OFFICE OF THE PROVOST

ACADEMIC AFFAIRS NEWS/UPDATES – FEBRUARY 2020

ACADEMIC AFFAIRS GENERAL

SABBATICALS: For the 2020-2021 academic year, Rank & Promotion recommended and the Provost has approved four faculty members for sabbatical. Congratulations to:

- **Christy Shields**
- **Miranda Spieler**
- **Rebekah Rast**
- **Claudia Roda**

COURSE RELEASES: For the 2020-2021 academic year, Rank & Promotion recommended and the Provost has approved three faculty members for a course release to support research. Congratulations to:

- **Carla Canelas**
- **Ziad Majed**
- **Susan Perry**

ACADEMIC INTEGRITY: We would like to send a few reminders regarding the importance of academic integrity on campus. Please note that our current Director of Academic Integrity, Gail Hamilton, has asked that faculty members take the time to consider the importance of academic integrity on campus and should not hesitate to be in touch with her to consult on any suspected or confirmed cases. We believe that many incidents are being handled informally by the professor and by the departments. Sharing information through the academic integrity procedure helps us identify individual students with multiple offenses and better address the situation.

As always, to limit incidents, be sure to follow the exam administration Policy (AA022EN) approved by the Faculty Senate.

MID-TERMS: As the mid-term approaches, we wanted to send a reminder about AUP exam procedures. These procedures were discussed and adopted at Faculty Senate to reduce the possibility and/or temptation of cheating. While this policy focuses on the longer final exam timeslot, there are elements that can be used for regular testing or mid-term exams. For example, having students leave all material (including electronics) at the front of the classroom. Other points include the possibility of using assigned seating for exams, paying attention to unexpected departures from class, etc. Please take a moment to re-read the policy.

LEARNING ACCOMMODATIONS: A reminder, only those students for whom you have received confirmation from the Student Counseling Office are eligible for student learning accommodation. The full process is under teaching resources here. The policy for final exams and questions about taking exams at a different time which can be viewed here

SUMMER 2020: Registration is now open for all students. While the Admissions Office formally communicates about summer and helps with recruitment, personal networking and word-of-mouth always proves to be incredibly effective in extending AUP's reach. Please do take a moment to peruse the summer offering and we encourage you to speak about our programs to fellow academics who may have interested advisees or even with prospective students you may meet during your travels.

NEXT YEAR'S COURSE PLANNING (2020-2021):

The *fall 2020* course plan is currently being proofread and should become public to students during the break.

Spring 2021 course planning is due from Chairs shortly after the return from the Break.

Summer 2021 planning will begin shortly. Please expect to see a series of working groups/meetings called to discuss ideas and concepts for summer 2021. We are looking to run the same format as this year, and need to start building up our themes. If you would like to be in touch with the Summer Office, please contact Andi Christmas at achristmas@aup.edu

CAPITAL BUDGET PLANNING (2020-2021): As we begin the budget cycle in preparation for our next fiscal year (2020-2021), we will shortly be sending a call to Department Chairs, Program Directors and Administrative Managers to identify needs that would fall within AUP's capital budget. The capital budgeting entails identifying our required long-term investments. Capital budget items include furnishings, improvements to our buildings and in particular to our classrooms, as well as permanent purchases for the Library or ITS. These discussions should be happening in your respective departments now and your chairs are expected to report back on needs by mid-March 2020 to Provost@aup.edu

OFFICE OF THE PROVOST

OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

MIDDLE STATES SELF-STUDY: Since our last request, we received many comments to the Self-Study Report. Thank you to all those who sent in recommendations regarding both content and style. Our Self-Study has been substantially improved by them. The time for recommendations and additions is now decidedly over. On the 24th of January, we uploaded the final version of the University's Self-Study, together with just under 300 individual documents, to the MSCHE reaccreditation data portal. Since that day, the MSCHE Visiting Team has been poring over our Self-Study Report and the attached documentation. In the first week they have made ten individual requests for additional documentation which we have addressed to their satisfaction. We can expect these requests to continue.

