

THE BUZZ: Academic Affairs Weekly Newsletter



From the Provost's Office

Campus mitigation strategies to reduce the spread of COVID-19. If students are in a living unit that we believe has elevated COVID-19 concerns because of either the number of positive cases or close contacts, students in those living units may be told by Student Development to reduce their activities on campus. We consult with state and local health authorities about any mitigation strategies before we implement them, and those strategies may vary depending upon the degree of restriction required based on the circumstances. For example, earlier in the semester students living in off-campus housing were restricted from coming to campus, whereas in other cases the restrictions may be less pronounced. As with all of our mitigation strategies, masking and social distancing remain the most important strategies. See the email sent by Academic Affairs on 10-27-20 for more information.

Inclement weather policy for 2020-21. In situations where we cannot have in-person classes on campus due to inclement weather, we will now move to remote learning (everyone using Zoom from their dorm room/home) rather than cancelling classes or starting late/leaving early. Notice of a weather-related closing will be issued through the CSB/SJU MyConnect Emergency Notification System. You may register or update your contact information in [MyConnect](#). When the Provost declares a move to remote learning, staff in areas designated to provide essential services on campus will report to work as scheduled. All other staff are expected to work remotely if the position can be done remotely. See the emails sent by and Richard Ice on Wednesday, October 21 and Carol Abell on Friday, October 23 for more information.

Holiday message to students. Thanksgiving and Winter Break messaging was sent to students on 10/21 from Student Development. The Office of the Presidents followed with a message on 10/22 to the campus community sharing the messaging sent to students. Please remind your students of this email to help them make decisions about their holiday plans. The campuses will be open over the Thanksgiving break and closed over the winter break.

Block B Grades. Grades for Block B courses will be due in Canvas on November 2nd, giving faculty one week to finish grading.

No Block C First Friday Feedback. To avoid survey fatigue among students and faculty, Academic Affairs will not be requesting that faculty administer First Friday Feedback in Block C. Any faculty member interested in collecting survey data are encouraged to do so using Forms Manager or Canvas.

Canvas Grading Request. Please post letter grades in Canvas (rather than percentages) using the following protocols to ensure that Academic Advising and advisors can interpret grades correctly. If you have any additional technical questions, please reach out to Cathy Robak.

If you use the Canvas gradebook only to post a final grade:

1. Please don't have any ungraded or additional assignments posted in Canvas.
2. Because faculty use different grading scales, please post a final letter grade.
3. Instructions on how to post final letter grade are at this [link](#).

If you use the Canvas gradebook to post other grades:

1. The final grade reflects all grades and assignments posted in Canvas. There are two ways to make sure the final grade actually represents the final grade for a student:
 - a. Make sure all assignments have been graded so they are reflected in the final grade. If you post an assignment as "final grade" but it is included and does not account for all grades in Canvas, this will not be reflected as the final grade when transferred to the Hive.
 - b. If you want to ignore ungraded assignments and submit an overall grade, there are online instructions on how to post a grade that overrides all other grades in Canvas. Please use these [instructions](#) to do so.
2. Because faculty use different grading scales, please post a final letter grade.
3. Instructions on how to post final letter grade when using Canvas for other grades can be found at this [link](#).

Upcoming Academic Affairs Meetings

Thursday, October 29 from Noon – 1:00 pm. Webinar:

Please join Richard, Barb, and Pam for a presentation of the 2020-2021 Academic Affairs Goals and Vision. Webinar link: <https://csbsju.zoom.us/j/98639587798>

Barb May and Pam Bacon are hosting a series of Q&A sessions to help Academic Affairs faculty and staff navigate Fall semester. These meetings will begin with any updates but are meant to answer questions and address concerns regarding the academic year.

Thursday, November 5

1:00 pm-2:00 pm

zoom link: <https://csbsju.zoom.us/j/99556308213>

Wednesday, November 11

10:00 am-11:00 am

zoom link: <https://csbsju.zoom.us/j/96825194557>

Thursday, November 19

9:00 am-10:00 am

zoom link: <https://csbsju.zoom.us/j/97725737240>

Wednesday, November 25

9:00 am-10:00 am

zoom link: <https://csbsju.zoom.us/j/95311885576>

Monday, November 30

11:00am - 12:00 pm

Zoom link: <https://csbsju.zoom.us/j/91357270905>

Student Accessibility Services

Exam Scheduling: The Testing Center is available for students with approved testing accommodations needing to take in-person exams. Students must schedule their exams at least three business days in advance with the exception for the first week of the block since students are just receiving their syllabi. Student Accessibility Services has been working with students individually for late scheduled exams. It would be much appreciated if instructors encourage students to schedule exams as soon as possible to ensure that there is space, staffing and proper

coordination of exams. If there are any questions about this, please contact Krysten Schwartz directly at kschwartz001@csbsju.edu.

