OFFICE OF THE PROVOST

ACADEMIC AFFAIRS NEWS/UPDATES – DECEMBER 2020

ACADEMIC AFFAIRS GENERAL

ACADEMIC INTEGRITY: As we near the end of the semester, we would like to send a few reminders regarding the importance of academic integrity on campus. Gail Hamilton is the current Director of Academic Integrity. Please be reminded of the University's Policy on Academic Integrity here and the process for declaring violations to this policy. We are only able to help educate our students and ensure academic integrity if you report names and circumstances. Remember, you are in full control of how to sanction a first individual offense within your course. We have a faculty-led Honor Board to deal with disputes regarding Academic Integrity issues.

BOOKS AND BOOKSTORE (SPRING 2021): Given the adapted spring 2021 schedule, please remember that some students might not be present on campus before the start of February and would thus not be able to purchase books form the bookstore before that time. Please this in mind as you finalize your course timeline and readings for next semester.

SUMMER 2021 COURSE OFFERINGS: The summer 2021 schedule has been published and is open for registration. The Summer Office is currently accepting external applications for the summer term.

NEXT YEAR'S COURSE PLANNING (2021-22): In the coming week, we will begin our communication with Department Chairs about course planning for the 2021-22 Academic Year. Departments will be asked to confirm course listing and faculty assignments for fall, spring, and summer *next year*. Academic affairs will centrally manage the initial scheduling (days/periods for each course) for fall 2021. We are launching a webform (watch for an email) to request and centralize individual faculty scheduling preferences & time constraints. Our goal is to support our department chairs by lessening their administrative burden. As always, scheduling is an iterative process, and will include several stages of faculty input and proofreading. We aspire to have a schedule ready for proofreading in January.

OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

We have received the Middle States Commission's final decision based on both the Visiting Team's Report and our institutional Response to it. Our accreditation has been reaffirmed. Status. Middle States has asked, as we anticipated, for a supplementary information report (SIR). The report will be due on the September 1, 2021 and will require only that we focus on four points of Standard V (assessment of student learning).

The department chairs have been working tirelessly since the start of the Fall semester to raise the standards of the assessment and assessment reporting processes at AUP and to complete the work that was left on the back burner in the Spring when we switched our course delivery method. Similarly, faculty members have contributed to the Learning Outcome redrafting and realignment project which was jump-started by the TLC start-of-the-semester workshop. The project came to a successful end on Tuesday December 1 when the online student evaluations were sent out with the updated learning outcomes -- thanks to a week-long tour de force collaboration between the IRAE and Registrar offices. Additionally, all administrative unit directors have completed the seasonal KPI gathering effort contributing to the new Institutional Effectiveness process.

Consequently, we find ourselves in a position of strength and readiness as we move into 2021 and begin to gather evidence for the new assessment cycle that will lead to the 2021 reports and the SIR for MSCHE. The SIR will be followed by a visit from a small confirmation team in September, which will hopefully lead to a positive conclusion of this accreditation cycle.

We are also completing the reaccreditation process with the Delaware Department of Education. We expect to conclude the application before the new year.

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REGISTRAR'S OFFICE

DEADLINE FOR CREDIT/ NO CREDIT AND COURSE WITHDRAWAL: The deadline for Fall 2020 was moved to Tuesday 22 December, the last day of exams.

TRANSFER OF CREDITS: The Office of the Registrar is now responsible for the processing of transfer of credits for incoming students. Questions about pre-matriculation transfer credits equivalencies, and post-matriculation transfer credit equivalencies through the external course pre-approval should be directed to registraroffice@aup.edu.

LEARNING OUTCOMES: The Office of the Registrar is now responsible for the data processing of Learning Outcomes into the web and database interfaces.

ACADEMIC RESOURCE CENTER

ACADEMIC RESOURCE CENTER AND WRITING LAB

WRITING LAB NEWS: The Writing Lab tutors are available, in several time zones, to assist students with their research papers and final projects. Please encourage students to contact them **before** Reading Days via the online request form Writing Lab Appointment Request or by sending an email to writinglab@aup.edu.

ARC-LINK, MATH CLINIC, & TECH/MEDIA TUTORS: ARC-Link Subject Tutors and Math Clinic Tutors are ready to help students prepare for final exams and presentations. They have planned special **exam-prep** sessions for finals, and are holding study groups. To make an appointment with an ARC-Link or Math Clinic tutor, students may submit the Remote Tutoring Request Form or e-mail arc@aup.edu.

