

OFFICE OF THE PROVOST NEWS/UPDATES – DECEMBER 2023

ACADEMIC AFFAIRS

GREETINGS FROM THE PROVOST:

Dear all,

The end of the semester is in sight and I thank you all for your hard work in getting us here and ensuring the integrity and excitement of our students' experience at AUP. Beyond the classroom, over the past two months, there have been some stand-out events including Russell Williams' and Caroline Laurent's conference on Narratives and Fictions of Terrorism, excellent talks from our research centers and the Grenelle Lobby lunches, and thoughtful TLC sessions on ChatGPT, syllabus design, and how to integrate the Schaeffer Archives into teaching. Other occasions have showcased student work including Sharon Weill's Justice Lab with its focus on International Human Rights Law, and the CSMES department's poster session with contributions from all science courses and prizes for the best posters. In order to further honour students' work and inform the community of the array of projects coming out of our 26 Majors, we will hold a Majors' Fair and Festival of Scholarship on February 22nd. This is taking shape in collaboration with Student Government and Student Life, and department chairs will be in touch with information in the new year.

This semester has been distinctly forward-looking with ongoing studies into our use of space and remote work practice. Our library became AUP's first administrative unit to engage in a self-study and external review. In ACE, during Darcee Caron's leave, I have appointed Linda Martz and Isabella Archer as Interim Co-Directors, and I am very grateful for how they have both hit the ground running to focus on improving student services in academic advising, careers and internships.

I am delighted to report that the 2022 Faculty Achievements Brochure celebrating our faculty's brilliant and diverse research output is hot off the press. Copies will be distributed across campus and you can find a hyperlink to the online version in this newsletter. It has been a great pleasure this semester to get a sense of how much excellent work is done across campus both in and out of the classroom on a daily basis. I wish you courage, stamina, and a sense of humour as we head into exam season – and beyond that a restful and restorative break.

Best wishes,
Hannah



The Academic Affairs management group wishes you all a Happy Holiday and thank you for your work this semester!

ACADEMIC INTEGRITY: As we near the end of the semester, we would like to remind you of the importance of academic integrity. Youna Kim is our director of academic integrity and can be reached via academicintegrity@aup.edu. The university's policy on academic integrity is found [here](#). The policy also outlines the process for declaring violations or suspected incidents involving academic integrity. The academic incident resolution form can be found either on the [faculty support page](#) under teaching resources, or via the [arc website](#) on the page entitled information for faculty. 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. However, if it turns out a reported violation is actually a second violation for an individual student, the Office of Academic Integrity will be involved as needed. Please do not hesitate to reach out if you have any questions or need to consult on an individual case.

BOOKS AND BOOKSTORE FOR SPRING 2024: Book and supplementary material information orders were due on 30th October for Spring 2024 – please be in contact with bookstore@aup.edu for any questions.

SUBMITTING SYLLABI (SPRING 2024): All course syllabi for Spring 2024 must be submitted no later than 3rd January 2024.

NEXT YEAR'S COURSE PLANNING (2024-2025): Course planning for next year is underway. Department chairs are confirming course listings and faculty assignments for fall, spring, and summer next year. Academic Affairs is currently working on fall 2024 course scheduling. Draft schedules are being sent back for the department chair's review before being submitted to the Registrar's Office, who will then send a copy of the fall schedule for faculty proofing in January. If you have not yet submitted your scheduling preferences/constraints for spring 2025, please do so now. We will send out reminders shortly. Please remember, as always, that scheduling is an iterative and interactive process and will include several stages of faculty input and proofreading.

ALUMNI MEET-UPS: Traveling next semester? If you are interested in facilitating an AUP alumni get-together at your destination, the Office of Development and Alumni Relations would love to hear from you! We can send you off with some AUP swag for the occasion and can facilitate email and social media communications to the community. Please email alumni@aup.edu for more information as soon as you know your travel plans, ideally before the Spring semester begins!

2022 FACULTY ACHIEVEMENT BROCHURE: The faculty achievement brochure for 2022 has been published. Read all about the achievements of 2022 [here](#).

REGISTRAR'S OFFICE



Happy Holidays from the Registrar Office Team!

DEGREE APPLICATIONS DUE FOR SPRING 2024: Degree applications for students anticipating graduation in Spring 2024 or Summer 2024 were due on **Monday, 20 November 2023**. If you have an advisee who has not yet submitted their application, please schedule a time with them to review and complete this required graduation task. Spring 2024 degree candidates will receive written feedback before Drop/Add begins in January.