The Hive

Here is some information on how Faculty Advisors can leverage the HIVE to support your work and your students in the coming weeks.

Use notes to support your advisees: Please either use a “Note” or simply record the “Outcomes and SpeedNotes” of your meeting on the appointment record itself in the HIVE. You can elect to send a copy to the student you met with using either method by clicking, “Send A Copy to Student” which results in a message being sent via Outlook to the student. Notes and meeting outcomes add information to a file but do not result in a message being sent out or an alert being raised to other faculty/staff. When those with permission open the student record and review the Note Tab, they will be able to see your comments allowing them to have more complete picture of how the student is doing and any struggles or success they have encountered. Each note will indicate whether it is shared and who it is shared with in the blue “permissions” box at the bottom of the dialog box.

Consider using either the Advising Note or Hold Note as you work with students preparing for registration. The Advising Note is viewable by Academic Advising and all faculty advisors. A Hold Note is viewable by Academic Advising as well as the Registration Committee and information provided can be helpful as outreach and follow up with students who do not register is coordinated.

Share a direct link to your profile for scheduling: If you are offering online sign up for meetings, consider using a direct link to take students straight to your profile page for services or faculty/staff members or directly to a scheduling page for an individual or service in The Hive without the need to navigate through several layers of menus or features. Once the student authenticates or signs in to The Hive, the Direct Link URL is maintained and the student is sent directly to ~~the~~ your profile or scheduling. You can also place a link in your Outlook signature that takes students directly to online sign up for your office hours via the Hive.

Shareable links for individual faculty or staff can be accessed by the individual user from your own Institutional Profile – go to main menu then the drop down arrow by your name – next select institutional profile. You go down the page to share links, copy the link you want and paste into a message/your signature line as needed. See [video demonstration](#) for more details.

Individual users may also make their links shareable by others by checking the “Make this link available” checkbox in the Services tab on my profile for other faculty/staff to copy.

Frequently asked questions this fall:

Q: How do I know more about the flags I am raising or being copied on and how they work?

A: Details about all alerts, who raises them, who sees them, who should clear them, can be found on our website – now an updated page on the website where you can click on the name of the alert you want to review and go right to that alerts information - <https://bit.ly/33Lkogg>

Q: When reviewing the details on Alerts I see that instructors are asked to clear items when they are resolved. Why do I need to do that? How do I do that?

A: We do ask that instructors add comments and clear alerts as you have the best knowledge of if a concern has been resolved or is ongoing. You can add additional comments to alerts and /or clear alerts should a student return to class or successfully resolve the concerns addressed in any flag you create. You can also add additional comments to existing flags if the student does not act to resolve the concerns. Not sure how to add comments or clear alerts? See: [Adding Comments and Clearing Flags](#)

Q: Should Faculty Advisors or other members of a students support network ever add comments or clear a flag?

A: Yes! Academic Advising and Faculty Advisors may also add comments to flags or referrals when they are working with a student and they have pertinent information to share. The ongoing comments/information in an alert can help advisors determine if intervention is needed for students with multiple or ongoing concerns. As Faculty Advisors meet with students in preparation for registration, check in with them about any flags they may have that are active. Add comments to the flag and check the box to send message to flag riser with any additional information or update your may have that can help the student (and instructor) navigate their academic concerns.

Q: I am meeting with a student and they are not sure they will return for spring term or the student is navigating holds in advance of registration, how should I communicate any pertinent information to others ? Who should I communicate this to?

A: Please make use either the Advising Note or Hold Note in The HIVE to place a note in the student file. The Advising Note is viewable by Academic Advising and all faculty advisors. A Hold Note is viewable by Academic Advising as well as the Registration Committee and information provided can be helpful as outreach and follow up with students who do not register is coordinated.