Students should keep in mind that all Peer Tutors have Reading Days and the Final Exam period for their own study and preparation, so support for last-minute requests will be limited.

BLACKBOARD NEWS: ARC would like to remind faculty that support for Blackboard and online exams is available on the following Teams site: Blackboard Support for Faculty. If you need advice on exam set-up, or settings that help minimize opportunities for cheating, do not hesitate to take advantage of this resource.

A Good Start: If you are giving your exam on Blackboard, remind students to use the Browser Checker before class to make sure their browser settings allow optimal use of Blackboard.
https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker. They may need to enable pop-ups from https://blackboard.aup.edu/.

Academic Integrity Statement on Exams: ARC will post instructions, on the Bb Teams site, for using the AUP Honor Pledge as part of online Blackboard exams. Other how-tos for exams are available in the Files channel of the Bb site, Blackboard Support for Faculty. The AUP Honor Code will be discussed at next week's TLC.

Grade Center & Feedback: Blackboard now allows you to give feedback directly to students on assignments, quizzes, exams. From Grade Center within the course, access the student's submission to provide inline grading feedback using Bb Annotate. Several students have reported that they find this feature very helpful.

Blackboard Collaborate Ultra: this tool functions as a virtual classroom, with whiteboard, content sharing, and interactive events. This tool is now integrated in Blackboard menus. If you would like to use it for your Spring courses, you may request assistance on the Faculty Bb support site: Blackboard Support for Faculty.

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ACCOMODATIONS FOR ONLINE EXAMS: The deadline for students requesting accommodations for online exams has passed. We have received numerous requests, primarily for extended time, and are grateful to faculty who are able to manage this on their own. However, if this is not possible, due to scheduling or time zone issues, please contact Addison Nugent, anugent@aup.edu to organize online proctoring for the extended time. In addition, Ann Borel can help you set up exceptions to your Blackboard exams, allowing selected students additional time to complete them. For other types of accommodation, please contact ARC or the TLC.

For questions about any of our services, please contact arc@aup.edu.

CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

ACADEMIC ADVISING: Our team of four professional academic advisors have dedicated the bulk of the past two months to supporting Spring 2021 registration efforts and evaluating junior degree checks (JDCs). Many thanks to those faculty advisors who completed JDCs with their advisees! In coming semesters, the team will slightly adjust our communication strategy around JDCs to help facilitate the process by connecting students who need to complete a JDC directly with their faculty advisor at the right time in the semester. In addition, the team is collaborating with Russell Williams (Faculty Liaison to ACE) to plan a schedule for faculty advisor training in Spring 2021 which will include training for brand new advisors and sessions for established advisors to refresh their knowledge.

CAREERS & INTERNSHIPS: In spite of the special challenges raised in the context of Covid-19, students and alumni are meeting with success when it comes to preparing for and launching their professional lives. ACE has offered a suite of online workshops and information sessions throughout the semester including Internship Info Sessions, Career Hangouts, Networking and LinkedIn, and many others. The team also collaborated with Outreach and Advance once again this semester to deliver the (newly re-branded) Global Mentoring Program to connect current students with AUP alumni for a semester-long mentoring relationship. This semester more than 50 students signed up. Be sure to mention the program (which is open to students with at least sophomore standing) to your advisees for the Spring 2021 program. Finally, while you might assume that internship opportunities are sparse right now, this has not been the case for AUP students - we have registered _more_ internships in Fall 2020 than we did in Fall 2019!

GLOBAL PROFESSIONAL SKILLS PROGRAM (GPS): In an effort to increase student engagement, this semester the three design thinking workshops run through the GPS program were re-organized into two-session modules and were added to the course catalogue. This change enables students to participate more easily by minimizing conflicts with coursework and by making it much easier for students to identify conflicts and sign-up for a workshop that fits their schedule. In addition, incoming freshmen were automatically signed up for the workshop geared to first-year students. All of these efforts have paid off, and we are on track to have more than 100 students participate in a design thinking workshop this semester. Going forward, and with the blessing of the GPS Governance Committee (comprised of staff, faculty, and students), we are exploring options to auto-enroll upper-class students into appropriate workshops at the end of drop-add periods to boost student engagement in these workshops that receive overwhelmingly positive feedback from the students who participate in them.

