OFFICE OF THE PROVOST

ACADEMIC AFFAIRS NEWS/UPDATES – OCTOBER 2020

ACADEMIC AFFAIRS GENERAL

READINESS TO TEACH REMOTELY: Now that you have had more than a week of experience teaching under the current conditions, we would like to collect some information about how well teaching is working, and to give faculty members another opportunity to ask for support or training now that your plans have taken concrete shape. While we had hoped to make it through the semester with our original teaching strategies (that didn't last long!), we do need to be prepared to go completely remote, should that be required at some point during the semester. We ask all faculty members to complete this survey just **here.**

SUMMER 2021 COURSE OFFERINGS: The summer 2021 schedule is currently being crafted under close collaboration between the Summer Coordinator (Andi Christmas), Department Chairs and Academic Affairs. We expect to publish the summer offerings and an updated summer website by the end of October.

NEXT YEAR'S COURSE PLANNING (2021-22): Academic Affairs expects to send both the framework and the call for the fall 2021 schedule in mid-October to Department Chairs. We will be adapting the course scheduling process in a way to better support department chairs by reducing their administrative burden. Our goal is to have final course listing and scheduling preferences declared by early November so that we can have a fall 2021 schedule prepared for department chair proofing by mid-December. Spring and summer 2022 planning will begin late January 2021.

ACADEMIC INTEGRITY: 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 ensure academic integrity and respond to repeated violations if professors report the names and circumstances of all integrity violations. A professor is responsible for determining how to sanction a first individual offense within his or her course. We have a faculty-led Honor Board to deal with disputes regarding Academic Integrity issues.

DEPARTMENTS. Six departments have recently merged to form three new units (History and ICP merged to form the Department of History and Politics, Global Communications and Film Studies merged to form the Department of Communication, Media, and Culture, and International Economics and IBA merged to form the Department of Economics and Management). These three transitionary steps result in strong advantages for each merger facilitating creativity, strengthening small existing interdisciplinary programs, encouraging more interdisciplinary collaboration, and providing more faculty members with access to graduate programs. Some of the specific advantages of these mergers include strengthening the link between business, management and finance and the liberal arts; connections between economics and graduate programs; more opportunities for interdisciplinary collaboration within History and Politics; linking the creative energy of HLS and History to graduate programs; and enhancing interdisciplinary energy within Communication, Media, and Culture.

OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

MSCHE VISITING TEAM: Most of the faculty were present at the final oral report of the MSCHE Visiting Team. We will echo the President in her *Lettre de Rentrée* in saying that: "we were all disappointed by the impact of Covid and a delayed virtual visit on our peer reviewers' ability to 'read' our campus holistically and 'see' our substantial progress in all of the areas spelled out in the Standards of Excellence." The final Visiting Team report was received by AUP on June 25th. On July 2nd, we provided a 25-page response contesting many of the Visiting Team conclusions and demonstrating our compliance with all the standards. Both these documents are now in the hands of the MSCHE. We expect to learn the Commission's decision in late November. We will then proceed according to its directives which might include the filing of a supplementary information report (SIR) which would be due in March 2021 and possibly a visit by a small team of MSCHE officers in late Spring 2021. MSCHE has been clear that no institution will be found in non-compliance as a result of a virtual visit. Being found in non-compliance would be one of the possible outcomes if we are required to submit an SIR and are visited by a MSCHE Team in Spring 2021.

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We have all found it very trying to compile and submit our assessment reports during the Covid semester and a majority of the departmental reports are still incomplete (you know who you are). **Over the next few weeks, we will have to finalize the Departmental and Administrative Unit reports which will all have to be included in a Supplemental Information Report to MSCHE**. Please do not wait for Claudio to come and ask you. In the meantime, we want to thank all those department chairs who have tirelessly worked with Claudio over the last few weeks to edit and complete their reports. We are well aware of how painful this is, we appreciate your efforts.

