

OFFICE OF THE PROVOST

NEWS/UPDATES – FEBRUARY 2022

ACADEMIC AFFAIRS

NEW FACULTY IN SPRING 2022: We are delighted to welcome two new faculty members to the Department of Communication, Media and Culture this Spring 2022. **Isabelle Carbonell** joined us as Assistant Professor of Film Studies (Production) and **Emre Çağlayan** will be joining us very soon as Assistant Professor of Film Studies.

SABBATICALS: For the 2022/2023 academic year, the Rank & Promotion committee recommended and the Provost has approved four faculty members for sabbatical. Congratulations to:

- **Peter Hägel** - Fall 2022
- **Robert Earhart** – Spring 2023
- **Marie Regan** - Spring 2023
- **Brian Schiff** – Spring 2023

COURSE RELEASES: For the 2022/2023 academic year, the Rank & Promotion committee recommended and the Provost has approved two faculty members for a course release to support research. Congratulations to:

- **Youna Kim** - Fall 2022
- **Shahram Alijani** - Spring 2023

FACULTY SEARCHES: There are active faculty searches underway for an Assistant Professor of Computer Science, Assistant Professor of Psychology, Assistant Professor of History, Law and Society, and Assistant Professor of History.

GUIDE TO BEST PRACTICES IN FACULTY SEARCH AND HIRING: this new guide can be viewed [HERE](#)

FACULTY PROFILE UPDATES: faculty are encouraged to keep their profile updated on the AUP website through this [LINK](#)

ACADEMIC INTEGRITY: The 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. Sharing information through the academic integrity procedure helps us identify individual students with multiple offenses and better address the situation.

MID-TERMS: This is a reminder about [AUP exam procedures](#) to help 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.

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 can be viewed [here](#).

SUMMER 2022: 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.

NEXT YEAR'S COURSE PLANNING (2022-2023):

- The *Fall 2022* schedule of courses will be sent for faculty proofing shortly.
- *Spring 2023* scheduling preferences was recently called for and will be referred to as we build the schedule.
- *Summer 2023* planning will begin shortly. 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 (2022-2023): As we begin the budget cycle in preparation for our next fiscal year (2022-2023), we will shortly send 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 and 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 2022 to Provost@aup.edu

OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

TAYLOR BROOKS'S DEPARTURE: The IRAE Office bid farewell to **Taylor Brooks**. Taylor served as AUP's Institutional Research Analyst for the last five years. During his time, he helped reshape the office while assisting the faculty, staff, and leadership with their data queries and requirements and therefore contributing in no small manner to the advancement of the Institution. We wish him all the very best.

MSCHE: On the 2nd of December, 2021, the MSCHE officially acknowledged receipt of the supplemental information report with no follow-up requests for evidence. After a brief informal conversation with our Liaison Officer, we have every reason to expect a positive outcome from the coming Spring visit of MSCHE auditors.

CURRICULAR REVIEWS: The regular curricular review processes restarted in Fall 2021. The PHG and E&M departments will have their visits in March while the CSMES and FSML, have begun their curricular self-study.

NEW COURSE ASSESSMENT REPORTING TOOL: As of last week, over 40 faculty members opted to use the new online assessment platform. If you taught in Fall 2021, you have received an email from "Course Evaluations" soliciting assessment results for each course taught. The tool allows faculty, for every course and every learning outcome, to upload the evidence collected, the conclusions, and any planned actions. The tool also provides helpful explanations and examples.

ACADEMIC RESOURCE CENTER

AUP INSTRUCTIONAL DESIGNER: We welcome our new Instructional Designer, **Kevin Dixey**, who is replacing Ann Borel as the director of ARC. Kevin hails from Bellingham, WA, USA, where he served as Instructional Designer and Learning System Manager for Western Washington University since 2016. Kevin earned his Master's in Education from Western Washington University in 2010 and has been working with WWU faculty ever since offering training and assistance in LMS and course design development.

