

# ***THE BUZZ:*** Academic Affairs Weekly Newsletter



## From the Provost's Office

**All Campus Convocation Ceremonies – August 30, 9:00 a.m.** You are invited to attend the events planned on Monday, August 30 to celebrate the opening day of the 2021-22 academic year at the College of Saint Benedict (Benedicta Arts Center) and Saint John's University (Abbey Church). Please see the email from Academic Affairs sent on 8/25/21 for more information, including the livestream link.

**Academic Program Prioritization Charge** – *see email from Richard Ice on 8/19/21*

**Welcome to our New Faculty Members** – see attached brochure introducing our new faculty.

**Reminder** – The Buzz can also be found on the Academic Affairs website under related links. <https://www.csbsju.edu/academic-affairs>

## From the Deans

**Spring 2022 Scholarship and Creative Work Awards: Due October 6.** You can find more information about the Scholarship & Creative Work Awards and links to the Department Chair Approval Form and Submission Link on the Research and Grants Office website. Applications for Spring 2022 awards are due **Wednesday, October 6, 2021**. Please see the email sent by Academic Affairs on 8/25/21 for more information.

**Academic Travel Funds:** Academic Travel Funds are available for faculty who are traveling to conferences and workshops, as well as for online conferences and workshops. Submit your Academic Travel Fund request [here](#). Note that employees need to complete the Employee Travel Form prior to traveling.

**8/12/21 Academic Affairs Q&A session recording:** Pam Bacon and Barb May held an Academic Affairs Q&A session on August 12 for faculty and staff. Here is a link to the recording of the session:

[https://csbsju.zoom.us/rec/share/4s77ek\\_iuekY40f86dlEw2lscfvh7P2JjfvYBAPNJklgDmG4FP8JOIx9T3r4rh7D.7B9J9XwY41nmJ7E1](https://csbsju.zoom.us/rec/share/4s77ek_iuekY40f86dlEw2lscfvh7P2JjfvYBAPNJklgDmG4FP8JOIx9T3r4rh7D.7B9J9XwY41nmJ7E1)

## Pandemic Planning Committee Update

We have updated the Employee Vaccine/COVID Information tab on the COVID-19 Resources page with information with additional FAQs related to Testing & Reporting, Travel, and Leave Policies & Accommodations. This is important information for you to review. Please see the email from covidinfoCOVIDInfo@csbsju.edu on 8/23/21 for more information.

**COVID-19 Academics FAQ:** Please see the following page for FAQ items related to academics <https://www.csbsju.edu/covid-19/academics> See the email from the Academic Affairs email sent on 8/23/21 for more information.

## Registrar's Office

**Please review your Fall class rosters:**

### Important Dates for Fall Semester

- [Academic Calendars](#)
- [Fall Important Dates](#)
- [Add/Drop Dates & Deadlines](#)

### Dropping/Adding Courses

Students have through **Friday, September 3** to drop/add using banner web. After the first week of classes, students should fill out drop & add requests **online** via Forms Manager. All these forms are available in the Registrar's online forms: <http://www.csbsju.edu/registrar/current-students/student-forms>

**Students** are responsible for adding courses they are attending and dropping courses they are not attending.

**If a student on your roster has not arrived for the term, please use the Enrollment Verification Survey via the HIVE to raise a 'Never Attended Flag' for the student.** This will alert both Academic Advising and others in the students network that the student has not arrived for the term. Any student who fails to properly drop a course may be subject to a failing grade at the end of the semester.

## Opening Day Schedule

CSB Convocation, 9:00-9:45am, Benedicta Arts Center

SJU Convocation, 9:00-9:45am, Abbey Church

Monday, August 30, 2021

### CSB Class Times

Regular Class Time	Opening Day
1B (8:20-9:15) - >	10:35-11:15 am
2B (9:30-10:25) - >	11:30-12:10 pm
3B (10:40-11:35) - >	12:25-1:05 pm
4B (11:50-12:45) - >	1:20-2:00 pm
5B (1:00-1:55) - >	2:15-2:55 pm
6B (2:10-3:05) - >	3:10-3:50 pm
7B (3:20-4:15) - >	4:05-4:45 pm

### SJU Class Times

Regular Class Time	Opening Day
1J (8:00-8:55) ->	10:15-10:55 am
2J (9:10-10:05) - >	11:10-11:50 am
3J (10:20-11:15) - >	12:05-12:45 pm
4J (11:30-12:25) - >	1:00-1:40 pm
5J (12:40-1:35) - >	1:55-2:35 pm
6J (1:50-2:45) - >	2:50-3:30 pm
7J (3:00-3:55) - >	3:45-4:25 pm

