

OFFICE OF THE PROVOST

ACADEMIC AFFAIRS NEWS/UPDATES – MAY 2021

ACADEMIC AFFAIRS GENERAL

PROMOTIONS: Congratulations to the following faculty members who will be promoted from Assistant to Associate Professor on August 1, 2021:

Shahram Alijani

Carla Canelas

Peter Haegel

SABBATICALS AND COURSE RELEASES: Congratulations to the following Faculty members who will have a semester sabbatical in 2021-22:

Jayson Harsin

Brenton Hobart

Congratulations to the following faculty who have a course release for research:

Jessica Feldman

Hall Gardner

ACADEMIC INTEGRITY: As we approach final exams, we remind you again of the importance of [academic integrity](#) at AUP. Please take a moment to read through these links. It is very important to follow the process. The process allows us to have a serious conversation with students who break the rules and will allow us to identify repeat offenders for more serious conversations and sanctions.

Our Policy on Academic Integrity can be found online [here](#):

A PDF of the incident report form can be found online [here](#):

Please do not hesitate to contact Gail Hamilton ghamilton@aup.edu with any questions or concerns regarding Academic Integrity issues you may have.

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 found online here: <https://www.aup.edu/academics/academic-resources/learning-difficulties>. The policy for final exams and questions about taking exams at a different time which can be viewed [here](#)

OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

ASSESSMENT OF STUDENT LEARNING AND THE MSCHE: As we mentioned in the last communication to the faculty senate (and the one before that as well), all of the reporting from the current assessment cycle will inform the Supplemental Information Report (SIR) that the MSCHE requires us by the end of August to confirm our accreditation status. We have already started gathering evidence for the GLACC and we are grateful to those of you turned in your reports in a timely manner. We are also grateful to those who turned in their reports after judicious prodding. Departmental reports are due on the 15th of May and, if you have not turned in your assessments to your chairs, you can expect some vigorous prodding in the days ahead.

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DELAWARE DEPARTMENT OF EDUCATION: As expected, the Delaware Department of Education renewed our right to confer degrees for another five years.

OUTCOMES ASSESSMENT DAY: You should have all received the announcement of the upcoming outcomes assessment day to be held online on Monday the 10th of May from 9 am to 1:30 pm. Our colleagues on the institutional effectiveness steering committee, with the collaboration of Safia Benyahia, will lead some very interesting workshops.

REGISTRAR'S OFFICE

FINAL EXAMS: Final exams started May 3rd and will run until May 12th. The duration of each exam is 2H30. Thank you for your participation in the Final Exam survey which enabled us to allocate classroom rationally for onsite exams. The full schedule can be found [here](#).

FINAL GRADES: Final grades for degree candidates are due on Tuesday, May 18th and for all other students on Tuesday, May 25th. Please see relevant email communications for details regarding grade submittals.

REGISTRATION: Fall 2021 registration is now complete with 91% of students registered to return next semester. Classes in the fall will be held exclusively on-site, therefore, learning location data will not be collected.

GRADUATION: As mentioned in a communication from the President's Office, the graduation ceremony will be online again this semester. Please refer students to registraroffice@aup.edu with any questions.

ACADEMIC RESOURCE CENTER

BLACKBOARD AND FINALS: Questions about exam options in Blackboard? The Blackboard Faculty Manual for testing can be consulted here: https://help.blackboard.com/Learn/Instructor/Tests_Pools_Surveys. In addition, you may consult the FAQs on our Teach Remotely site: <https://my.aup.edu/teach-remotely/blackboard>. However, more complete information and a number of 'how-tos' are available on the Teams site for Faculty Blackboard Support.

Here you will find information about deploying tests, grading, making cheating more difficult, using the Honor Pledge, and more. The Blackboard Teams site is open to all faculty; however, if you are a new member of faculty, or just new to Teams, you can join with this code: ini53z0. Once on the Teams site, click on Files at the top of the page and choose the handout you need. You may also post urgent questions to this Teams site, before and during exams.

ACCOMMODATIONS: For information about academic accommodations & online exams, please contact Addison Nugent (anugent@aup.edu) or arc@aup.edu.

PROCTORING: Online Proctoring Software for Final Exams: As announced previously, AUP has been piloting various proctoring solutions for remote, online, and in-person testing. We now have 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. In this way, you can make sure all students are able to access the software and understand how it functions. Once you have created and deployed a test in your course, you can configure it to require the Respondus LockDown Browser by going to Control Panel > Course Tools > Respondus LockDown Browser.