BLACKBOARD TESTING OPTIONS: Questions about exam options in Blackboard? The Blackboard Faculty Manual for testing can be consulted [HERE](#). In addition, you may consult the [FAQs](#). However, more complete information and a number of 'how-to' documents are available on the Teams site for Faculty Blackboard Support. If you have questions that cannot be found in the resources, please use the chat on the Faculty Blackboard Support Teams site.

ACCOMMODATIONS: The deadline to request ARC Midterm Exam Accommodations is Monday, February 28th OR 2 weeks before the exam date. Late requests will be reviewed and processed on a case-by-case basis. For information about academic accommodations & exams, please contact Rachel Webber (rwebber@aup.edu) or arc@aup.edu.

PROCTORING AND PROCTORING SOFTWARE: As announced previously, AUP now has a license for a bundled solution called Respondus Monitor and Lockdown Browser. If a professor or proctor is present during an in-person exam, Respondus Monitor is not usually needed, just the Lockdown Browser function. However, for remote exams, both applications are recommended. Respondus can be found in your course tools on Blackboard. It is highly recommended that you do a test run (perhaps a simple quiz) with your students before deploying Respondus on a high-stakes exam.

ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

STUDENT SUPPORT MODES: There are 3 ways students can get support from ACE:

- Attend an Event/Workshop: [All on the ACE Center page of AUP Engage](#)
- Come to Office Hours: Every Tuesday and Thursday Period 4 (1:45-3:05pm) on 3rd floor - Quai building
- One-on-one appointments: [here](#)

We encourage students to attend events/workshops first before coming to a one-on-one meeting. Office hours are first come, first served and are an opportunity to get quick and immediate feedback or support with pretty much anything: CV, cover letter (EN or FR), interview prep, academic planning, course registration troubleshooting, internship registration, etc.

NEW WEEKLY WORKSHOP: The ACE Center team has launched a new weekly workshop for degree-seeking students, the “Degree Planning Workshop”. These workshops are deployed *sur mesure* for the students who attend and are designed to support students with anything related to degree worksheets and academic planning. These workshops will continue through the entire semester, and are held on varying days and times to accommodate all student schedules. [Details here](#).

CALL FOR CLASS VISITS: Every semester the ACE Center solicits invitations from faculty for class visits. These interventions, which can be as short as 5 minutes or as long as a class period, are an incredibly effective way to increase student awareness of our services and programming. When faculty “endorse” ACE by inviting us into your learning spaces, students take note and are more likely to engage early in their own academic and career development aspirations. If you’d like an ACE team member to pop in briefly this term, please email careers@aup.edu.

LIBRARY

BLACK HISTORY MONTH: The Library is joining the efforts of the Combes Gallery during Black History Month. While the Combes Gallery will present the art of a great Haitian artist focusing on decolonization, the Library will be echoing this by presenting a small book exhibit related to decolonization and the Caribbean. We are also planning to bring a former graduate student, an expert in the subject of decolonization, to campus for a reading. So, stay tuned for more details!

YOUR DAILY NEWS: The Library subscribes to the international edition of the New York Times. Members of the AUP community can access the daily news using the following [instructions](#). While some Faculty subscribe to the DailyChatter because it is concise, convenient and reliable, some students have adopted it for its global approach. Nevertheless, the majority of students are still getting their news from social media. One option to help them opt for quality sources is the DailyChatter (free college subscription), a completely independent, non-partisan news service that arrives by email daily (at noon Paris time/ 6:00 AM Eastern time). The Daily Chatter includes a brief and easily readable digest of international stories with links to newspapers and news agencies. An email promoting this news service will be sent soon to all students. If you also want to sign up for it simply click [here](#). If you have problems with one of these news sources do not hesitate to contact Lily Servel (lservel@aup.edu) at the Library.