REACCREDITATION PROCESS WITH THE DELAWARE DEPARTMENT OF EDUCATION: This office will also be gathering documentation for the reaccreditation process with the Delaware Department of Education, due in December 2020, as well as the collection of KPIs from all Units to conclude the 2015-2020 strategic period.

REGISTRAR'S OFFICE

TEAM UPDATES: In the month of June, Pauline Bonnot moved from acting Registrar to University Registrar. Kortney Nosakowski transitioned from the internship office into the Associate Registrar position. The Registrar's Office team now includes five members and has moved to a larger space on the first floor of the back building of LTM, above Communications. Please be sure to direct students here, and feel free to stop by and see us.

With our larger team, we've reallocated tasks and streamlined our communication channels to help improve service. Below you will find the areas of responsibility of each team member. **Please contact the appropriate person directly.** If you are unsure who to contact please write to us at registraroffice@aup.edu. If you would like to direct a student to us, they may also write to registraroffice@aup.edu or make an appointment through libcal here.

Please note that we will no longer be receiving messages at registrar@aup.edu, but have consolidated to a centralized mailbox: registraroffice@aup.edu.

TASK DISTRIBUTION :

Samantha Rocha, Registrar's Office Assistant srocha@aup.edu ext. 612
- Registrar Office inbox & general inquiries
- External Course Pre-Approvals (ECPA)
- Diploma Mailing / Tracking

Andrew Tischler, **Registrar's Office Assistant** atischler@aup.edu ext. 813
- Front Desk Management
- Enrollment Certificates and Transcript issuance
- Grade changes
- ID and Beaux-Arts Cards

Lauren Arnold, **Registrar's Office Assistant** larnorld@aup.edu ext. 818:
- Scheduling
- Registration
- Status Updates
- Course substitution, registration and waiver petitions

Kortney Nosakowski, Associate Registrar knosakowski@aup.edu ext. 661:
- Database Management
- Internal and External Communications
- Learning Location Policy

Pauline Bonnot, Registrar pbonnot@aup.edu ext. 611:
- Degree Applications
- University Policy

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CONTACT AND USEFUL LINKS:

- 🌼 To book a room, please use the online room booking tool that helps to gather all relevant information in regards to your booking. Please note that **Sandrine Valentin** in Finance & Administration is the current contact for room booking issues.
- 🌼 registraroffice@aup.edu : General mailbox for all Registrar-related queries if you are not sure who could respond best.
- 🌼 schedule@aup.edu : Mailbox for course offering modification requests.
- 🌼 sas@aup.edu : For all Student Accounting Services questions.
- 🌼 advising@aup.edu : For all questions regarding degree requirements and degree audits
- 🌼 Please reference the Faculty Portal as your gateway to quickly access Course Cancelation forms, Prerequisite Override Petition form and Enroll in Full Course Petition as well as your course roster and weekly schedule.
- 🌼 You can also easily access other Advising Tools via the Faculty Portal.

ACADEMIC CALENDAR :

28 October (Wednesday)	Mid-semester
11 -13 November (Wednesday - Friday)	Fall break (no classes)
16 November (Monday)	Mid-semester grades due
27 November (Friday)	Last day to withdraw from a course
	Last day to choose the CR/NC grading option
11 December (Friday)	Last day of classes
12 - 15 December (Sunday-Tuesday)	Reading days
16 December (Wednesday) - 22 December (Tuesday)	Final exams (On Site and Remote Options)
4 January 2021 (Monday)	All grades due

ACADEMIC RESOURCE CENTER

WRITING LAB NEWS: In response to the COVID-19 outbreak, AUPs Writing Lab will be offering online 'live chat' appointments for Fall 2020. Although one on-one tutoring sessions will not take place in our physical location on the 4th floor of the Quai, the Writing Lab remains open over 40 hours a week (from Monday – Friday), and the tutors are eager to start working with your students.

The Writing Lab tutors can make virtual visits to your classes, offer breakout room sessions for group meetings and peer review sessions, and soon will open a 'virtual front desk' where students can be guided to our writing resources and obtain help with appointment scheduling.

