor is not a term based relationship, if you do not see your advisees on the student list, change the TERM menu to Active rather than Fall 2020.

- When you are on the Home Page in the Hive there is a section titled Recent Changes. This will show you any new alerts for students you have connections to as well as new appointments, and other activity. You can adjust the view to display the past 24 hours, 3 days, 7 days or 30 days.
- Information and tips on filtering for flags – specifically Residency Exemption – COVID flags can be found [here](#).
- If you are using The HIVE to send messages you should be able to copy or paste from a word document into either a Note or a Message that The HIVE. The HIVE will accept most formatting (bold, underline, italics) and keeps simple numbered lists or bulleted lists. Font colors do not come over. Fonts are limited and may be adjusted by The HIVE if the font you have used is not available.
- When updating or creating office hours, in addition to offering appointments for “Course Related” and “Faculty Advisor” connections be sure to check the box for “General Appointment” if you want students who may not have a direct connection with you to be able to schedule an appointment. This would apply for students not in your classes and who are not your advisees.

The HIVE - Progress Survey Information Fall 2020

Please see the fall [progress survey schedule](#) for The HIVE available [here](#). Each time a survey launches instructors will be notified via email that the survey is live. A reminder email will be sent out to those who have not completed the survey one day prior to survey closing.

- Progress Surveys are mobile adaptive allowing you to easily complete from any device.
- The default response will be “No Feedback” even though no column for that option will display. If you do not have comments or concerns for a student, and they have been attending your class you can simply move on to raise alerts for students whom you have attendance concerns, who are in danger of failing and so forth.
- You have the option to give High Fives if you have seen improvement or want to recognize someone who has achieved something noteworthy in their coursework.
- While progress surveys prompt instructors to raise flags, referrals and high fives, these alerts are always available to raise manually at any time during the term.
- To review how Alerts are communicated, who can see flags and what messages are sent with an alert please see The HIVE website and review the pdf - [Alert Details \(flags/referrals/high fives\): Work flow and Communications](#)

XPD

Career Fairs: Due to COVID-19, all career fairs will be hosted virtually via Handshake. This year’s on campus fairs are as follows:

- Analytics & Numbers Fair – September 16, 2020 from 2:00pm to 5:00pm
- Health-Related Career Fair – October 21, 2020 (TIME TBD)
- Connections XPO – November 4, 2020 from 2:00pm -5:00pm
- Working with Youth/Education Fair – February 17,2020 (TIME TBD)

For more information about CSB/SJU Career Fairs, contact Renée Comeau, M.S., Assistant Director XPD rcomeau001@csbsju.edu

Faculty Governance

Invitation from the Faculty Chair and Vice Chair: First Week of Block A Happy Hour and Debriefing: **Friday, September 4, 4:00-5:30.** Drop in as you can, for as long as you wish, to share experiences and ideas after our first week in the Block schedule. Block A instructors and others are encouraged to join the discussion. We will use breakout rooms as necessary, depending on how many are present at a given time. Zoom meeting: <https://csbsju.zoom.us/j/93156378415>

The first Senate meeting of the year will be **Tuesday, September 8, 4:45-6:15** on Zoom. See the email from Greg Schroeder sent on 9-1-20 for more information and meeting documents.

Faculty Development

Problems with pre-assigned breakout rooms in Zoom: See the email sent by Academic Affairs on 9-1-20 for more information on how to address issues related to pre-assigned breakout rooms.

Q&A and Troubleshooting Sessions with IT Services: To help faculty with hybrid classroom questions the first few weeks we've scheduled two **Troubleshooting and Common Hybrid Classroom Problems with Instructional Technology** sessions on Sept 9 [10-11am](#) and [3-4pm](#). In the first week of classes we may not have determined what the most common issues are but we'd like to give faculty a forum (in addition to calling 2228) to discuss questions and solutions. By Sept 9 we'll have a good sense of the common questions, and for anyone who didn't teach in A Block this is an opportunity to learn from those who did. These are also listed on [Hybrid Classroom Training](#).

Trauma Informed Teaching:

As we enter the third week of Block A, we will gather a second time and provide faculty an opportunity to share how things have been going with their students. This as an opportunity to share successes, concerns, and questions about trauma and about trauma-informed teaching. The second session will be held on **Wednesday, September 16, 3-4 pm** See the email sent by Academic Affairs on Wednesday, August 19 for more details.

Link to the zoom session: <https://csbsju.zoom.us/j/98131107535>

Additional Faculty Development Resources: Be sure to check out the Teaching and Learning Training Resources site on Canvas for a wealth of resources.