

## OFFICE OF THE PROVOST NEWS/UPDATES – DECEMBER 2022

### ACADEMIC AFFAIRS

**Zarifa Mirzayeva** has joined Academic Affairs as the new executive assistant to the Provost. **Tara Myer Loeve** has joined our Graduate Studies Office

**ACADEMIC INTEGRITY:** **Youna Kim** is our new Director of Academic Integrity. As we near the end of the semester, we would like to send a few reminders regarding the importance of academic integrity on campus. 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 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. We have a faculty-led Honor Board to deal with disputes regarding Academic Integrity issues.

**BOOKS and BOOKSTORE FOR SPRING 2023:** Book orders were due on 15<sup>th</sup> November for Spring 2023 – please be in contact with [bookstore@aup.edu](mailto:bookstore@aup.edu) with any questions.

**SUBMITTING SYLLABI (SPRING 2023):** All course syllabi for Spring 2023 must be submitted no later than **3<sup>rd</sup> January 2023**.

**SUMMER 2023 COURSE OFFERING:** The summer 2023 schedule has been published and is open for registration. The Admissions Summer Office is currently accepting external applications for the summer term.

**NEXT YEAR'S COURSE PLANNING (2023-2024):** 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 2023 course scheduling. Draft schedules are being sent back for department chair review. A copy of the fall schedule will come back for faculty proofing in January. Prior to our starting work on spring 2024, we will re-launch a webform (watch for an email) to request and centralize individual faculty scheduling preferences & time constraints. Please remember, as always, scheduling is an interactive process, and will include several stages of faculty input and proofreading. We aspire to have a schedule ready for proofreading in January.

**TEXTBOOK PROJECT:** The textbook group is comprised of volunteers and appointed individuals from the senior faculty and staff, chaired by the Provost. The group is mandated to look at the financial burden of textbooks and other pedagogical material. The first meeting took place on Friday, November 25<sup>th</sup>. The group plans an initial period of data gathering, data analysis and broad university wide consultation to carry over to the first months of spring. Recommendations based on results emerging from the data will be presented to the Leadership and the Faculty Senate by the end of Spring 2023.

**IRIS and DIGITAL TRANSFORMATION:** The new launch of the IRIS project is set for the **19<sup>th</sup> of January 2023**. Academic Affairs Office will work in close collaboration with ITS to ensure smooth implementation of phase 2 of the project, which will be ongoing for the next 18 months. For any information regarding IRIS please contact [IRISProjectCoreTeam@aup.edu](mailto:IRISProjectCoreTeam@aup.edu)

**MULTI-FACTOR AUTHENTICATION (MFA):** ITS is moving forward with reinforcing the security of the email and office 365 systems. The MFA implementation for all the Faculty members will take place on **Thursday, December 8, at 9:00 AM**. The IT support team will be available to assist you with the setup and to answer any questions, at 01.40.62.06.96 or email [itservices@aup.edu](mailto:itservices@aup.edu)

## REGISTRAR'S OFFICE

**DEGREE APPLICATIONS FOR SPRING 2023:** Degree applications for Spring 2023 applicants were due on November 18<sup>th</sup>. If you have an advisee that has not yet submitted [their application](#), please schedule a time with them review and complete this.

**FINAL GRADES FOR FALL 2022:** The deadline for submission of all Fall 2022 grades is 10am on **Tuesday, January 3, 2023**, and it is imperative that Faculty submit all grades on time.

**SUMMER 2023:** The Summer 2023 courses are finalized and online registration for returning students is open until May 31st, 2023. The full offerings can be viewed [here](#). We wish you a wonderful end of the year!

## ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

**PROMOTIONS:** Congratulations to **Lilyana Yankova** who has recently been promoted to **Academic and Career Advisor and GPS Program Manager**. Lilyana has made significant contributions to the Global Professional Skills Program in her tenure on the ACE Center team. Her dedication to, and appreciation for, the program has led to this promotion, which is very well deserved. Stay tuned in early spring 2023 as Lilyana prepares a “re-launch” of the GPS Program.