To contact us, students may submit an online request here Appointment Request or send an email to writinglab@aup.edu.   Online (or not) the AUP Writing Lab offers fresh perspective, informed feedback and friendly conversation to all AUP students at all stages of the writing process.

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ARC-LINK, MATH CLINIC, AND TECH/MEDIA TUTORS: Our first two cohorts are now full, and we will be sending scheduling information to students and faculty soon. We will have online options and face-to-face sessions this semester. Students may request a session at this link: ARCPeerTutor

Urgent: there are still three student grant positions available for Tech/Media Tutors as our pivot to hybrid and online learning has increased the need for academic mentors. This cohort will be available to help students with creative digital assignments and final projects, as well as various multimedia and Office applications. Please submit your nominations for Tech/Media Tutors here: use our online tutor nomination form.

Remember – peer tutoring is part of the GPS program, and a good way for students to meet and assist one another.

BLACKBOARD NEWS: ARC and ITS have successfully migrated our Blackboard LMS (Learning Management System) to the new SaaS (Software-as-a-Service) platform. The subsequent integration with our CAMS system posed a few challenges, but most of those have been solved now. This means that it is no longer necessary to submit a course site request every semester – your course shell will be generated automatically as soon as the course is created in CAMS. Enrollment of students will be automatic, as well. You may still request a content transfer operation, however, if you wish to use course materials from a previous semester. The SaaS platform should enable faster sessions with less lag time. We are confident that it will be an improvement to our students' experience. To those faculty who, temporarily, saw duplicate sites, thank you for your patience as we transferred your materials to the new ones.

To FirstBridge Faculty: the auto-generation of course sites means that you have FB sites and also separate sites for the Reflective Seminars. If you do not need those additional RS sites, you can make them invisible to students: go to control panel, customization, properties. Choose Set Availability and no, then submit.

SET AVAILABILITY

*Make this course available to users?*

Make Course Available   ○ *Yes*   ● *No*

Submit

A Good Start: use the Browser Checker before class to make sure your browser settings allow optimal use of Blackboard.   You may also need to enable pop-ups from blackboard.aup.edu.

https://help.blackboard.com/Learn/Instructor/Getting_Started/Browser_Support/Browser_Checker

MANAGE YOUR CLASS IN BLACKBOARD: Taking **attendance** is an important factor for **student retention** and accreditation. It is even more important when teaching both face-to-face and remotely. In Blackboard, the Attendance tool is available in all course sites. You can find it in your Control Panel, under Course Tools (see graphic).
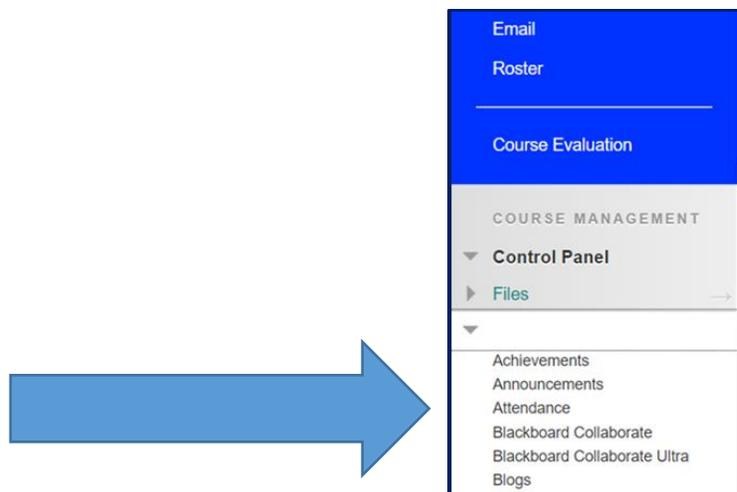
When you access the attendance feature for the first time, you decide if you want to add attendance to the Grade Center. On the Attendance page, select Add Attendance and the Settings panel opens. You can change the default settings for the grade display and for what constitutes "late" for your class.