The MSCHE Visiting Team will be on Campus from the evening of Sunday the 15th of March to the morning of Wednesday the 18th of March. Although we are in the process of negotiating a schedule of meetings between the 8 member Visiting Team and the AUP community, it is the prerogative of the Team Chair to ask for different or additional meetings upon arrival on campus. It is therefore important that we take all reasonable measures to be available.

DEPARTMENTAL CURRICULAR REVIEWS: We are currently in the 3rd wave of departmental curricular reviews. The external reviewers for the Comparative Literature and English Department, the Global Communications Department, and the Film Studies Department have all sent in their final reports. The Psychology Department and the International Business Administration Department are currently planning, or beginning, their respective self-studies.

THE ASSESSMENT OUTCOMES DAY: This year, Assessment Outcomes day will be held on Wednesday the 29th of April from 9:30 to 14:00. The Assessment Task Force welcomes its new members Russell Williams and Laurence Amoureux and is feverishly working to develop 4 exciting new workshops which you will not want to miss. The workshops will cover topics such as: the new Experiential Learning and Research Methods and Writing in the discipline, establishing a two year assessment cycle, and direct versus indirect evidence, moving towards more effective measures of student learning. A final schedule will be available shortly after the MSCHE Team visit.

REGISTRAR'S OFFICE

MID-SEMESTER: All Incomplete grades from Fall 2019 must be changed before Wednesday, 11 March or they will automatically become F grades. Mid-Semester grades are due on Friday, 13 March. All grades of C- or below must be reported on the Faculty Portal by then.

NEXT SPRING 2020 COURSE OFFERINGS: The Registrar's Office will send the Fall 2020 course schedule for Faculty proofing and aims to make it public for student viewing at the start of March.

REGISTRATION WINDOWS FOR FALL 2020:

Fall 2020 PRIORITY REGISTRATION DATES	
Returning Students	
Graduate Students	Monday 16 March- Sunday, 19 April
Seniors	Monday 16 March- Wednesday 25 March
Juniors	Thursday, 26 March– Sunday, 5 April
Sophomores	Monday, 6 April– Sunday, 12 April
Freshmen	Monday, 13 April– Sunday, 19 April
Grace Days	Thursday, 30 April– Sunday, 3 May
All returning students	

SUMMER 2020 COURSE OFFERINGS: The summer 2020 schedule is currently available and open for registration until Sunday 31 May.

OFFICE OF THE PROVOST

ACADEMIC RESOURCE CENTER

FACULTY NOMINATIONS AND ARC PEER-TUTORING SERVICES: Welcome back to *Paris in the Springtime* – it's going to be a beautiful semester! Thank you to all faculty who nominated an ARC-Link, Tech/Media, Math Clinic or Writing Lab tutor this semester! They are off to a great start, and we have overheard some very impressive sessions. Remember: we also have a tutor for all French language levels. If you are happy with a tutor's performance and/or results, please encourage them to join the GPS program. Questions about peer tutoring? Please contact anugent@aup.edu for ARC-Link, Tech/Media, and Math Clinic tutors; amott@aup.edu for the Writing Lab.

We would also like to remind you to add your tutor to your Blackboard site, if you are using one, so that he/she can access assignments and prepare for sessions. The ARC-Link and Math Clinic schedules have been posted on the Web (barring changes during Spring Break, or study trips, etc.). You may find them here: https://www.aup.edu/academics/academic-and-career-resources/academic-resource-center/peer-tutoring

Nominations are now closed, as we have distributed all ARC community service grants for spring semester. The nominations for Summer Session 2020 and Fall 2020 will open in April (via online Webform).

BLACKBOARD: Questions about tools and menu items? Want to personalize the look of your course? Add video or audio clips? The online Blackboard Faculty Manual can be consulted here: https://help.blackboard.com/Learn/Instructor?utm_medium=Learn&utm_campaign=Product_link&utm_content=Instructor

Several faculty and students have asked how they can adjust their MyBlackboard page to show only the current semester's courses. In the heading labelled *My Courses*, click on the small gear-shaped icon to the right. You can then choose what you want to see on your landing page. Need help? arc@aup.edu

OFFICE OF THE PROVOST

CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

AUP INTERNSHIP PROGRAM: In coordination with the Office of the Provost, the Career and Internship Advising teams have put plans in place to strategically improve and strengthen the AUP internship program. In the coming semesters, the advising team will collaborate with faculty colleagues across the institution to develop, among other things, faculty-driven best practices and resources for internship and career advising, and the expansion of the AUP employer network in targeted industries to better meet student needs. In the context of this development, we are happy to announce that our Internship Coordinator Kortney Nosakowski's position has evolved to AUP Internship Program Manager. Kortney is also taking on a leading role with regard to the Career and Internship offices' employer relations, and will thus be managing the new AUP Global Talent Portal (replacing the Global Talent Brochure) for students and employers. Please join us in congratulating Kortney for this new well-deserved progression in her career.