Features of LockDown Browser

If a student tries use a regular browser to access a test that has Respondus enabled, Blackboard will notify them that they need to use Respondus to access the test. With LockDown Browser, students cannot enter a web address to go to another site, and they cannot open other tabs (unless a link to another site is included within a test question). The browser is displayed full-screen and cannot be minimized, resized, or exited until the test is submitted. In addition, all printing, keyboard shortcuts, screen capture, function keys, and right-click menus are disabled. Students will be unable to copy or print.

RECOMMENDATIONS: Provide information on technical requirements for students - Respondus LockDown Browser requires that students use a Mac or Windows computer to take their exam. In addition, Monitor requires that students have a working webcam.

Again, the first time you use Respondus Monitor should be with a practice quiz. This will familiarize students with the system in a low-stress environment. See the section "Resources for Students" here.

Respondus Monitor: Respondus Monitor is a proctoring solution that is built upon the Respondus LockDown Browser. Monitor adds an automated proctoring service that uses a student's webcam and video analytics to prevent cheating during online exams. Students use the webcam to record themselves during an exam. A "startup sequence" guides them through requirements selected by the instructor, such as showing their IDs or making a short video of the exam environment. Only the instructor can review video recordings and the results of the proctoring session. If giving an exam on university computers, you will need to contact ITS (helpdesk@aup.edu) to install a different version made for computer labs or classrooms where students do not have administrative rights.

INSTRUCTOR TRAINING: LockDown Browser & Respondus Monitor

There is a faculty webinar scheduled for May 6th, if you have additional questions about using these tools. Although our exams will have begun by then, you may still register at this link for an introduction to the use of Respondus (please keep in mind that this will be in the early evening, Paris time): Thursday, May 6 at 12 pm ET / 9 am PT. Other dates are possible, as well: <https://web.respondus.com/webinars/>.

HONOR CODE PLEDGE FOR EXAMS: if you wish to add the AUP Honor Code Pledge to an exam, the attachment is sent with this newsletter.

Information about the move to the new Blackboard Ultra will be available after final exams.

Questions? arc@aup.edu

ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

DESIGNING YOUR EDGE: The ACE team recently launched a dedicated workshop for **graduate students** to support them as they prepare for their job search or alternative next steps after graduation entitled **Designing Your Edge**. The workshop, based on the popular Designing Your Narrative workshops offered to undergraduates, aims to prepare students to present themselves in a compelling manner to employers, graduate programs for further study, funding opportunities for startups, or whatever their objectives are upon completion of their programs. Roughly 35 graduate students participated in the workshops this semester, and will have the opportunity to pitch themselves to a panel of program faculty, fellow students, and other guests for constructive feedback at a Teams event on May 19.

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STUDY ABROAD: In collaboration with University Communications and the Admissions Office teams, the **study abroad pages** on the [AUP website](#) that are designed to inform current AUP students about their options to study abroad have been fully updated this semester. Redundant pages have been identified and removed, language has been unified, and information and policies have been updated and clarified.

NEW ADVISOR TRAINING: Training for new advisors was held the week of April 19th in two 80-minute sessions. The first session covered policies and advising knowledge to ensure advisors are comfortable discussing AUP's liberal arts style of education with students and to establish their ability to navigate and speak with confidence and relative authority on AUP academic policy. The second session covered the intricate mechanics of academic advising by working through two case studies of a degree-seeking freshman and a transfer student. This training will be held again in the early summer months for those new advisors who were unable to attend and who need training and for any veteran advisors who'd like to invest in a thorough refresh.

THE GLOBAL PROFESSIONAL SKILLS PROGRAM: GPS has hit a tipping point in terms of enrollment and participation. There are currently 200 degree seeking students enrolled in the program – 30% of degree seeking students are enrolled. Attendance at design thinking workshops has also increased significantly with 128 students attending Designing Your AUP (72 last year), 59 students attending Designing Your Life (24 last year), and 52 students attending Designing Your Narrative (34 last year). Student feedback on the workshops remains overwhelmingly positive with 95-100% of respondents indicating a high level of satisfaction (depending on the workshop). The GPS Team is comprised of colleagues working in a variety of departments at AUP. If you are interested in getting involved, do not think twice about reaching out to Darcee Caron dcaron@aup.edu. There are many different ways to be involved (advising GPS seniors, workshops, promotion, collaboration, etc.) and many levels of involvement (it need not be a major time commitment).