Additional Resources:

- All messages and templates for alerts were updated based on Faculty feedback via the Hive Advisory board and from comments made to the faculty list serve. Please review [Alerts - Rules and Workflow](#)
- The Hive website which includes written guides, links to video tutorials and a link to login to The Hive can be found under "Tools" at csbsju.edu or simply go to <https://www.csbsju.edu/the-hive/faculty>

XPD

SEAM 2020 Program Application ~ 10/26/20 - 11/13/20: 2020 Student Exploration through Alum Mentorship (SEAM) application opens Oct. 26 - Nov. 13. Co-created by XPD and Alumnae and Alumni Relations, the 3-2-1 Launch provides students an opportunity to network and explore the value of the liberal arts degree. Students are matched with alumnae/i mentors for 3 informational interviews with a mentor, 2 informational interviews with a friend/co-worker, and 1 virtual site visit during spring semester! Testimonial link: <https://youtu.be/wd7IQLHJVrA> [More Information](#)

Oct. 30 - Government and Non-Profits Fair (Virtual) 11 am - 2 pm

Government and Nonprofit agency reps will be available from 11am - 2pm to meet with candidates and alumni from the 30 participating Minnesota 4-year colleges and universities and participating regional colleges. This virtual event is open to students and alumni of all majors interested in government and non-profit organizations. Follow Handshake link to enter the virtual fair platform, Premier Virtual, to complete an account including uploading a resume. See Handshake link for details. [More Information](#)

IT Services & the Libraries

The collaboration work of Instructional Technology, Librarians and Faculty is featured in the "Peers you can connect with" section of the just-released EDUCAUSE 2020 Student Technology Report: Support the Whole Student (<https://www.educause.edu/ecar/research-publications/student-technology-report-supporting-the-whole-student/2020/introduction>) sub-section #3 Technology Use and Environmental Preferences (<https://www.educause.edu/ecar/research-publications/student-technology-report-supporting-the-whole-student/2020/technology-use-and-environmental-preferences>).

Undergraduate Research

Launch of the CSB/SJU Distinguished Thesis. Undergraduate Research is excited to officially launch the CSB/SJU Distinguished Thesis! Please join us on **Wednesday, October 28 at 4:00 pm** to celebrate the launch and to learn more about the new Distinguished Thesis. Prospective thesis scholars and faculty mentors are encouraged to attend to learn more about the rebrand and streamlined processes, and why you should embark on this prestigious experience. Join us at: <https://csbsju.zoom.us/j/92666414821?from=msft>

Undergraduate Research Information: To learn more about Undergraduate Research and our upcoming events, check out the UR Update for October at <https://www.csbsju.edu/undergraduate-research-and-creative-work/the-ur-update>

Faculty Governance

JFA meeting: Thursday, October 29 from 4:45-5:45 p.m. via zoom

JFS meeting: Tuesday, November 10 from 4:45 – 6:15 p.m. via zoom

Watch for emails from Greg Schroeder for information about the meetings and zoom links.

The Buzz on Campus

Challenging Racism, Antisemitism, and Other Assaults on Human Dignity: Beverly Mitchell, Ph.D., professor at Wesley Theological Seminary in Washington D.C., will be interviewed by Ted Gordon, Ph.D., assistant visiting professor at CSB/SJU, about different forms of exclusion in American society and how a more inclusive society can be fostered and sustained. This webinar is open to the public and the link to join it will be on the [Jay Phillips Center website](#). **October 27, 4:45 PM-5:45 PM.**

Virtual Q&A with Senator Tina Smith: Senator Tina Smith was elected to serve as Minnesota's 48th Lieutenant Governor in 2014 and now serves as United States Senator for Minnesota. According to her website, Smith advocates for Minnesotans, fighting for tax fairness and access to health care. As Senator, Smith has focused on bringing down the high cost of health care, lowering prescription drug costs, expanding mental health in schools, and more. **October 28, 5:00 PM** [More Information](#)

Are We Really Erasing or Replacing the Past? A Roundtable on Monuments and Memory: Join CSB/SJU History professors Brittany Merritt Nash, Elisheva Perelman, and Shannon Smith for a discussion on monuments and interpreting the past in Japan, Great Britain, and the United States. We will examine how communities are dealing with existing monuments and explore exciting new avenues of memorialization for a more representative society. **October 29, 7:00 PM** - Webinar - [More Information](#)

Culture as Resistance in the Chilean Andes: An Indigenous Community's Struggle for Rights and Recognition in the Face of Mining: LLAS Fall Webinar Series on Race, Gender, and Power in Latin America. Join us for our next webinar on "Culture as Resistance in the Chilean Andes: An Indigenous Community's Struggle for Rights and Recognition in the Face of Mining" by Dr. Anita Carrasco, Assoc Prof of Anthropology at Luther College. **November 4, 7:00 PM** [More Information](#)

Dr. Ibram X. Kendi recording available for limited time. If you were unable to watch the live streamed Community Engagement Day conversation with Dr. Ibram X. Kendi, sponsored by the CSB & SJU Senates, you can view a video recording until **November 8**. To access the recording, you will need to log in using your CSB/SJU account. Click [More Information](#) to view the recording.