ACADEMIC ADVISING: After Spring Break, we will be organizing training sessions for general advising, both newbie and refresher, as well as focused workshops on using the Degree Worksheets. We look forward to receiving faculty confirmations that they are interested in attending. Also upcoming: the launch of an on-line External Course Pre-Approval form and a Study Abroad Checklist, both of which we hope will facilitate student mobility and help faculty in their conversations with students. We will be going live before the end of the semester, so watch this space.

LIBRARY

ALMA AND PRIMO PROJECT ALMOST COMPLETED: Since January 2nd, the library system has been handled by the *ExLibris* discovery tool *Primo*. The Library and the ITS teams have made the transition as smooth as possible and so far we have had very positive feedback from Faculty about the new discovery tool. All acquisitions, loans, reserves, holds, and Inter-library loan transactions are up and running. The new system is still being adapted and both ITS and the Library are planning a small party once the process is fully completed. If you need to have a small private training session do not hesitate to contact the members of the Library.

ORDERING NEW BOOKS & FILMS FOR THE SUMMER SESSIONS: Please note that the deadline for ordering books and films for the Summer Semesters is March 15th. After this date the Library may not be able to have everything ready for the beginning of the next semester. Send all your requests to Monica Tingay (mtingay@aup.edu) and if you have any questions call her at extension 709. You may also use the web form.

INTER-LIBRARY LOAN AND LIBRARY REFERRALS: The AUP Library has been constantly serving faculty members, students and staff with document delivery and inter-library loan needs. As ILL does not work within the city of Paris sometimes we have to refer the user to another local library. We often refer students to the BnF, the Sciences-Po, the INHA and the Kandinsky libraries.

The Library can also help faculty organize a group visit to other local libraries depending on the discipline. If you need help for you or your students contact a librarian.

TEACHING & LEARNING CENTER

UPCOMING EVENTS:

March 3 or 4, TLC Mellon Workshop on Digital Literacy – date and time to be confirmed.

March 9, 10:15-11:15, TLC Breakfast (coffee and pastries)

March 24, 3:30-5, TLC Mellon Workshop - Digital Technologies and Participatory Teaching Techniques, facilitated by Prof. Niklas Chimirri (Roskilde University, Denmark)

PAST EVENTS:

Jan. 29, TLC Mellon Workshop - Liberal Education and Reflective Practices, facilitated by Michael Bamberg (current Fulbright Distinguished Chair in Humanities and Social Sciences at Adam Mickiewicz University, Poznan). During the workshop, Michael redressed the role of 'reflection' for teaching and learning in Higher Education. He guided workshop participants through a number of reflective practices, including discussions about what sometimes goes wrong in the classroom and why. The TLC group is creating a discussion board on the topic through Teams. More information is coming soon.

Jan. 20, TLC Breakfast – We discussed funding opportunities and collaborations with colleagues of other American universities in research and teaching. For more information, contact Rebekah Rast rrast@aup.edu.

OFFICE OF THE PROVOST

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:
   A new (and final) call for the **Fully Collaborative Team-Taught Course grants** (to be taught in Fall 2021) will be published soon.
   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 (and see her e-mail sent to faculty 4 Feb. 2020). An Oral History Workshop (8-10 June 2020) is also planned for those interested in incorporating oral histories into your globally connected courses.

GLCA Center for Teaching and Learning. Regularly updated resources are posted to their site.

LEARNING COMMONS*:* The Learning Commons Advisory Committee continues to meet regularly 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 Isabella Archer, Bill Fisher, Peter Hägel, David Horn, Sandra Lefaure, Addison Nugent, Rebekah Rast, Natalya Shiryaeva, Olivia Spinelli, Michael Stoepel, and Chris Turner.