LIBRARY

SERVICES DURING DECEMBER FOR STUDENTS: As per the Government's decision on academic libraries, the AUP Library has been hosting students who need to do research and study onsite. All students need to request an invitation through library@aup.edu.

- The Learning Commons' floors from level -1 up to the 4th floor are exclusively for students who have requested an invitation. Seats are numbered and assigned by the staff at the Navigation Desk.
- Students with WiFi problems may request permission to come to the Learning Commons by emailing the office of student affairs at studentdevelopment@aup.edu for an invitation. A seat assignment will be handed to them at the Navigation Desk.

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SERVICES DURING DECAMBER FOR FACULTY:
- ➢ Faculty may request to visit the Learning Commons by emailing Brenda Torney btorney@aup.edu - they may use the 5th to 8th floors.
- ➢ The LC classrooms are only accessible to faculty teaching onsite.
- ➢ The 8th floor can be used as a faculty work space (social distancing and masks are *de rigeur*) between 12h00-14h00, and part of the 8th floor can also be used as a space to eat.

LIBRARY HOURS https://aup.libguides.com/hours:
- ➢ During December we are opening the Navigation Desk on Saturdays from 12h15-17h45.
- ➢ During finals, the building will be open until 22h30.
- ➢ For further information on library services during the pandemic go to https://aup.libguides.com/covid19

PREPARING FOR OUR NEW VIRTUAL NAVAGATION DESK: While research help appointments are currently requested through LibCal (research help & library appointments for Faculty) and the library website, the library staff have been developing a new 'Virtual Navigation Desk', which will include Navigation Desk assistance, research help and a new chat platform. We hope this will go live for the spring semester.

ORDERING NEW BOOKS & FILMS FOR THE SPRING SEMESTER: The Library would be eager to receive **well in advance** the faculty's lists of books and film for the coming spring semester. Please send them at your earliest convenience to Monica Tingay (mtingay@aup.edu) otherwise we cannot guarantee quick deliveries and/or rush processing at the last minute.

TEACHING & LEARNING CENTER

The TLC continued to explore how we conceptualise learning. After a workshop with TLC fellow Maria Bach on embodiment and student learning, on 25 November we asked how different disciplines think about learning. Seta Kazandjian discussed how psychology considers the cognitive processes involved in learning, Ashkan Shalbaf talked about how athletes improve bodily skills, and Elena Berg opened questions from evolutionary biology about the 'expense of learning' as animals adapt to new environments. We'll be continuing in this direction next semester, gathering more accounts of how processes of learning are theorised in different academic disciplines, and looking beyond the university to ask about what kinds of learning are involved in, for example, creative, professional, and activist domains. We're also planning to gather information through interviews with individual faculty members at AUP about the teaching and learning styles that they have developed. We'll be working on integrating our accounts of how learning happens and how learning is thought about at AUP into planning processes. Maria Bach is currently completing the editing of the first of the TLC podcasts, which will help to make this work public.

We will be launching next week a call for a new TLC fellow to join the TLC – please get in touch (tlc@aup.edu) if you would like to talk about what that might entail.

Of course, the TLC, alongside ITS and ARC and the rest of the ACE team, has been providing support to faculty as they negotiate 2020's ever-changing teaching climate. During the reading days, on the afternoon of 15 December, from 13:00-17:00, we'll be offering a workshop to help as we plan the shape of our 2021 courses in the light of the new constraints.

FACULTY DEVELOPMENT: This semester, the Faculty Development Fund Advisory Committee has been discussing how best to modify application guidelines in the context of the global health situation. The revised guidelines, and application form can be found at https://www.aup.edu/academics/academic-career-resources/academic-affairs-office. This semester, the Committee has been pleased to approve fund applications to Hal Gardner, Marsha Libina, Iveta Slavkova, Brenton Hobart, Anna Russakoff, Amanda Dennis and Anne-Marie Picard. Applications to the Fund should be sent to Brenda Torney in Academic Affairs.

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LEARNING COMMONS: In addition to a range of practical considerations raised by the Covid-19 crisis, the Learning Commons Advisory Committee has met regularly this semester to discuss ways of maintaining the intellectual presence of the Learning Commons in the context of pandemic. It has launched a Call for Participation amongst FirstBridge groups to showcase interdisciplinary projects in the Learning Commons exhibition space as well as developing initial plans for a student, faculty and staff research and practice "forum". The Committee expects to have interesting news on both these fronts shortly.

