

The Buzz: Academic Affairs Weekly Newsletter

June 3, 2020
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Welcome to the Buzz! This will be a weekly update and announcement message from Academic Affairs. We will provide you with important information and remind you of important meetings, dates, deadlines, applications, and goings on in Academic Affairs. Given the changes ahead this summer and the need to have a central place for information, we will publish throughout the summer this year. The Buzz will usually be sent out on Wednesday, so stay tuned.



Sincerely,
Richard, Barb, Terry, and Pam

From the Provost's Office

Annual Evaluations: Evaluations of probationary and term faculty are due by Monday, June 28, 2019. The form can be found at: <https://www.csbsju.edu/academic-affairs/departments-chairs>. Details can be found in an email from Terry Check on 5-8-2020.

Recommended reading: Each week the Provost will highlight a few articles that may be of interest to faculty. The first two focus on COVID-19.

1. CDC updated guidelines for higher education:
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
2. Welcome to the Socially Distanced Campus (*The Chronicle*):
<https://www.chronicle.com/article/Welcome-to-the-Socially/248850?cid=cp281>

COVID-19 Response Team

In the next week the team will:

- Continue to work with Marketing and Communication to develop a plan for keeping students (incoming and continuing), staff, faculty, and parents informed of our plans, including developing
 - Letters to various groups
 - Informational videos to various groups
 - Webinars for various groups
- Develop the COVID-19 Resource page to include FAQs and communications sent to various groups
- Finalize a revised 2020-2021 Calendar
- Work with the Faculty Development Team to plan and schedule Faculty and Staff training opportunities
- Work with IT Services to finalize technology needs in laboratory and studio spaces
- Work with the Registrar's Office and Academic Affairs to develop a revised Fall 2020 schedule

- Work with C-CAPS to develop policies for the 2020-2021 school year
- Continue to work with Human Resources to develop a Back to Work plan
- Continue to work with Student Development to identify safety issues and expectations and to develop plans for co-curricular activities including athletics
- Prepare to present the 2020-2021 Block Plan with Hybrid Learning plan to the Academic Affairs Committee of the Boards
- In consultation with APBC and FCBC, continue work on development of institutional budgets that will address the structural portion of anticipated budget shortfalls at CSB and SJU resulting from sustained enrollment declines.
- Continue work to estimate the potential range of pandemic-related one-time expense and revenue impacts under various states of campus operations. Accordingly, a supplemental budget plan is being developed to address these one-time extraordinary impacts in a temporary way.

Academic Center for Excellence and Success (ACES)

Libraries

Access to the Chronicle of Higher Education: The libraries have full-text access to the Chronicle of Higher Education. Go to the library's "Databases A-Z" to access it: <https://guides.csbsju.edu/az.php>

Online Teaching Resources: The libraries have put together a guide for teaching online. Links to ebooks about online teaching, how to find videos and pictures, tutorials and much more can be found on it. More resources are added weekly so continue to check back to see what has been added. <https://guides.csbsju.edu/OnlineTeaching>

Experience & Professional Development

Internship deadlines: See email from XPD on 5-26-2020 for more details.

Summer 2020 Final registration deadline – Friday, May 29, 2020

Fall 2020 Final registration deadline – Friday, September 4, 2020

Remote internship ideas: XPD has developed a list of remote internship ideas for students to explore in consultation with their site supervisor and moderator. Contact [Laura Hammond](#) or visit <https://www.csbsju.edu/xpd/students/experience-based-programs/internship-program>

See email from XPD on 5-26-2020 for more details

Center for Global Education

Short-Term Study Abroad Announcement: In 2021, CSB/SJU is fortunate to have 12 total short-term study abroad programs, including 8 faculty-led short-term study abroad programs. The application portal will open for students on September 1, 2020. Visit <https://www.csbsju.edu/global/find-an-education-abroad-program/short-term>

Call for Semester Study Abroad Directors: A call has been made the CGE for applications to direct a semester study abroad in Fall 2021 or Spring 2022. Details and the application can be found in an email from Kevin Clancy sent on June 2, 2020. The application deadline for the 2021-2022 academic year will be Friday, June 19, 2020 at 5:00pm.

Registrar's Office & Academic Advising

We are actively working on modelling the block plan with our current schedule to re-enroll students in their current courses as much as we possibly can. We will be reaching out to chairs to review the schedule in mid-June.

Undergraduate Research

The Undergraduate Research Program is still accepting proposals for our second cohort of the Emerging Scholars Program for the Academic Year of 2020-2021. If you are interested in mentoring an Emerging Scholar and have a well-designed project, please apply [here](#) by July 1, 2020. More information about the ES Program can be found by visiting our [website](#).

Curriculum and Assessment

Assessment Reports: Program Review Action Plan Annual Update and Assessment reports due by June 30, 2020. Contact [Holly Christie](#) with questions.

Faculty Governance

June Joint Faculty Senate meetings: June 9, 16, and 23 from 1-2:30 on Zoom. Watch for agendas and Zoom links from JFA chair [Greg Schroeder](#).

Faculty Development

Summer 2020 Faculty Development Schedule: The Faculty Development Team (Terry Check, Barb May, Pam Bacon, Ken Jones, Carie Braun, Pedro dos Santos, Shane Miller, and Miranda Novak) will be announcing the preliminary draft of the Summer Faculty Development schedule soon. The plans are for training on teaching in Blocks, hybrid learning, hybrid technology, and online learning in a variety of formats to meet faculty needs. Watch for an email from [Terry Check](#) and contact him with ideas.

Online teaching books that are available online: Ken Jones recommends the following books for those ready to start learning more about online teaching

- *Online Teaching at Its Best : Merging Instructional Design with Teaching and Learning Research* By Linda Nilson, and Ludwika Goodson
Access URL : <https://ebookcentral.proquest.com/lib/csbsju/detail.action?docID=5144407>
- *Small Teaching Online : Applying Learning Science in Online Classes* By Flower Darby and James Lang
Access URL : <https://ebookcentral.proquest.com/lib/csbsju/detail.action?docID=5780349>