

THE BUZZ: Academic Affairs Weekly Newsletter



From the Provost's Office

Congratulations to **Janean Kleist** on her retirement! Janean will be retiring from the Accounting and Finance Department at the end of the fall 2020 semester. We will honor her along with others who are retiring this year in our spring Academic Affairs Awards publication.

Student Course Surveys: For those teaching Block D and Full Term courses, the student course survey period starts Monday, December 14th. Contact Holly Christie for more information.

Attending a virtual conference or workshop? Be sure to apply for funding through the [Academic Travel Fund](#) (which will eventually be renamed the Academic Conference Fund to better capture the purpose of the fund).

Chronicle of Higher Education: [How to have a Restorative Holiday Break During a Pandemic.](#)

Grades in Banner: While we ask that unofficial grades after each block (A-C) are submitted into the Hive, you will need to submit final grades for block D as well as block A-C into Banner. These grades are due in Banner by Wednesday, December 23rd by 11:00 p.m. **Fall 2020 semester grades from all blocks are due in Banner by Wednesday, December 23 at 11:00 p.m.**

S/U Policy: Significant changes for this year only include the ability for a first year student to choose to take one course S/U and the decision to take a course S/U can be made at the end of the semester. See the email sent by Academic Affairs on 12/9/20 for more information and a copy of the temporary S/U policy.

Incompletes: Academic Advising has constructed a learning contract to support the work of Incompletes. This form is meant to: 1) help the institution track the number of incompletes, and 2) support conversations between student and faculty when an incomplete is agreed upon. The learning contract is embedded in this [form](#). If you could please use this form, it would be extremely helpful.

Upcoming Academic Affairs Meetings

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.

Friday, December 11 1:30 – 2:30 p.m. <https://csbsju.zoom.us/j/97714128633>

COVID-19 Updates

Spring 2021 Planning: The larger planning team will be meeting soon to develop proposals for the presidents to review and approve. Included in our discussions will be plans for students' return to campus after winter break and a recommendation regarding the 2021-2022 academic schedule and calendar. These decisions will be shared with the community as soon as they are approved (likely in January).

Spring Semester Accommodations: Faculty currently on an approved accommodation will not be required to submit a new request for spring semester if there has been no change in status from the original request. Previously approved accommodations will remain in effect for the start of spring semester and until further notice.

To initiate a new request, please complete the [Employee Accommodation Request Form](#). This form is received and confidentially retained by Human Resources. The HR Director will inform the Dean of Faculty a request has been made, and the faculty member will be notified of the approval or need for further information to make a determination.

Spring Semester Work Adjustments: If you have to work remotely to supervise children who are learning remotely full-time or part-time, please fill out the [Work Adjustment Form](#). You can submit the request at any time and the approval will immediately take effect.

IT Services

New Password Policy - 15 or More Characters and No Expiration: Tired of changing your password every 180 days? CSB/SJU has implemented a new password policy. The policy moves from an 8-character network password (expires every 180 days) to a 15-character passphrase that will not expire. A passphrase is longer, more secure, and easier to remember than traditional passwords. For example: PuppiesAreMyFavorite. IT Services will email you when your network password is due to be changed. However, you can update your password now, by clicking [More Information](#)

Libraries

Library Resource: Librarians Struggling finding sources? Need help evaluating those you found? Set up a research appointment with a librarian! We are here and ready to help you with your research needs. [More Information](#)

Undergraduate Research

Virtual Celebrating Scholarship & Creativity Day: April 19, 2021. As in years past, CSC Day will continue our tradition of recognizing and honoring the achievements of students, faculty, and staff who have undertaken significant research, scholarship, or creative works during this academic year.

New this year, CSC Day will include a special session highlighting research and creative work that aligns with our institutional learning goal of “Embrace Difference.” Presenters will have the option to be featured as part of the Embrace Difference series through designation on their registration form. Please note that is not a requirement to have projects relate to this theme; all scholarly and creative work is welcome.

With the move to the block schedule, we are also implementing a new registration timeline that we hope will accommodate the varying projects completed during different blocks. Registration AND poster submissions for Virtual CSC Day will open during **Block A1 on February 15 and will run through April 9.**

•Registration:

Students will complete the online registration form, asking for presenter(s) information, project title, abstract, submission type, and optional Embrace Difference statement.

•Submission Options:

Students will have the option of presenting live on CSC Day via Zoom or submitting a pre-recorded presentation for our Virtual Large Poster Session.

As you plan your spring semester courses, we hope you will consider incorporating CSC Day projects or engagement into your syllabi. Questions about Virtual CSC Day 2021 can be directed towards Lindsey Gunnerson Gutsch at lgutsch001@csbsju.edu

Faculty Governance

JFS meeting: **Tuesday, January 26 from 4:45 – 6:15 p.m.** via zoom

JFA meeting: **Thursday, February 4 from 4:45 – 5:45 p.m.** via zoom

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

Outdoor University

Congratulations to Outdoor University's assistant director **Sarah Gainey** for being named the Non-Formal Environmental Educator of the Year by the Minnesota Association for Environmental Education!