

OFFICE OF THE PROVOST

ACADEMIC AFFAIRS NEWS/UPDATES – DECEMBER 2019

CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

STAFF CHANGES: We are particularly pleased to welcome Maggie Martin to the unit. Moving on from her position as Registrar, Maggie will henceforth be Director of Paris Scholars, our program for Partner students currently targeting USC, George Washington University, and Tulane University. Maggie brings her expertise and understanding of AUP to a new group of students, allowing Kyle McGuan room to stretch his considerable talents to work more with our degree-seeking population. You will find Maggie in Q307 on Mondays, Tuesdays, and Thursdays.

AUP ENGAGE PLATFORM: Faculty are encouraged to promote events that are open to students via the [AUP Engage platform](#). The platform has proved remarkably successful at getting students through the door and into seats due to its ease of use, centralization, and the fact that there is an associated App (it's called Corq and can be downloaded from your app store). Publishing events on AUP Engage is easy and must be done through an organization of which you are a member. All faculty are members of the Faculty/Staff Organization and have been entered as members of their home academic department. See this [brief video tutorial](#) to learn more. If you have any difficulty posting events, please reach out to Darcee Caron for support: dcaron@aup.edu

REGISTRAR'S OFFICE

FINAL GRADES FOR FALL 2019: The deadline for submission of all Fall 2019 grades is 10am on Thursday, 2nd January 2020, and it is imperative that Faculty submit all grades on time.

SPRING 2020 REGISTRATION: Course registration 'grace days' are now open for all returning students and until end of day on December 5th.

SUMMER 2020: The Summer 2020 courses are finalized and the application portal is open with the first few acceptances sent and confirms received. Online registration for returning students is open until May 30th, 2020. The full offerings can be viewed here: <https://www.aup.edu/academics/summer>

LIBRARY

NEW LIBRARY MANAGEMENT SYSTEM: Your patience will be appreciated - Due to the transition to *Alma*, the new library management system, library loans will display accurately only until December 12th. After that date, the displayed information on your loans in the old catalog may not be accurate, although the internal system will remain accurate. Bringing items before this date will help, as well as requesting any loan extensions.

During the end of the Fall semester and the beginning of the Spring semester all other library services will be up and running, the web page, databases, eBooks, e-journals, research help, reserves, inter-library loan & document deliver, information literacy sessions, referrals to other libraries, will be working as usual.

ORDERING NEW BOOKS & FILMS FOR THE SPRING SEMESTER: On November 29th, we had to stop ordering within *Voyager* (old system). We apologize for the inconvenience, but due to this transition, purchasing and processing items will be slower. We will be purchasing all requested materials, but they will not be ready until end of January or the beginning of February. You will know if an item has arrived with the reception of an email from our part. When in doubt contact library@aup.edu.

OFFICE OF THE PROVOST

NEW FACULTY: The Library invites all new faculty, to meet with one of the four librarians who can explain to you the key services for faculty: (acquisitions of books, eBooks & films for your classes, the use of the online collections, reserves, interlibrary loan & document delivery, library instruction during your courses, visiting other libraries in Paris with your classes, brush up with online resources, among other services). The Library also invites faculty to visit its Faculty page on the library website and suggest additions or changes to better serve you.

The Library extends its best wishes for this winter break !

ACADEMIC RESOURCE CENTER

FACULTY NOMINATIONS AND ARC PEER-TUTORING SERVICES: Faculty who nominated an ARC-Link or Math Clinic tutor this semester are kindly asked to give their tutors updated exam information for the courses being tutored. In addition, please make sure you help your tutor schedule exam-prep sessions accordingly and communicate this information to the students in your classes. We realize that many exams have been re-scheduled, due to the strike, but the tutors do not necessarily have that information. Nominations for Spring semester tutors will open soon (via Webform only).

DISABILITY ACCOMMODATIONS FOR FINAL EXAMS: The deadline for final exam accommodation requests was Friday, November 29th, 2019. Given the changes to exam schedules, along with the extended length of the exam period, ARC must prioritize students who submitted their accommodation requests by the deadline. In the case of shortened exam periods, we ask that professors attempt to offer students (who have extended time privileges) the chance to take the exam with the class and to stay a bit longer. We appreciate all your help covering extended-time exams.

BLACKBOARD: Reminder - requests for Blackboard course sites must be submitted via the [Blackboard Course Request Form](#). Please do not send personal e-mails as the form has all the information we need (including content transfer options, cross-listings, and a space for special requests).

OTHER BLACKBOARD NEWS: Instructions for professors giving secure online exams through Blackboard were sent last month. If you missed the e-mail, please request a copy of [Blackboard Test Options](#) from arc@aup.edu, included are suggestions for maintaining academic integrity when using distance testing.

Please note that, if faculty wish to take attendance directly on Blackboard next semester, the tool is operational. Here is a how-to guide for faculty: <https://help.blackboard.com/Learn/Instructor/Grade/Attendance>

The screenshot displays the Blackboard Attendance interface for a course titled "Introduction to Sociology". The main view shows an attendance grid for "Today" at 9:50 AM. The grid lists students and their attendance status: Present, Late, Absent, or Excused. A pop-up window for "Chris Casper" shows an overall score of 95.45 / 100 and a breakdown of attendance: 10 Present, 1 Late, 0 Absent, 0 Excused. A detailed meeting log for Chris Casper shows the following records:

Meeting	Status	Grade
8/16/17	Present Signed in by instructor	100%
8/17/17	Present Signed in by instructor	100%
8/18/17	Late Signed in by instructor	75%
8/19/17	Present Signed in by instructor	100%

OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

MIDDLE STATES SELF-STUDY: On November 1st, a final 2nd draft of the MSCHE self-study was distributed to all AUP faculty and staff for comments. Thank you to all those who sent in recommendations. Our self-study has been substantially improved by them. Although the deadline for contributions was on November 15th, any further comments, especially when relative to incorrect information, are welcome.