KEY SERVICES FOR FACULTY: Before presenting a new course proposal to Curriculum Committee do not forget to ask for Library support and revision of availability of your course reading. Sally Murray (now library member at CC (smurray@aup.edu)) and Jorge Sosa (jsosa@aup.edu) can help you look for online sources at the AUP Library and help you link them to Blackboard.

Send your requests for books and film purchases to Monica Tingay (mtingay@aup.edu). Material requested after the start of the semester may take too long to get to the shelves, so please plan in advance.

Inter-library loan/document delivery is a key library service when looking for items not owned by our campus Library. This service might become handy when preparing to teach a new course or write an article. For ILL request write to ill@aup.edu.

The Library is aware of the changes brought about by the adoption of a new library discovery system a few years ago. If you feel you need a one-to-one brush up session you may request one with a faculty librarian [here](#).

TEACHING & LEARNING CENTER

The TLC is very excited about the arrival of **Kevin Dixey**, the new instructional designer and director of ARC. His presence will allow us to refresh working relationships with ITS, the library, and ARC, and to offer more fully formalized services to faculty.

NEW FACULTY: Our concentration in this first part of the semester has been on making sure that new faculty have the support and resources that they need, and on establishing the networks of horizontal support that can allow them to feel fully part of AUP teaching.

STUDENT LEARNING: We have been thinking about ways in which our pedagogy might need to change to address students who have spent the last two years - here, in their high schools, in other institutions - in improvised educational responses to the epidemic. Do we need to be more direct about teaching study skills? Can we create the forms of intimate and rigorous education

that we have been used to in the same ways as before? Kate-yue Zhang and Francesca Balestrieri led a discussion on student learning on Wednesday 9 February. The TLC is also working with Student Development and ARC to improve the way that we address student needs for learning accommodations, and we'll be holding a TLC workshop in the second part of the semester.

DIGITAL SEMINAR: The digital seminar - in which a group of faculty workshop digital projects (aimed either at developing digital skills for research and teaching or at developing courses for digital literacy GLACC coding) is underway, meeting fortnightly with Alex Wermer-Colan (coordinator of digital scholarship at Temple University). That group is also beginning to coordinate with the FYE (First Year Experience) task force, to consider the role of a shared signature digital project within the FYE. We'll be working with the taskforce to bring some ideas to faculty at the Retreat on 13 April.

FACULTY RETREAT: As plans for the FYE experience take form, and as discussion of the FYE begins to spread through the institution, the TLC will be involved (with the task force, and ACE) in organizing the Faculty Retreat, to be held on 13 April. We expect to run a series of hands-on workshops, where faculty can energetically inform the plan with experience and imagination.

UPCOMING: Topics that we will consider in the second half of the semester include Scholarship in Teaching and Learning (how might we use our experience and experiments with our student body as a basis for formal and informal research); we are arranging visiting speakers to help us think through the ways that students use the city of Paris as part of their education, and to consider how we imagine student mobility (in study trips, for example).

FACULTY DEVELOPMENT & THE LEARNING COMMONS

FACULTY DEVELOPMENT: At the start of the Spring semester, we were very pleased to welcome and provide orientation for two new permanent CDI faculty members: Isabelle Carbonelle and Emre Caglayan (both teaching in the department of Communication, Media and Culture). We did the same for seven CDD colleagues: Anne de Sales, Saadia Mirza, Giulia Battaglia, Elodie Barthelemy, Elizabeth Schub-Kamir, Dragan Kuljanin and Marco Pascucci. A warm welcome to AUP to them all. Many thanks to colleagues Kevin Fore, Charlotte Vernier, Brooke Berndtson, Brenda Torney, Mathieu Motta, Pauline Bonnot, Geoff Gilbert, Sofia Valeonti and Quang Nuygen Luong who participated in the sessions. Thanks also to Sneharika Roy and Robert Earhart who have agreed to act as mentors for new CDI faculty colleagues.

