Dear Colleagues,

I write to remind everyone of the importance of professionalism in our communications within our campus communities. As we confront challenging and difficult discussions on our campuses, the conversations and messages can sometimes become intense and the tone of the communication uncivil. As institutions of higher education, debate and candid communication are critical, but we can have vigorous debate and still use a professional tone with each other. I ask that we all consider the tone of our messages when communicating with each other online and in-person.

In addition, we must be mindful not to use or disclose confidential information about colleagues or students. Even when making a point and attempting to conceal the identity of an individual, rarely can we completely conceal identities in a small community such as ours. I remind all faculty that you have legal and contractual obligations regarding your use and dissemination of confidential information. Please refer to the Faculty Handbook when managing confidential information and to FERPA guidelines posted on the Registrar’s Office web page at this link here.

Shared governance is an important aspect of higher education generally, and our institutions specifically. Participation in shared governance requires that everyone exercise constraint in the dissemination of information that is protected by confidentiality. Specifically, faculty are not to publicly share information about colleagues that relates to personnel matters, including but not limited to: employment applications, performance reviews, tenure and promotion reviews, professional development applications, and information from a grievance or other formal process such as a human rights proceeding. The institutions will take responsive disciplinary action in accordance with the Faculty Handbook if a faculty member inappropriately uses or shares confidential, private, or privileged information. The Faculty Handbook identifies areas of confidential information that should not be discussed or shared outside of the appropriate process.

Should you have any questions regarding these expectations, please contact me.

Sincerely,
Richard Ice, Provost
College of Saint Benedict/Saint John's University

Announcements

**Faculty and Staff Survey:** Academic Affairs is collecting feedback about the current approaches to teaching, the use of technology, the hybrid delivery method, and the block schedule structure. This survey will close on **Wednesday, February 24th**. See the email from Academic Affairs sent on 2/10/21 for more information.

The faculty survey link is: [https://www.csbsju.edu/forms/H1VQJM7D55](https://www.csbsju.edu/forms/H1VQJM7D55)
The staff survey link is: [https://www.csbsju.edu/forms/C8MUOQF9VR](https://www.csbsju.edu/forms/C8MUOQF9VR)
**Student Course Surveys:** Surveys For those teaching Block A courses, the survey period starts **Monday, February 15th** and ends **Friday, February 19th**. See email sent by Academic Affairs on 2/12 for more information.

**Call for Honors Course Proposals for 2022-23 – deadline 3/30/21** (see 1/12/20 email from Academic Affairs). Contact Honors Director Beth Wengler, ewengler@csbsju.edu, or Emily Esch eesch@csbsju.edu with questions.

**Becoming Community**

**Chance to win a $100 Bookstore gift card for completing 15-minute survey:** Students, staff, faculty, and monastics have received an email from the Becoming Community team (csbsju@hedsconsortium.org) inviting you to participate in a national survey about the CSB/SJU campus climate around issues of diversity and inclusion. After completing the survey, you will have an opportunity to enter a drawing for one of eight $100 gift cards to the CSB/SJU Bookstore. The Becoming Community team thanks all who participate in this important survey that will guide future work!

**Faculty Development and Research Committee**

**Call for Nominations: Sister Mary Grell and Robert L. Spaeth Teacher of Distinction Award:** The Faculty Development and Research Committee (FDRC) is seeking nominations for the Teacher of Distinction Award. The Sister Mary Grell and Robert L. Spaeth Teacher of Distinction Award is now awarded to a faculty member with EITHER a College of St. Benedict or a St. John’s University contract. Nominees will have completed at least three full years of full-time teaching at CSB/SJU at the time of application and not have received one of these awards in the last ten years. Please submit your nomination soon! The most recent awardees can be found here: [Award Recipients](https://www.csbsju.edu/academicaffairs/faculty/teachnom.aspx). Any member of the CSB/SJU community may submit nominations to Academic Affairs by 11:59 p.m. on Sunday, February 28, 2021 at the following link: [https://www.csbsju.edu/academicaffairs/faculty/teachnom.aspx](https://www.csbsju.edu/academicaffairs/faculty/teachnom.aspx) Please see the email sent by Academic Affairs on February 11 for more information.