LIBRARY

THE LEARNING COMMONS OPEN ON EXCEPTIONAL SUNDAYS: The Quai building will be open as announced by Philip Von Eiff every week. That information is also available also on the library [hours](#) page. It might be important to emphasize that the Quai building will be exceptionally open during reading days and finals, **Sundays April 25th, May 2nd and May 9th**. Of course, everyone needs to keep observing the sanitary protocol.

FACULTY: ORDER BOOKS AND FILMS FOR SUMMER AND FALL 2021: Please, send your summer purchase requests (ASAP), as well as your fall ones, between end of April and mid-May. Material requested at the very beginning of each semester may not make in time for your activities. Know that there is an additional delay due to Brexit. All requests need to be sent to Monica Tingay (mtingay@aup.edu).

A NEW DATABASE: EUROPRESSE: The Library evaluates yearly the use of its e-resources. After dropping a few unused resources from last year we have been able to subscribe to new database of French and International newspapers. For further details on Europresse click [here](#).

WORKSHOPS FOR GRADUATE STUDENTS: As agreed with the Graduate Student Council the Library has conducted during the month of April a few workshops on Teams. The events titles are: Library databases & Primo *OneSearch*, Using Zotero, and Thesis Presentation Standards Explained. All the events are advertised on AUP Engage.

TEACHING & LEARNING CENTER

The TLC is available as always for any faculty that want to talk over concerns about the end of this unusual semester (tlc@aup.edu).

FACULTY RETREAT: We're busy just now organizing the faculty retreat, to take place on the mornings of 5 and 12 May (from 10:00-13:00 on both days). The retreat has two key functions:

On **5 May** we'll concentrate on how the wisdom that emerges from faculty teaching can inform the strategic plan. We'll hold workshops on four key topics: developing **digital literacy** activities in your classes; constructing moments of **experiential learning**; integrating events and other activities, including those organized by the **research centers**, into your students' learning; and **communicating** about student learning through the AUP website. These workshops will be brief and efficient – we hope that you'll emerge from them with manageable ideas that you can put into place without enormous administrative complexity.

On 12 May, we'll be thinking back over this strange year of teaching. While there is a lot that we will hope to forget, we have all developed new pedagogic powers and tricks. We'd like to discuss and record those: **what might we want to take forward** into the future of teaching at learning at AUP? The retreat will be more enjoyable and more valuable if more of us participate. We'll be in touch with a lot of you over the next couple of days to ask for your contributions.

FACULTY DEVELOPMENT: The Faculty Development advisory committee continues to oversee – and encourage – applications to the Faculty Development Fund. Recent successful applications have been made by Sharon Weill (History and Politics), Marsha Libina (Art History and Fine Arts), Jelena Pantel (Computer Science, Math and Environmental Science), Brenton Hobart (Comparative Literature and English), Iveta Slavkova (Art History and Fine Arts), Carla Canelas Tobar (Economics and Management), Jonathan Shimony (Art History and Fine Arts), Biswamit Dwibedy (Comparative Literature and English) and Russell Williams (Comparative Literature and English). Guidelines and the application form can be found at <https://www.aup.edu/academics/academic-career-resources/academic-affairs-office>. Applications to the Fund, and related questions, should be sent to Brenda Torney in Academic Affairs.

LEARNING COMMONS/ GLOBAL LIBERAL ARTS ALLIANCE: The Learning Commons advisory committee is very pleased to have hosted the first two meetings of the newly launched Learning Commons Forum for Research and Practice. The Forum is open to all members of the AUP community, and is supported by the Library, ACE and the ARC. It is designed to foster an inspirational and supportive showcase for research-led scholarship and creation from within the AUP community. The Teams meeting in March was well-attended and saw presentations from Isabella Archer (ACE), Jessica Hale, Loida Escobar and Emmanuelle Lewis (all current AUP students), Kendra Mills (AUP alum) and Dan Gunn (Comparative Literature and English). The April meeting of the Forum also drew a healthy virtual audience who engaged with presentations from David Tresilian (Comparative Literature and English), Elizabeth Kinne (Comparative Literature and English) and Samuel Wertz (current student), Julia Wildberger (Comparative Literature and English, Philosophy) and Rachel Rumbo (current student) and Christopher Grinbergs (Admissions). The Committee warmly thanks colleagues who have already submitted proposals, presented or attended the Forum sessions so far and plans to issue another CFP soon for our next meeting in Fall 2021. Questions should be directed towards Russell Williams, director of the Learning Commons.