LEARNING COMMONS: The Learning Commons advisory committee plans to continue hosting the Learning Commons Forum for Research and Practice in the Spring. As with last semester, the Forum will be open to all members of the AUP community, and will be supported by the Library, ACE and the ARC. The Spring 2022 Forums, dates to be announced shortly, are likely to be in conjunction with at least one AUP Research Center.

GLOBAL LIBERAL ARTS ALLIANCE (GLAA): The GLAA will shortly be again looking for instructors willing to partner with colleagues at institutions across the Alliance for globally connected courses as part of its Global Course Connections initiative (<https://liberalartsalliance.org/programs/global-course-connections/>). In such courses, instructors of "connected" courses collaborate synchronously or asynchronously on the design of their connections (common readings, viewings, and assignments; co-created lectures, and so on), and students and instructors collaborate on its execution (shared lectures, guest lectures, joint student projects, joint student presentations, and so on). The courses can be new or adaptations of existing courses. Stipends are available for participation. More details will be forthcoming, when the GLAA issues its call, expected late February.

AMICAL CONSORTIUM

RECENT EVENTS: Here are some [recent online events](#) we've organized for librarians, faculty and technologists at AUP and other **AMICAL member institutions**:

- Information Literacy Virtual Forum: Integrating information literacy modules into English courses at the Lebanese American University (thanks to Michael Stoepel and AMICAL's Information Literacy Initiatives Committee for organizing)

We recently organized our second annual AMICAL Mid-Year Forum on 9-10 February, with the following sessions:

- Sharing experiences from classroom-integrated digital projects across the consortium
- Reflecting and planning for the brave new world of teaching courses with writing, research, and information literacy components

- Getting started with ACRL's Project Outcome: Tools and strategies for assessing outcomes for your library's programs and services
- Initiating Open Educational Resources (OER) on campus: What does it take?
- Library marketing in action: Initiatives, strategies, and practice across AMICAL institutions
- Unconference: Member-proposed sessions on libraries, technology and pedagogy

UPCOMING EVENTS:

- 24 February: Habib University Makerspace: A multidisciplinary space for all
- 7 April: Enhancing Information Literacy Instruction through Student-Led Content Creation

We have an array of other events tentatively planned for March through July, and we would love to get any feedback AUP colleagues might have on these – including ideas for how to make these events relevant and useful for you, or just to indicate that you're interested:

Digital Liberal Arts:

- Speed dating with potential partners for cross-consortium digital project collaborations
- Library partnerships with faculty and IT
- Librarian roles involving digital project metadata
- Simple tools for semantic annotation of texts and images in the humanities
- Integrating digital literacy and digital humanities into the curriculum
- Digital project management and sustainability

Leadership & Assessment:

- Future directions for academic libraries

Open Education:

- Workshops on using different platforms to create OER

CONSULTATION & TRAINING ON DIGITAL HUMANITIES METHODS, TOOLS & PEDAGOGY: Najla Jarkas, AMICAL's Mellon Digital Liberal Arts Fellow, has been providing consultations and workshops to faculty and staff from many AMICAL member institutions. AUP faculty and staff looking for advice on digital pedagogy or scholarship can benefit freely from Najla's consulting and training services. For questions outside her direct expertise, she'll help connect you with another appropriate expert and may be able to help find funding for that if it's needed. To find out more, and to book a consultation or drop in during office hours, see our [Digital Liberal Arts Consultation Program](#).

SMALL GRANTS SUPPORTING PEDAGOGY, 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. The next round of Small Grant applications will be reviewed following the deadline of February 28, but note that micro-grant applications (requests for €500 or less) can be submitted at any time. See our [Small Grant guidelines](#) for more information.

CONNECT WITH AMICAL AND CONSORTIAL PEERS: Send any feedback or questions about AMICAL to contact@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](#). AMICAL now organizes monthly Q&A sessions, with next date [February 22 at 10am](#) — you're welcome to come ask anything about the consortium or its programs.