FINAL GRADES FOR FALL 2023: The deadline for submission of all Fall 2023 grades is **10 am on Wednesday, 03 January 2024**. It is imperative that Faculty submit all grades on time, so our office can review and confer degrees for the Fall 2023 graduates along with finalizing academic standing processes for all students before the new semester begins.

SUMMER 2024: The Summer 2024 courses are finalized and summer online registration for returning students is open until **02 June 2024**. The full offerings can be viewed [here](#).

Wishing you all a smooth end of semester!

THE GRADUATE PROGRAMS' OFFICE

PROCESS AND PROGRAM AWARENESS: The Graduate Programs Office is working with the ACE Center, Admissions, and the Registrar's Office to refine The Bachelor's to Master's Program to increase the efficiency and transparency of the process and awareness of the program, as well as to clarify the policies and procedures for students, faculty, and staff.

NEW MASTERS' PROGRAMS: The GPO continues to work with faculty and staff in multiple departments on the development of new Master's programs, which includes drafting clear guidelines on policies and procedures and assistance with marketing research, budget construction, and proposals.

ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

TEAM UPDATES: The ACE Center is pleased to welcome **Amira Moussa** to our team. Amira has a background in human resources and career coaching and joined ACE at the end of October. She is supporting internship and career advising as an ACE Administrative Assistant.

During Darcee Caron's absence, the ACE Center is also happy to welcome **Linda Martz**, Associate Professor of History and Politics, back to the team as an Interim Co-Director of the ACE Center, where she will head up Academic Advising. ACE Career Development Counselor **Isabella Archer** will co-direct with Linda, taking the lead on the center's Career and Internship projects and initiatives. Linda and Isabella look forward to working together, with the ACE team, and with staff and faculty colleagues in this capacity.

INTERSHIPS DIRECTED BY FACULTY AND STAFF: Are you interested in having an AUP student as an intern for your academic or administrative projects? Faculty and staff who wish to create an internship at AUP for our students must submit an Internal Internship Application Form before the internship begins. The form must be approved by the University **before** the student starts work for insurance reasons. Registration will not be accepted once the internship has begun. Reach out to the AUP Internship Office to learn more (internship@aup.edu) or browse the application information found on [this page](#).

INTERSHIP INFORMATION SESSIONS FOR STUDENTS: Know a student seeking professional experience or wanting to fulfill a CCX requirement off campus? The ACE Center offers Internship Information Sessions once a week (online and on-campus) for graduate and undergraduate students, covering everything students need to know, from the job search and application materials to registering for internships by French law. Workshops are published on [AUP Engage](#).



Kyle McGuan (ACE Academic Advisor) leads a GPS design thinking workshop in November 2023.

OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT, AND EFFECTIVENESS

COURSE EVALUATIONS: Course evaluations were sent to students two weeks prior to the end of classes (27-11-23). Course Evaluations will close on the last day of classes (08-12-23). Please check the response rate in your class and encourage your students to complete their evaluations if necessary.

ASSESSMENT: Please start preparing your assessment of class Learning Outcomes in preparation for the deployment of the gOAT (online assessment tool).



ACCREDITATION: Based on the data from our 2023 Annual Institutional Update (AIU), the MSCHE has voiced concern about our rapidly growing number of student enrollments between 2020 and 2021 and has blessed us with a request for a Supplemental Information Report due 13-12-23. This increase in enrollments is just a return to normality after Covid. Nevertheless, the request for an SIR will be added to our Statement of Accreditation Status (SAS). The SIR has been drafted with the help of the Registrar, ARC, Admissions, and Student Life.

LIBRARY

LIBRARY SELF-STUDY AND REVIEW: After submitting the Library Self-Study Report to President Sonya Stephens and Provost Hannah Westley in early October the Library hosted two library expert reviewers who looked at all the library processes and statistics. Thanks to all the faculty, staff, and students who participated in this review. Library expert consultants Rachel Frick (OCLC) and Rosalyn Metz (Emory University) will be submitting their report in mid-December making some important recommendations in terms of new directions and adventures to undertake.