AMICAL CONSORTIUM

AMICAL 2020 CONFERENCE - LITERACIES FOR A DIGITALLY TRANSFORMED WORLD: The AMICAL Consortium organized its 17th annual meeting and conference 15–18 January at the American University of Kuwait. The conference program — built around the theme of "Digital transformation at international liberal arts institutions: Innovation, collaboration & sustainability" and organized by a committee of AMICAL members chaired by Alex Armstrong (AMICAL's Program & Technology Officer) — included the following highlights:

Keynote by Siva Vaidhyanathan (Robertson Professor of Media Studies and Director of the Center for Media and Citizenship, University of Virginia) on "The operating system of our lives: How we misunderstood the digital transformations" (watch the recording — engaging for anyone interested in the dangers of leaving the governance of our new media/data environment to Facebook, Google and the other private/for-profit builders of that environment)

Workshops on "Strategic approaches to the development of digital literacies" (Doug Belshaw, Co-founder, We Are Open Co-op) and "Library leadership in the global context" (Donna Scheeder, President, Library Strategies International)

Glass Room exhibit exploring society's dependence on data and technology, the normalization of monitoring and surveillance, and how this relates to the teaching of digital literacies at our institutions.

43 sessions presented by AMICAL members on libraries, technology, learning and digital transformation; 114 people attended the conference, mostly librarians, faculty and technologists from 26 of AMICAL's 30 member institutions.

Seven colleagues from AUP participated:

Jeff Gima (AMICAL/Library) was a co-organizer of the event

Michael Stoepel (Library) and David Tresilian (Comparative Literature and English) presented on "Student-faculty research team collaboration in the liberal arts: Lessons learned from the GLCA-Library of Congress program"

Jorge Sosa (Library) attended as AMICAL Representative for AUP

Lily Servel (Library) attended in her new part-time role as AMICAL's E-Resources Technical Coordinator

Martin Dege (Psychology) and Geoffrey Gilbert (Comparative Literature and English) also attended

Revisit the event via the #amicalconf Twitter stream and the AMICAL 2020 photo albums, or find AMICAL 2020 follow-up discussions on AMICAL's member forum, AMICAL Connect.

ONLINE EVENTS: INFO/DIGITAL LITERACIES & STUDYING RESEARCH ACTIVITY: AMICAL's standing committees organized the following online events for librarians, technologists and faculty across the consortium:

8 Oct: Information Literacy Journal Club: Shaping the Future of Academic Libraries: Authentic Learning for the Next Generation College Students

17 Oct: Information and digital literacies open meeting

12 Nov: Information Literacy Journal Club: Digital literacies from a feminist perspective

10 Dec: Information Literacy Journal Club: Embedded students planning library instruction

12 Dec: ITHAKA's Faculty & Student Surveys: understanding how they do their research and perceive our libraries

16 Dec: About COUNTER and the Code of Practice (standardizing publisher's reporting of library database usage data)

17 Dec: Freshmen above and beyond: library workshops as an alternative to the first-year programmes

More information about past and upcoming events is available on AMICAL's Events page.

SMALL GRANTS: DIGITAL LIBERAL ARTS & LIB/TECH LEADERSHIP: In the November Small Grants application cycle, AMICAL awarded €12,775 to colleagues at three AMICAL institutions, supporting projects and training related to digital liberal arts and library/technology leadership, and information/digital literacies. See our Small Grants update for more detail on the specific funded activities. AMICAL Small Grants can provide up to €4,000 of support for each funded activity. The next deadline for Small Grant applications is 17 February. See the Small Grants guidelines for more information.

NEW AMICAL STAFF: In December, Lily Servel began a new part-time role with AMICAL. Lily, whose primary work responsibilities continue as Technical Services Assistant for the Library, is now spending a small portion of her full-time workweek in the role of E-resources Technical Coordinator for AMICAL. She'll be helping to manage the data, documentation and communications of AMICAL's E-Resources Committee in its consortial negotiation of licensed products (databases and library/learning technologies) on behalf of AMICAL members. Welcome anew, Lily!