**JUNIOR DEGREE CHECKS-FALL 2022:** Thank you to all advisors who collaborated with your advisees on submitting required junior degree checks. Of those students who are eligible to submit a junior degree check (their JDC is on-time or late) this fall 2022 term, **38%** have done so. The ACE Center has recently sent a reminder to those students whose [junior degree check submission](#) is expected this term, with their advisors on copy. Thank you to all faculty advisors, in advance, for your support in completing these submissions to help your students ensure their pathway to graduation is planned and their map is sound.

**UPLOAD DEGREE WORKSHEET TO TEAMS CHANNEL:** All faculty who advise have been provided with a private channel in a Team in which they are asked to store student degree worksheets. At a minimum, **at the end of each advising period, all faculty advisors should batch upload the most recent copies of their advisees' worksheets** – even if they do not wish to use their Teams channel as their primary organization/storage solution. We hope that this effort to centralize the storage of degree worksheets will minimize the duplication of work, will facilitate collaboration among colleagues and with students, and will serve as a valuable stepping stone in helping us prepare for the bigger institutional changes coming around the corner: the adoption of degree audit and student success tools.

Here are links to find your respective Teams (you will only be able to view the Team of your department):

- [Art History & Fine Arts](#)
- [Communication, Media and Culture](#)
- [Comparative Literature and English](#)
- [Computer Science, Mathematics, and Science](#)
- [History and Politics](#)
- [Economics and Management](#)
- [Psychology, Health and Gender](#)
- [Economics and Management](#)

## OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

### THE REGULAR ASSESSMENT CYCLE:

As part of the regular cycle of assessment of student learning, this fall the Online Assessment Tool will be deployed. To refresh your memory, and for those who have not used the tool in Fall 2021, the IRAE Office has developed an Online Assessment Tool (see example below) in an effort to automate and simplify reporting and gathering of assessment of course student learning. If you taught in Fall 2022, you will receive an email from “course Evaluations” soliciting assessment results for each course taught. As the figure below shows, 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 help and examples. Faculty will be allowed to upload results until January 15th.

**AUP**  
The American University of Paris

**Assessment of Student Learning. AH4000 Altamira to Banksy: A Brief History of Graffiti**

**LO1: Students will be able to identify different graffiti artists and place them in their historical, social, and political context.**

**Evidence**  
Provide Evidence

Essay average (rubric item # 3) = 83/100; Midterm (Questions 2,4,5,&7) average = 18/20;

**Conclusions**  
Provide Conclusions

Most students achieve this simple LO. A small number of students lag. These are the ones that do not do the readings and do not participate in class discussions.

**Planned Actions**  
Provide Planned Actions

Add intermediate quizzes to monitor students advancement.

Back To Task List Previous Next Save Submit

**Review of the Institutional Effectiveness Process:** As mentioned in September, the Institutional Effectiveness Steering Committee has started a process of revision of the Departmental Report Templates, the Administrative Unit Report Templates, as well as other assessment processes. As part of this effort the committee, chaired by Gail Hamilton, will start a university-wide consultation process and will report on this in a separate communication to the Senate.

**Outcomes Assessment Day:** Will take place on campus (Combes first floor) on the morning of **Friday 5<sup>th</sup> of May** (the day following the last day of classes). As customary, we will have a number of mind-blowing workshops as well as catering fit for royalty.

## LIBRARY

**THE LEARNING COMMONS OPEN ON KEY SUNDAYS:** The Quai building opening hours are announced weekly by Philip Von Eiff, that information can also be found on the library [hours](#) page or on the top of the landing page.

**REMINDER BOOKS AND FILMS ORDER FOR SPRING 2023:** Please, send all your purchase requests to [mtingay@aup.edu](mailto:mtingay@aup.edu). Material requested at the start of each semester may take a while to get to the shelves.

**WORKSHOP FOR STUDENTS:** Soon it will be reading days and finals and the library is starting to reinforce its services. As in previous semesters the library is offering some workshops for students. The topics announced on AUP Engage are: Improve your bibliographies - improve your research, Zotero citation and bibliographic tool, Library databases, Thesis presentation standards explained

**CALL FOR CONTRIBUTION:** The Library has a new online landing page, during its development process last summer, we had some very interesting faculty input. This time we would like more input from Faculty to make our pages more useful for them. We have a few questions to find out what is important to them, so here is the link to our short survey <https://aup.libwizard.com/f/library-faculty-pages>. In this survey we also ask if you want to volunteer to give your opinions during some focus group meetings (online or in person) in the spring. Sally Murray and Lily Servel will be in touch in the spring to set up the definite dates.

