

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



## From the Provost's Office

**Higher Learning Commission (HLC) Faculty Open Forum:** Faculty are invited to meet with the Higher Learning Commission (HLC) Team on **Monday, September 13 from 4:15-5:00 p.m. in Alumnae Hall in the HCC at CSB.**

## From the Deans

**Leadership Discussion Group:** Dean Barb May will be hosting a reading and discussion group about effective leadership strategies this upcoming year, beginning in September. The goal of this year-long discussion group is to encourage and support community members across our campuses to develop their own leadership potential and skillset. The group will meet every two to three weeks to discuss a short set of readings about different aspects of leadership. If you are interested in participating, please share your availability on the [form](#). See the email sent from Academic Affairs on 8/27/21 for more information.

**Professional Headshots:** As our webpages and materials for CSB/SJU continue to be updated, we would like professional pictures of all of our faculty. If you have not submitted a professional photo or still need to have a professional photo taken, please use the links below to sign up for a time to have a picture taken (Tommy O'Laughlin will be taking these pictures) or there is a link to submit your own professional headshot.

CSB photo studio signup: <https://www.csbsju.edu/forms/3HKU1E7SSB>

Submit a professional headshot: <https://www.csbsju.edu/forms/SJU99UWQ1>

## Registrar's Office

**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.

## 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.

## General Education Curriculum Committee

The General Education Curriculum Committee (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).

## 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>

## XPD

A belated welcome to Yajaira Martinez '20 who started November 2020 in XPD. Yajaira is an Assistant Director of Recruitment and External Engagement.

## 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.

## IT Services

**Classroom Technology Refresher:** If you have quarantining/isolating students who need to attend class remotely, but you've forgotten how the classroom technology works, the Instructional Technology Specialists are available to meet with you and walk through the process with you. Reach out to schedule time to walk through the technology to refresh your memory! <https://csbsju.edu/instructional-technology/make-an-appointment>. Contact Miranda Novak ([mnovak@csbsju.edu](mailto:mnovak@csbsju.edu)) for more information.

## Faculty Development

**Land Acknowledgement Presentation:** A recording of "Using the Land Acknowledgement in Your Class," a Becoming Community workshop presented by Dr. Ted Gordon, is now available on the Teaching and Learning Training Resources Canvas page.

Also, for your reference, here is the land acknowledgement statement approved in Spring 2021 by the Indigenous Student Association and by the JFS for CSD courses:

"Both the College of Saint Benedict and Saint John's University occupy the original homeland of the Dakhóta and Anishinaabe peoples. We honor, respect, and acknowledge the indigenous peoples forcibly removed from this territory, whose connection remains today. St. Benedict's Monastery and St. John's Abbey previously operated boarding schools for Native children. Now, students, faculty, and staff are working to repair relationships with our Native Nation neighbors."

**Teaching and Learning Training Resources:** As you start the semester, don't forget the teaching and learning resources available to you on Canvas, curated by Miranda Novak. All faculty and interested staff should have access to the Canvas site. If you don't see this under your Canvas courses, please contact Miranda Novak (mnovak@csbsju.edu).

## Faculty Governance

**Joint Faculty Senate (JFS) meeting (zoom): Tuesday, September 14 4:30 -6:00 p.m.**  
<https://csbsju.zoom.us/j/92022396620> Senators: HAB 128

**Joint Faculty Assembly (JFA) meeting (zoom): Thursday, September 23 4:30 -5:30 p.m.** <https://csbsju.zoom.us/j/96267831182>

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

## 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 September 1](#).

**Jay Phillips Center for Interfaith Learning:** Retracing Jewish Roots on the North Dakota Prairie: Stories and Lessons about Life, Family, and Faith. *Presentation by Rebecca Bender. Monday, September 13, 2021, 4:30 to 5:30 PM* Quad 264, Saint John's University. **View event information**

**Latino/ Latin American Studies Fall 2021 Series: Race and Climate Change:** The LLAS Fall 2021 Series has comprised three engaging events - add them to your calendar today! Learn how the climate crisis is affecting Latin Americans and the challenges they are facing. **Sept. 22 at 7:00 PM** - COPAL Organizers and **Oct. 12 at 6:00 PM** - Viviana Huiliñir-Curio. Click here for more information: [More Information](#)

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

**Do you have information for The Buzz?** If you have information you would like included in The Buzz please submit to this link: [The BUZZ information](#) .