**Daytime class periods are 40 minutes**

**Evening classes will be held from 6:15-9:15pm**

## Faculty Governance

**Joint Faculty Assembly Special meeting – Thursday, August 26, 2021, 1:00-2:00 PM**

Zoom Link for the meeting: <https://csbsju.zoom.us/j/92031218276>

**Joint Faculty Senate (JFS) meeting: Tuesday, September 14 4:30 -6:00 p.m.** HAB 128 and zoom

For more information regarding these meeting watch for emails from [jfachairandvicechair@csbsju.edu](mailto:jfachairandvicechair@csbsju.edu)

# General Education Curriculum Committee

The General Education Curriculum Committee's (GECC) reminder about upcoming deadlines:

1. **September 1, 2021** – for new courses that will run in Fall 2022
  - a. New courses: this means a course that has not been taught on campus before, that needs a course number, and requires a new course proposal form or a course that has had or will have significant changes that would require a course modification form – this is usually for more than 50% content change, etc.: <https://www.csbsju.edu/registrar/new-course-proposal>
  - b. A designation form should accompany the new course proposal form.
2. **October 15, 2021** – for existing courses that will run in Fall 2022 that need a new curriculum designation (designation only proposal).
  - a. This is if you are applying for a designation for an existing class but would like a designation under the new Integrations Curriculum, the forms appear below.
  - b. The forms for all designations can be found here: <https://csbsju.edu/integrations-curriculum/faculty-resources/course-proposal-forms>
3. **January 31, 2022**– for new courses that will run in Spring 2023 (see no. 1 above for details)
4. **March 7, 2022** – for existing courses that will run in Spring 2023 that need a new curriculum designation (designation only proposal, see no. 2 above for details).

See the email sent from JFAChairAndViceChair on 8/19/21 for more information.

## Academic Advising

Theresa Anderson who has been in Academic Advising for over 20 years is moving into a leadership position to direct a new Academic Skills Office. This office will support metacognitive development for our students (study skills, time management, learning how to learn) and provide systematic support for our many tutors across campus. Over the course of fall semester, Theresa will phase out of Academic Advising and into establishing the framework of the new office with an expected grand opening by fall 2022. This support and opportunity for our students has been a recognized gap and we are excited to see Theresa bring this to fruition. **Congratulations, Theresa!**

**Welcome** to Nichole Matuska and Joseph Dempsey to their new roles in Academic Advising.

## Student Accessibility Services Update

Tom Sagerhorn has returned to CSB/SJU as the Director of Student Accessibility Services (SAS)! Tom worked in SAS and at CSB/SJU for over 8 years but was recently employed at St. Cloud Technical and Community College. We are so excited to welcome Tom “home!” Tom’s leadership, expertise, and wonderful ability to work with students and stakeholders will be greatly valued as he returns to direct SAS. **Welcome!**

## Undergraduate Research

**Openings on URFAC – Application Deadline is August 27, 2021.** Undergraduate Research is seeking new committee members to serve on the Undergraduate Research Faculty Advisory Committee (URFAC)! The URFAC exists to provide oversight, support, and visioning for all student/faculty collaborative undergraduate research and creative work at CSB/SJU. The committee is structured to have representation from each division (NS, SS, FA, & HM) in order to ensure breadth and depth of expertise in research and scholarship in each academic area. Beginning in Fall 2021, we are seeking:

- 1 Social Science representative – 3-year term
- 1 Natural Science representative – 1-year term

Those interested in serving should submit 1) current curriculum vitae and 2) letter of intent that includes the following:

- Evidence of recent scholarly/creative work and mentorship of undergraduate research
- Why you are interested in serving on URFAC
- ¾ page limit

Applicants should be able to:

- Commit to the outlined term of service (renewable by application)
- Attendance at URFAC meetings

[URFAC Call for Applications 2021.pdf](#)

## Student Development

**A Message from Dr. Mike Ewing, Executive Director of the Well-Being Center:** With the leadership and generous support of the CSB and SJU Senates, CSB and SJU have partnered with YOU at College to offer **YOU@CSBSJU**, a unique and free web portal dedicated to student health, happiness, and success. As the first technology of its kind on college campuses, *YOU* emphasizes individual wellbeing and self-awareness to connect students to information, campus resources, peers, and opportunities—whenever they need it.

*YOU* was created to mirror the lifestyle of college students. With expertise in three main areas — Succeed, Thrive and Matter — *YOU* helps students assess and improve their health, sense of purpose, and life trajectory. *YOU* works best when student answers are honest and open. For that reason, all personal information that students provide on *YOU* is kept private.