## FACULTY DEVELOPMENT & THE LEARNING COMMONS

**FACULTY DEVELOPMENT:** At the start of the Fall semester, we were very pleased to welcome and provide orientation for three new permanent CDI faculty members: **Jessica Valle Orero, Marco Pascucci and Roman Zinigrad**. We did the same for eleven CDD colleagues who were able to attend: **Aurélian Belluci, Brooke Berndtson, Lorenzo Ciccione, Nicky Griggs, Heather Hartley, Annie Hylton, Helene Kessous, Avigail Moss, David Peters, Nuno Santos and Tatsiana Zhurauliova**. A warm welcome to AUP to them all. Many thanks to staff and Faculty members who participated in the sessions: **Mathieu Motta, Kevin Fore, Pamela Montfort, Geoff Gilbert, Kevin Dixey, Andrew Tischler and Gail Hamilton**. All new CDI colleagues have also been paired with mentors for their opening year at AUP, many thanks to **Marsha Libina, Evelyn Odonkor and Ziad Majid**.

**GLOBAL LIBERAL ARTS ALLIANCE (GLAA):** The GLAA has relaunched its Global Course Connections initiative, which matches courses at Alliance colleges, professors and students around the world. This semester, three AUP Faculty and their classes are participating: **David Tresilian** (with Paul Love, Al Akhawayn University), **Zed Gao** (with Sharon Wesoky, Allegheny College) and **Elena Berg** (with Abigail Cahill, Albion College). This year, twenty-four pairings have been made under the auspices of the GLAA and delegates were invited to an intensive workshop, hosted by AUP over the summer (many thanks to Brenda Torney for her help with this). For more details about the GLAA Global

Course Connections, please see: <https://liberalartsalliance.org/programs/global-course-connections/2022-23-globally-connected-courses/>

## TEACHING & LEARNING CENTER

The Teaching and Learning Center has a new location for this academic year, in the Grenelle basement, G-L20. We will usually be there on Tuesdays, but email us – [tlc@aup.edu](mailto:tlc@aup.edu) – if you’d like to come to talk about any aspect of your teaching. We might make you coffee.

We’d like to invite faculty to consider setting up pedagogy panels. This is probably the most efficient and enjoyable way of working on your teaching. Teams of 4 faculty – ideally from different disciplines – agree to visit one another’s classes to observe their colleagues’ teaching. At the end of the semester you meet over dinner (we have a small budget to support this), to discuss your observations. We ask either for a short-written report or a group interview with the TLC so that we can share what you have learned. Email us for details.

We have started to pilot “teaching styles interviews”. These are recorded 30-minute interviews in which we find out about how you teach and how your students learn. The aim of this process is (1) to be able to describe accurately – based on your words – what teaching and learning is like at AUP (2) to help us plan workshops that are useful to you, and (3) to enable focused exchange between faculty. The interviewing process will take us most of the 2022-23 academic year (expect to receive invitations), and we’ll share results at the end of Spring.

We are working with Kevin Dixey, instructional designer, and Rachel Webber of the ARC, to present a series of workshops. As you will have heard, we are transitioning to a new and better Blackboard: we’ll hold a 2-part workshop, first to introduce you to the new features, and then practically to get comfortable using them. After the Spring break, we’re planning a longer session in which we’ll cover a range of TLC and ARC questions, all organized around your Spring 2023 syllabi.

As always, the TLC director and fellows are available to visit your classes and give you confidential collegial feedback on your teaching. Let us know if that would be interesting for you.

The TLC ([tlc@aup.edu](mailto:tlc@aup.edu)) – Geoff Gilbert (Director), Kate-yue Zhang (Fellow), Francesca Balestrieri (Fellow), Brenda Torney.

## ACADEMIC RESOURCE CENTER

### ONLINE ACCOMMODATION REQUEST:

The exam accommodation deadline for Finals was at midnight on Monday the 28<sup>th</sup> of November. It is very important that faculty notify any students that need accommodation and that cannot be handled by faculty that the online form is available here:

<https://my.aup.edu/student-life/resources-services/webform/online-exam-accommodation-request-form>.

This needs to be done immediately as we are having an exceptionally large number of requests coming in and need time to be able to schedule times, proctors and rooms.