**Call for Nominations: Linda Mealey Faculty/Student Collaborative Research and Creativity Award:** The Linda Mealey Award recognizes teacher/scholars who are excellent teachers and who are especially effective in collaborating with CSB/SJU students on scholarly or creative projects. Nominees will have completed at least three full years of full-time teaching at CSB/SJU at the time of application and not have received this award in the last ten years. Please submit your nomination soon! The most recent awardees can be found here: [Award Recipients](https://www.csbsju.edu/academicaffairs/faculty/teachnom.aspx). Any member of the CSB/SJU community may submit nominations to Academic Affairs by 11:59 p.m. on Sunday, February 28, 2021 at the following link: [https://www.csbsju.edu/academicaffairs/faculty/teachnom.aspx](https://www.csbsju.edu/academicaffairs/faculty/teachnom.aspx) Please see the email sent by Academic Affairs on February 11 for more information.

**Integrations Curriculum**

We are extending the call for the next cohort of Co-Teaching Awards. Information about the requirements for the award, the timeline, selection process, and the actual application can be found [here](https://www.csbsju.edu/academicaffairs/faculty/teachnom.aspx). These awards allow faculty from two different Ways of Thinking to co-teach a Thematic Focus course, which in turn will carry two Ways of Thinking. Applications are due **March 21st** and Award recipients will be notified by the end of April. Please contact Shane Miller for more information.

Some basic information about these co-teaching opportunities includes:

- The two instructors must be from two different Ways of Thinking;
- Co-teaching counts as a 1/6 assignment for both faculty members;
- Each faculty pairing will commit to co-teach twice over two years;
• Section sizes will remain the same as a regular Thematic Focus course.

First Year Experience

**FYX Community Engagement Day Dialogue Groups**: Reconnect with your peers and lessons about “Becoming Community” in INTG 105 to discuss key takeaways from the CE signature presentations on **February 19**. Contact Kari-Shane Davis Zimmerman for more information.

Experience and Professional Development (XPD)

**Virtual MN Private Colleges’ Job and Internship Fair**: For the 45th year, Minnesota's Private Colleges will host the annual Job and Internship Fair. Held virtually in Handshake, this fair allows students to connect with 300+ employers during pre-arranged times from 9am-2pm on February 25th. Open to current sophomores, juniors, seniors and December 2020 graduates, the MN Private Colleges’ Fair provides students a chance to find jobs and internships with hundreds of employers in business, non-profit, social service, government, and bioscience industries. Watch for more information from XPD during spring semester about how to prepare for, register for and create your own fair schedule in Handshake! **February 25, 2021 from 9:00 am to 2:00 pm** If you have any questions, please reach out to xpdexternalrelations@csbsju.edu

Faculty Governance

JFA meeting: **Thursday, February 18 from 4:45 – 5:45 p.m.** via zoom  
JFS meeting: **Tuesday, March 2 from 4:45 – 6:15 p.m.** via zoom

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

Undergraduate Research

Registration Open for Virtual CSC Day 2021! Virtual **Celebrating Scholarship & Creativity Day - Embrace Difference 2021**! **April 19, 2021**  
Registration opened February 15, and runs through April 12: [https://apps.csbsju.edu/csc/submission/presenters/Application.aspx](https://apps.csbsju.edu/csc/submission/presenters/Application.aspx)  
Questions or support requests for CSC Day 2021 should be sent to Lindsey Gunnerson Gutsch at lgutsch001@csbsju.edu.

Libraries

**Documenting COVID-19**: The CSB and SJU Archives are seeking materials that show how we are navigating the current pandemic. Archivists have been keeping track of official documents, but are interested in acquiring materials that illustrate what life has been like from a less formal perspective. If you have items – a zoom screen shot? Photos of a class outdoors? Stories to share? -- we will preserve them for future use. 50 or 100 years from now, people will be curious about how Covid impacted our college experience, as we now look back at the 1918 flu epidemic in a new way. If you have digital or physical items to share, please send to Peggy Roske in either the CSB or SJU Archives.