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Those wishing to catch-up on sessions they may have missed can do so at the following links:

March meeting: https://aupedu-my.sharepoint.com/:v:/g/personal/rwilliams_aup_edu/EVY1V5_VxtpGrhtWztTc6HoBGIN_ufs_CmNQR_Kllcpq8A;

April meeting: https://aupedu-my.sharepoint.com/:v:/g/personal/rwilliams_aup_edu/EfBAfkOjZk1JnvPh0riGhT8BM4PeOWVc4SQvQIOEOdeNBg

The Learning Commons advisory committee has also partnered with the Center for Critical Democracy Studies and the SGA to respond to the invitation from the GLAA and Deree - The American College of Greece to nominate two undergraduate students to attend the 2021 Athens Democracy Forum, organized by the Democracy and Culture Foundation. Students interested in attending this initiative have until 5pm on April 30th to respond to a series of short essay prompts (which they have received via email). All interested students, or those with questions, are invited to contact Russell Williams (GLAA liaison) or Prof. Stephen Sawyer (Director of the Center for Critical Democracy Studies). Students whose applications are successful will be invited to report back on their experiences at the Learning Commons Forum for Research and Practice.

To take advantage of a COVID-inspired uptake in technologies that make online meetings possible, the GLAA continues to strive to foster exchanges and dialogue between like-minded groups throughout its network. On March 31st, two peer tutors from the AUP Writing Lab (Elizabeth Cleveland and Thorin Eb) attended a Alliance Peer Tutoring Initiative in Writing meeting over Zoom. This meeting included representatives from institutions including Allegheny College, Wabash College, the American University in Bulgaria and Wooster College who were present to share ideas, discuss ways of collaborating and meeting common challenges. More such meetings are planned.

AMICAL CONSORTIUM

AMICAL EVENTS: Recent online events aimed at librarians, faculty and technologists from AUP and other [AMICAL member institutions](#):

- Information and Digital Literacy Journal Club: Using a multimedia DH lab to incorporate ACRL framework standards into liberal arts education
- Annotating with Hypothes.is
- Information Literacy Virtual Forum: Information literacy modules for freshman students at The American University of Armenia
- Follow-up discussion on “Open Educational Resources & Affordability” with AMICAL leaders of libraries and OER initiatives

Upcoming events:

- May 18: Library Directors Forum
- Jun 21-24 [dates TBC]: AMICAL 2021 Conference (see below)

AMICAL 2021 VIRTUAL ANNUAL CONFERENCE: AMICAL’s annual conference is being held online this year, tentatively scheduled for June 21-24. The event is aimed at library and academic technology staff as well as faculty and faculty development coordinators. The program is expected to include invited speakers as well as practically-focused presentations and workshops from AMICAL members. Topics will be a mix of current trends and practical solutions related to libraries, technology and learning, with a likely emphasis on helping staff and faculty draw lessons from the past year for the transition to post-pandemic teaching and learning. A call for session proposals will be announced shortly.

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AMICAL-SPONSORED TRAINING & WORKSHOPS WITH PARTNER ORGANIZATIONS: AMICAL sponsored access to a recent 3-part **ACRL webinar series on Open Educational Resources & Affordability**, directed at librarians and others involved with initiatives for using or creating OER in place of, or to supplement, commercially produced textbooks and course materials. A follow-up discussion was organized and ideas were developed for continuing discussion and support among AMICAL members.

In April and May, AMICAL is sponsoring group registration for the 3-part **[ACRL webinar series on scholarly communication and libraries](#)**, exploring the current landscape and trends in scholarly communications, in particular related to Open Access publishing, and platforms for publishing digital scholarship. Instructions for joining the group registration, which is limited, has been posted on [AMICAL Connect](#).

DIGITAL LIBERAL ARTS (DLA) COHORT PROGRAM: AMICAL's DLA Cohort Program aims to build a cross-consortium learning community with **training and resource support for faculty-staff teams working on digital approaches to pedagogy and scholarship in the liberal arts**. The next round of team applications will be announced in the coming weeks on [AMICAL Connect](#). A session at AUP's May faculty retreat is being proposed, to help you make use of AMICAL's support for digital pedagogy and scholarship through this and other programs.

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**. The next deadline for Small Grant applications is **May 31**, 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 [May 17 at 10am](#) — you're welcome to come ask anything about the consortium or its programs.