Perusall: a tool for text annotation and collaborative reading, Perusall is now integrated into AUP Blackboard sites. News and announcements at https://perusall.com/blog.

Grade Center: an upcoming Teams workshop will offer introductory support for the use of **Grade Center** in your course site. Students like to check Blackboard's MyGrades frequently to see how they are doing.

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 do a test run with ARC before using it in class, contact arc@aup.edu. Collaborate also allows faculty to view the strength or weakness of each student's connection, which is very useful for synchronous class meetings.

For questions on any of our services, please contact arc@aup.edu or aborel@aup.edu.

Wishing you a successful semester!

CENTER FOR ACADEMIC ADVISING, CAREERS & EXPERIENTIAL ADVISING

FACULTY ADVISOR HELPDESK : Building upon an excellent idea from Linda Martz (and using the quizzes she designed), the Center for Academic Advising, Careers, and Experiential Learning (ACE) has launched a new initiative to unite faculty and staff advisors online and to facilitate training and knowledge sharing. The ACE Center has created a Teams course for all advisors called the **Faculty Advisor Helpdesk.** All advisors have been added to the team (if we somehow missed you please send an email to dcaron@aup.edu). The Faculty Advisor Helpdesk includes resources that may be consulted at any time to help advisors refresh their knowledge and content includes quizzes, videos, and various cheat sheets and FAQs. Through the Faculty Advisor Helpdesk, ACE is also holding two Academic Advising Hangouts the week of October 5th (in preparation for the advising period the week of October 12th). During these hangouts faculty and staff advisors will connect to share updates, questions, and support.

LIBRARY

LIBRARY SERVICES DURING THE FALL: The Library issued a Welcome message to all students, faculty and staff concerning the way services will be delivered following the AUP sanitary protocol. Please rerefer to Jorge Sosa's email from Monday September 28th. For questions write to library@aup.edu.

REMOTE TEACHING: USING EBOOKS, ARTICLES, FILMS AND IMAGES AVAILABLE: The AUP Library has made remote access available for years. These days the online resources have become handier as we work remotely. The library collection of online resources include ebook databases, article databases, documentary film databases, high quality image databases among other resources. However, some members of the community are not yet aware of the need to use a **persistent link** (known also as a stable link, durable link or permalink, which is nothing more than a URL that connects always directly and surely to a specific online article, ebook, etc. in the library databases). They can be pasted in a Blackboard site, a bibliography, a syllabus, or any communication. Doing the proper hyperlinking will avoid the horrible situation of a timed-out link in front of your audience. Most of the databases have an icon that looks like a link 🔗 or 🔗 that brings up that persistent link to be copied, but for more instructions on how to use the permalink visit the following page.

INFORMATION LITERACY ASSESSMENT GOING THROUGH GLACC: The Library is actively working with GLACC and the *FirstBridge* coordinator, Elizabeth Kinne, to rethink the ways in which information literacy LOs are evaluated within *FirstBridge*. The GLACC discussions have just started, the objective is to reach further faculty-librarian collaboration in co-designing assessment tools to evaluate the LOs.

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TEACHING & LEARNING CENTER

The Teaching and Learning Center (Geoff Gilbert, Maria Bach, and Brenda Torney) has a new office, Q-304. Do feel free to contact us (tlc@aup.edu) if you would like to discuss, in person or on Teams, any teaching and learning questions, or if you would like to propose topics for this year's workshops. We are grateful that so many faculty members participated actively in the pre-semester workshop (up to 80 faculty members attended at any given time, and never fewer than 40, even at the most specialized of the 20 workshops offered over two long days). We'll be launching our program of Fall 2020 workshops, training sessions, and events next week, so expect us to be in touch with you to ask you to get involved. One part of our mission is to make public the work of AUP faculty in the classroom, so that AUP can contribute in its singular way to debates on pedagogy, and we want to talk with faculty about how best we can do that. We will begin the search process for a second TLC Fellow soon, to replace the unreplaceable Martin Dege.