Given your work with students, I'm reaching out to ask you to keep **YOU@CSBSJU** in mind as a holistic tool worth recommending. Helping get students to a college experience that Succeeds, Thrives and Matters is as easy as:

- Step 1: Visit <https://you.csbsju.edu/>
- On the homepage, students can get a breakdown of the portal or just jump right in.
- Step 2: Discover. Once inside, students can start to customize their profile or take one of three Reality Checks. Both features are designed to cater content like tips, quizzes, videos, and campus resources based on general needs and interests of individual students.

- Step 3: Revisit. The *YOU* portal is intended to be used throughout a student's college life. With changing content and dynamic tools, there's a use for *YOU* from move-in day to landing that first job. Anyone with a csbsju.edu email account can sign up for and use this excellent resource. There are no sign-up fees or charges. I hope you'll consider utilizing it yourself in addition to recommending it to students.

**Multicultural Center and Project EMBRACE:** The Multicultural Center and Project EMBRACE are planning programming for Fall 2021 that focuses on safety, addressing harmful societal norms around gender, and how we can all be part of preventing gender based violence. We are still seeking additional campus partners and sponsors. If your department is interested in being a sponsor or if you would like additional information, please contact Tamara Hennis-Vix [THENNESVI001@CSBSJU.EDU](mailto:THENNESVI001@CSBSJU.EDU) or Malik Stewart [MSTEWART@CSBSJU.EDU](mailto:MSTEWART@CSBSJU.EDU) . See the email sent by Academic Affairs on 8/20/21 for more information.

## Center for Global Education

The Center for Global Education recently announced the cancelation of the Spring semester 2022 Australia study abroad program. More details can be found at this link: <https://www.csbsju.edu/covid-19/campus-communications/080521-australia-study-abroad>

## Libraries

**Library News about News:** The library has started a campus-wide subscription to *The Washington Post*. This joins our other campus-wide newspaper subscriptions, including *Chronicle of Higher Education*, *Star Tribune*, *NY Times*, and *Wall Street Journal*. All students, faculty, and staff can register their @CSBSJU email account to get their free subscription activated. Instructions at the links below.

The Washington Post  
<https://guides.csbsju.edu/wapo>

Star Tribune  
<https://guides.csbsju.edu/StarTribune>

The New York Times  
<https://guides.csbsju.edu/NYT>

The Wall Street Journal  
<https://guides.csbsju.edu/WSJ>

Chronicle of Higher Education  
<http://ezproxy.csbsju.edu/login?url=https://chronicle.com>

**Library Display: 20th Anniversary of 9/11 – Please contribute!** CSB/SJU Libraries are putting together a display for the 20th anniversary of 9/11. We are asking faculty and staff to send us their memories and reflections for the display:

- 1) Where were you on 9/11?
- 2) What were you thinking as the events unfolded?

3) How did 9/11 affect you?

If you want to participate, please send your responses to Kelly Groth ([kgroth001@csbsju.edu](mailto:kgroth001@csbsju.edu)) or contact Sarah Gewirtz ([sgewirtz@csbsju.edu](mailto:sgewirtz@csbsju.edu)) with questions.

## XPD

Welcome to Ethan Aronson and Beth Notch in their new positions in the XPD office.

## Research and Grants Office

**Committee Members Needed:** We are looking for four faculty members (one from each division) to serve on the Scholarship & Creative Work Award application review committee, which will be chaired by the Grants Partner. The committee will review applications and make recommendations to the Dean of the Faculty. The work of reading applications and meeting with the committee will take place between October 7-21. Please e-mail Karlyn Forner ([kforner001@csbsju.edu](mailto:kforner001@csbsju.edu)) if you are interested in serving in this role.

**Writing Retreat Survey:** Academic Affairs and the Research and Grants Office are excited to bring back writing retreats for the 2021-2022 academic year and beyond! Please complete this short survey to help us understand what would best support you and your writing.

## Faculty Development

### **Becoming Community Workshop: Using the Land Acknowledgement in Your Class**

As you prepare for the fall semester, please join us for a virtual workshop on "Using the Land Acknowledgement in Your Class" presented by Dr. Theodor Gordon on Thursday, August 26th at 3:00-4:00 (CT) on Zoom. Sign up here: <https://www.csbsju.edu/forms/4WSTCITK65>

## The Buzz on Campus

**Commencement 2020 Reception – staff and faculty invited.** In April, the Presidents announced the Class of 2020 will be honored and celebrated on **Saturday, September 11, 2021**. The CSB Alumnae and SJU Alumni offices will be hosting a reception for the Class of 2020 from 4:00-6:00 pm on the CSB Mall. Anne Sumangil and Adam Herbst would like to invite you to join the students and their guests for appetizers and refreshments. This event is open to all CSB/SJU faculty and staff. If you plan to join us, please complete this [online registration form](#) by **Thursday, September 1**.