On November 4th and 5th, Dr. Richard Hodges, President of the American University of Rome and chair of the reaccreditation visiting team, was present on campus. Richard met with members of the leadership team, selected faculty, staff, and students. Richard was positively impressed by every aspect of the University and described the self-study itself as “compelling”.

Middle States, after accepting one suggested amendment, has selected the members of our visiting team. Early next semester we will begin drafting a schedule for their visit which will be from March 15th to 18th.

DEPARTMENTAL CURRICULAR REVIEWS: We are currently in the final stages of the second wave of departmental curricular reviews. The external reviewers for the Comparative Literature and English Department, the Global Communications Department and the Films Studies Department have all concluded their visits to AUP. The next wave of reviews includes the Psychology Department and the International Business Administration Department and is currently in the planning stages.

COURSE EVALUATIONS: The technical problem that we had with the course evaluation system has been identified. We are working on a plan to fix this in the future. Thank you for your understanding with this issue.

SURVEYS: We send information about annual surveys to faculty as well, these communications include information about alumni, first destinations, senior surveys, FirstBridge course surveys, and entry and orientation surveys

TEACHING & LEARNING CENTER

EVENTS: which have taken place this semester:

October 10th, Mellon Workshop - *Creating Inclusive Classrooms*, facilitated by Lynn Verduzco-Baker (visiting scholar of sociology and women’s studies, Albion College). The workshop touched on important questions about learning difficulties, diversity, and assignment policies.

November 4th- 8th, Instructional Designer Workshops – Thanks to an AMICAL grant, we were able to host Nadine Aboulmagd, Senior Instructional Designer at the American University in Cairo, for a week at AUP. She conducted a series of workshops in the following areas: *Promoting digital literacy and e-safety; Using student portfolios and blogs; Videos and podcasts for teaching and learning* (a follow-up to the Mellon Workshop in April *Teaching with video and sound*); *Cooperative and collaborative student learning; Creating digital dialogue and online discussion*. Nadine also consulted with faculty members individually and in small groups concerning new projects or technologies to implement in or outside the classroom.

November 20th, TLC lunch - *Talking about Speaking: Helping students develop presentation skills*, with Mark Ennis.

November 25th, Mellon Seminar - *Student-Faculty Collaboration in the Liberal Arts: Lessons learned from the GLCA/GLAA-Library of Congress Program*, based on the research theme "Coming to America: The Early Arab-American Generations", with David Tresilian, Michael Stoepel and their students.

FACULTY DEVELOPMENT IN-HOUSE FUNDS:

Faculty development grant requests should be sent to Brenda Torney (btorney@aup.edu).

Andrew W. Mellon Foundation Grant: The Future of Teaching, Learning, and Researching in an International Context:

Applications for the Fully Collaborative Team-Taught Course grants (to be taught during the 2020-2021 academic year) are currently under review. A new (and final) call for fully collaborative team-taught courses (to be taught in Fall 2021) will be published in early February, 2020.

Experiential Learning and Mentored Research grants (rolling deadline, funds must be spent by July 2020)

Other sources of funding: *Amical* (Jeff Gima, Director); *Schaeffer Center* (Brian Schiff, Director); *SGA for student-related funds* – e.g. Pass the Tech, Model UN

FACULTY DEVELOPMENT EXTERNAL FUNDS: Sarah Bentley continues to update the list of external Funding Agencies, as well as AUP faculty who have received funds from these agencies. The list is organized into the following categories: Funding for conferences or workshops including travel, Travel grants for research (does not include travel for conferences/workshops), Research grants, Residential fellowships outside of Paris, Teaching fellowships. For more information, please contact Sarah at sbentley@aup.edu and Rebekah at rrast@aup.edu.

GLOBAL LIBERAL ARTS ALLIANCE (GLAA): (contact Rebekah Rast for information about GLAA – rrast@aup.edu).

AUP is hosting the 2020 Alliance Institute on Transnational Feminism(s), March 12-14, 2020. More information can be found on the GLAA website <https://liberalartsalliance.org/programs/institutes/>

Global Course Connections (an opportunity to collaborate with a faculty member from another GLAA institution in places such as Pakistan, Ecuador, Egypt, Bulgaria, and more). Plans for Fall 2020 courses are in progress. If interested, contact Rebekah Rast for more information.

GLCA Center for Teaching and Learning. Regularly updated resources are posted to their [site](#).

International New York Times Athens Democracy Forum, AUP student, Antonina Gain, participated in Fall 2019 with assistance from the GLAA and AUP's Center for Critical Democracy Studies.

LEARNING COMMONS: The Learning Commons Advisory Committee met regularly this semester to address issues regarding the collaborative use of the new Learning Commons space and resources. The committee, comprising students, staff and faculty, will continue to address questions related to the educational mission and activities of the learning commons. Members of the committee include Chiara Amor, Isabella Archer, Alena Deveau, Bill Fisher, Peter Hägel, David Horn, Addison Nugent, Rebekah Rast, Natalya Shiryayeva, Michael Stoepel, and Thomas Turner.