LEARNING COMMONS

On October 2, the Learning Commons Advisory Committee held its first meeting of the academic year. Discussion centered around how to keep the Learning Commons at the forefront of the AUP student, staff and faculty experience in a Covid-19-tinged academic year: look out for news of a thematic platform for Learning Commons activity and showcases of student work soon.

GLOBAL LIBERAL ARTS ALLIANCE AMICAL CONSORTIUM

Through the Global Liberal Arts Alliance (GLAA) and with the support of the Department of International and Comparative Politics, two AUP students, Alexandra Lane and Jasmine Cowen, were invited to participate in the Athens Demoncracy Forum 2020, which this year explores the theme "The New Abnormal: Reimagining Democracy". The original invitation was for their physical presence in Athens, but the Forum has been re-imagined as a hybrid, online-offline event, and the students will be attending virtually.

The GLAA is also launching a virtual Speakers Bureau and is looking for faculty and staff interested in giving a presentation to a class or group (students, faculty, staff) or participating in a panel on timely topics. They hope that this will be one way to remain connected and to share perspectives during our unprecedented historical moment. You are invited to review the list of topics at this link.

If you can speak to one or more of these topics, or, if you have another topic on which you would be willing to speak, the GLAA invites you to complete the survey.

AMICAL CONSORTIUM

STUDENT ENGAGEMENT STRATEGIES & OTHER 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.

In particular, we've been actively promoting awareness and use of "Liberating Structures" -- high-engagement group facilitation methods designed for inclusiveness and meaningful participation in group discussions of all kinds, including in the classroom. We organized and funded participation for leaders of AMICAL groups in a full-day immersion workshop on using Liberating Structures, as well as smaller workshops.

Upcoming: Drawing on these new facilitation skills, several of those AMICAL colleagues have been organizing a series of workshops on using Liberating Structures in the online classroom. Open to all AMICAL members, these are being announced on our events page, as well as the AMICAL Connect forum, as the dates are set.

COORDINATED PROFESSIONAL DEVELOPMENT: AMICAL worked with organizers of two major online events this summer related to digital pedagogy and online learning, to enable participation at no cost to interested AMICAL members:

Digital Pedagogy Lab - "an international professional development gathering for educators committed to critical digital pedagogy"

Online Learning Consortium's OLC Innovate 2020 Virtual Conference

Upcoming:

OLC Innovate is over, but you can still get a conference registration pass from AMICAL in order to view the archived recordings and resources -- instructions are posted on AMICAL Connect.

14 October: Forum on AMICAL colleagues' lessons learned from the Digital Pedagogy Lab, OLC Innovate conference, and our own Liberating Structures workshops, and experiences applying those lessons to the classroom this Fall.

Date TBA: webinar with Kristen Mapes (Assistant Director of Digital Humanities, Michigan State University) on the value of the librarian in digital scholarship

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. Applications for the program are invited from teams engaged in digital liberal arts projects or initiatives that are anchored in some way in local teaching and learning, and that involve a partnership of local faculty and staff. Teams may have as few as two members and can include faculty, librarians, technologists and academic administrators. The program supports these teams with access to third-party training and expertise, a peer community of practice, and a series of AMICAL-facilitated project showcase and peer consultation events.

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

SMALL GRANTS: AMICAL awarded a Small Grant this summer to cover part of the costs of the recent AUP/TLC workshops on instructional design provided by colleagues at the American University of Beirut.

AMICAL Small Grants can provide up to €4,000 of support for each funded activity. 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. Though it's not a strict requirement, collaboration between faculty and librarians or technologists, or collaboration between colleagues at different AMICAL member institutions, is strongly encouraged. See our criteria for support of training and projects.

Upcoming: The next deadline for Small Grant applications is 30 November, but note that micro-grant applications can be submitted at any time.

AMICAL STAFF NEWS: AMICAL Consortium Director Jeff Gima was recently named "Member of the Week" by the Association of College & Research Libraries.