Featured Academic Impressions Resources

Each issue of The Buzz will highlight a few of the virtual trainings offered on the Academic Impressions site. Note that thousands of training resources are available; these are just a sample! Accessing your Academic Impressions member resources is a breeze with SSO (Single sign-on). Please log in using your existing CSBSJU Login and start learning today!
Maximize your agency to scale down emotional labor and rebalance the expectations set by your students, colleagues, and institution.

Emotional labor is the process of regulating your emotions and putting others’ needs before your own during interactions with students, colleagues, and superiors in order to deliver high quality work. It can be difficult to detect – and even more challenging to manage – especially in environments that prioritize human connection, which includes most jobs in higher education. Expending high-level emotional labor over extended periods of time can lead to burnout, permanent exhaustion, and, at times, turnover.

Join us for a 2.5-hour virtual training where you can start building a toolkit for scaling down your emotional labor and using it on your own terms. You will first explore how emotional labor manifests for you and what challenges you have managing it. Next, Dr. Gardner will offer four strategies to help you overcome those challenges so that you can start making emotional labor work FOR you, not against you. Lastly, you will brainstorm ways you can reduce your emotional effort so that you can leave this training feeling empowered to be your unapologetic self.

Do you find yourself pushing aside your personal feelings or neglecting your personal needs in order to perform your job or deliver high quality work? If so, this virtual training is for you! This training is designed for anyone wanting to learn strategies to manage or even capitalize on emotional labor.

**Recognize the warning signs of student distress and understand how to take appropriate action.**

Mental health challenges for students will continue as classes go online. Though they may be more difficult to identify in a virtual setting, there are warning signs that faculty and staff should be aware of throughout the semester. Faculty and staff who regularly interact with students are often best positioned to see these signs of student distress and connect students with mental health providers when appropriate. In this webcast, our expert will offer guidance on identifying these signs and offer recommendations for connecting students to resources.

We will specifically tackle the following objectives:

1. Learn the risk factors and warning signs of distress, which include signs of depression, anxiety, behavior changes, and suicidal thoughts.
2. Understand how to best intervene to support someone. Learn tips for starting the conversation, recognizing cultural considerations, and managing boundaries.
3. Know your role and when to refer. Learn how to check your comfort and limitations and know where and when to refer on campus.

**Learn how to lose your “to-do” lists and focus on your most meaningful work instead.**

We have partnered with Steve Riccio, one of Academic Impressions’ Success Coaches, to bring you this video course and help you take back control of your day-to-day schedule by empowering you to focus on the priorities that matter the most to you. Through a combination of self-reflection and skills-practice activities, you will transform the way you manage your time by learning how to:

- Identify and focus on your purpose and top priorities in order to move towards greater effectiveness
- Define goals that drive you toward achieving your purpose without overwhelming you
- Create and manage a schedule that allows you to accomplish your most important work first
- Protect your schedule and stay accountable to your top priorities when distractions and derailments inevitably arise

**Outdoor U News**

**Winter Naturalist Series with Outdoor U:** Join us virtually on Saturdays for a variety of naturalist topics. Free for CSB/SJU students and Outdoor U members. $10/session for nonmembers.

Upcoming topics include:
- Feb 20: Lichens of MN
- Feb 27: Squirrels
- Mar 6: Turtles, Frogs & Snakes

Register for access to recordings and Zoom links. [More Information](#)
Community Engagement Day Schedule: The February 19th CE Day offers opportunities to participate in conversations about creating inclusive environments, immigration history in the U.S., PechaKucha passion projects, the power of data and being real online. Participants can also visit the SJU Art Center, explore our granite history or watch a Tourness Film Festival documentary. Some events require pre-registration to participate so please review the schedule carefully. More Information