SPACE AND EVENTS: Academic libraries are now hubs of information and *des lieux de rencontres* and ours is not an exception. Starting this semester, we have put even more emphasis on our collaboration with other campus

units and events, such as *Hispanic Heritage Month*, *Halloween* events, the *Banned Books Month*, the *Josephine Baker Symposium*, the launching of the first issue of the alumni bi-lingual review [Version Originale](#), the “*Récits et fictions du terrorisme*” book signing, among other events. The atrium also hosts **student clubs’ meetings** in the afternoons and evenings. And you have surely noticed that the atrium is an even more hybrid space of our Library, and while it is an active place for events, it will continue to host students and faculty and their day-to-day academic activities.

On the first floor, we hosted two laptops with the Office of Human Resources to facilitate the faculty and staff voting process during the latest CSE elections.

NEW TRIALS: [Oxford Very Short Introduction](#) is now on trial, thanks to our AMICAL consortium. The trial will end on the 30th of April 2024, so no excuses for not trying it. Please send your feedback using this very [short survey](#). Short description of the collection: “Very Short Introductions offer concise and original introductions to a wide range of subjects. Each volume provides an authoritative and engaging assessment of a concept, field, or body of work, drawing out the central ideas, themes, and approaches.”

We will soon start a trial of the well-known French-German **ARTE streaming platform** in addition to the existing [video streaming options](#). So, stay tuned! The testing instructions will be on our library web page in the days to come.

NEW ONLINE RESOURCES: We want to bring to your attention the new leisure reading app [Libby](#). For further news visit our web site.

YOUR RESEARCH SKILLS: Brush up your skills to find your way around e-books, streaming content, article databases, or how to sync your Google Scholar with the AUP resources and avoid paywalls. Do you need help finding a specialized library in Paris? Contact a librarian to meet one-on-one in person or on Teams. Schedule a meeting with [LibCal](#).

ACADEMIC RESOURCE CENTER

ACADEMIC TECHNOLOGY: Starting in the Spring semester we'll be offering tech-related classes for students, faculty, and staff on using a LMS (Blackboard Ultra) as well as related technologies. These workshops will be held in SaintDo SD-6.

ACCOMMODATIONS: The exam accommodation deadline for Finals was at midnight on Wednesday the 29th of November. It is important that faculty notify any students who need accommodation and that cannot be handled by faculty that the online form is available [here](#). Due to the exceptionally large number of requests received, we cannot guarantee any late requests.

AMICAL CONSORTIUM

A SHIFT IN OPERATIONAL FOCUS: VIRTUAL PROFESSIONAL DEVELOPMENT & NETWORKING: As AUP's most recent Mellon grant supporting the AMICAL Consortium winds down, AMICAL is shifting its focus this year towards online professional development and peer networking activities. While eliminating the economic (and environmental!) costs of travel, this virtual programming focuses on types of activity that [AMICAL members](#) have said are of greatest value to them.

To enhance our event programming, we are piloting a partnership with the [Open Society University Network](#) (OSUN) Library Resources Program to share selected events between OSUN and AMICAL members. This will enable us to offer more events with invited expert speakers while enriching participant interactions by including additional faculty and staff from institutions that in many cases have educational missions that align well with AUP and other AMICAL members.

Meanwhile, AMICAL continues to develop event programming aimed at helping member institutions grapple with the complex and multifold questions of generative AI in higher ed. If you are interested in conversations with colleagues at other international American universities about the implications, dangers, and opportunities of genAI in teaching and learning, check out the events below and [sign up for AMICAL Connect](#) (our member forum) and hear about others later.

UPCOMING AMICAL EVENTS:

- **5 Dec:** Information Literacy Virtual Tuesdays (discussion with AMICAL peers) – co-organized by Michael Stoepel.
- **Dec/Jan:** Digital Oral History topics - AMICAL Keeps Current member discussion of recent literature.

RECENT AMICAL EVENTS: For an overview of events organized by AMICAL or in partnership with OSUN, please visit [the AMICAL Consortiums website](#). You can find all past events with recordings linked there. For discussions among AMICAL event participants, please visit [AMICAL Connect](#).

AMICAL-NEGOTIATED LIBRARY DATABASES: AMICAL has arranged for member libraries to have extended (6-month) trial access to [the Oxford University Press Very Short Introductions](#) collection (see the Library entry about this). These scholarly topical overviews, about 150-200 pages each, are authored by field experts and are well documented, including suggestions for further reading. Thanks to Lily Serval for her work on this as AMICAL's E-Resources Technical Coordinator!



Michael Stoepel moderating an AMICAL Keeps Current discussion of recent literature on AI and information literacy.