GLOBAL LIBERAL ARTS ALLIANCE (GLAA): As a way of maintaining dialogue and intellectual exchange in an unprecedented historical moment, the GLAA has launched a virtual Speakers Bureau as a resource for classes and clubs looking to find virtual speakers from partner institutions on timely topics. The list of available speakers can be found at the following link: Alliance Speakers Bureau. Faculty and Staff looking to sign up as a speaker, or to source a speaker, are invited to contact AUP GLAA liaison, Russell Williams. The next GLAA initiative will strive to connect student organizations across the Alliance with similar interests around topical themes, such as Black Lives Matter. More information is to follow in Spring 2021.

AMICAL CONSORTIUM

RESOURCES DURING COVID-19: Since this past Spring, AMICAL has continued to organize various Resources for member institutions during COVID-19, including member-led forums on pedagogy and faculty development, information literacy, and library management, as well as a curated list of resources supporting continuity of instruction and library services.

ONLINE EVENTS: AMICAL peers have increasingly been organizing faculty/staff development events for the consortium, or taking events organized for their own institutions and opening them up for participation by any interested consortium members.

Recent events:
- Liberating Zoom: Strategies for online engagement and interaction (hosted by AU Cairo)
- Engaging online teaching: Innovations tried from recent digital pedagogy conferences and workshops
- Library tools during the pandemic: Sharing ideas and experience
- Library directors forum: Peer consulting for library leaders and their challenges
- Podcast pedagogy (hosted by AU Cairo)
- Information and Digital Literacy Journal Club: Revisiting the intersections of Scholarly Communications and Information Literacy
- Student engagement across multiple modalities of instruction (speaker Brian Beatty; hosted by Forman Christian College)

Upcoming:
- Dec 7: Faculty Developers Interest Group (meeting)
- Dec 7: Information Literacy Journal Club (discussion)
- Dec 8: Building Interactive Learning Games and Quizzes for Online Engagement (workshop)
- Dec 14/16 (date TBA): Information Literacy Virtual Forum (presentation + discussion)
- Mid-Dec (date TBA): Forum on teaching & learning experiences from Fall 2020 (discussion)
- Mid-Jan (dates TBA): AMICAL mid-year meeting on learning, technology and libraries (mini-conference)

Most, but not all AMICAL-sponsored events are posted on our events page. Join our AMICAL Connect member forum in order to get full information about all our events.

COORDINATED PROFESSIONAL DEVELOPMENT: AMICAL is looking into the possibility of continuing partnerships with organizations and events such as the Digital Pedagogy Lab, the Online Learning Consortium, Digital Humanities Summer Institute, the Association of College and Research Libraries and others, to enable group event participation for AMICAL members. If there is a source of professional development related to learning, technology and libraries that you think AUP or other AMICAL institutions would benefit from by participating as a group, let us know!

As a reminder, AUP faculty and staff can still get a registration pass from AMICAL for access to the recorded material and resources of the **OLC Innovate 2020 Virtual Conference**: instructions are posted on AMICAL Connect.

DIGITAL LIBERAL ARTS COHORT PROGRAM: AMICAL's DLA Cohort program aims to build a learning community with training and resource support for faculty-staff teams working on digital approaches to pedagogy and scholarship in the liberal arts.

Upcoming: The next round of team applications will be called for January 2021, to be announced on AMICAL Connect.

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SMALL GRANTS SUPPORTING LEARNING, LIBRARIES & TECHNOLOGY: AMICAL Small Grants can provide up to €4,000 of support for professional development or projects related to digital pedagogy or scholarship, digital or information literacies, or library/technology leadership. Note that there is also a micro-grant category (max budget of €500), which can more easily support small-scale experimentation (e.g. with digital teaching tools) or online training opportunities.

During the current period, AMICAL is encouraging applications that, within the scope of the Small Grants program, support **campus responses to COVID-19 challenges** -- in particular related to shifting to **online learning** -- or that support campus efforts towards **diversity, equity and inclusion**. Grants can be for training, but also for projects requiring resources (hardware, software, etc.).

Upcoming: The next deadline for Small Grant applications is 25 January, but note that micro-grant applications can be submitted at any time. Interested? See our Small Grant guidelines.

CONNECT WITH AMICAL: Send any feedback or questions about AMICAL to jgima@amicalnet.org, find out more about our events and programs on the AMICAL website, and join our forum for AMICAL faculty and library/technology staff at AMICAL Connect