OFFICE OF THE PROVOST
NEWS/UPDATES – FEBRUARY 2023

ACADEMIC AFFAIRS

SABBATICALS: Congratulations to the following:
- **Anna Russakoff** – a semester sabbatical leave for Fall semester 2023
- **Tatiana Grigorenko** – a semester sabbatical leave Spring 2024
- **Linda Martz** – a semester sabbatical leave for Spring 2024
- **Rene Ryman** – a semester sabbatical leave for the 2023-2024 academic year
- **Sharon Weill** - a semester sabbatical leave for Spring 2024 academic year
- **Stephen Sawyer** – a semester sabbatical leave for the 2024-2025 academic year

We also congratulate our colleagues who were granted course releases:
- **Biswamit Dwibedy** – was granted a course release for the 2023-2024 academic year
- **Elizabeth Kinne** - was granted a course release for Spring semester 2024

FACULTY SEARCHES: There are active faculty searches underway for an Assistant Professor of Environmental Science, an Assistant Professor of Fashion, an Assistant Professor of Finance, an Assistant Professor of Mathematics, and an Assistant Professor of Psychology.

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, Youna Kim, has asked that faculty members take the time to read the academic integrity policy and 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 via the academicintegrity@aup.edu email. Sharing information through the academic integrity procedure helps us identify individual students with multiple offenses and better address the situation. With the arrival of the new opensource AI Chatbot, we will need to pay even more attention to our practices if we are to keep a focus on academic integrity. Youna will start by making some recommendations to enhance current academic integrity form and procedures that should help improve our overall management of this very sensitive 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.

SUMMER 2023: 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.

CAPITAL BUDGET PLANNING (2023-2024): As we begin the budget cycle in preparation for our next fiscal year (2023-2024), a call has been sent 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 2023** to Provost@aup.edu.

HIRING REQUESTS (2023-2024): As we prepare for the 2023-24 budget, department chairs are requested to submit their hiring requests for both CDI and CDD positions for next year. CDI hiring requests are to run a search in 2023-24 to bring in a new hire as of the 2024-2025 academic year. Forms are available on the Department Chair/Program Director Resource page here.

ACADEMIC ACCOMMODATIONS: A reminder, only those students for whom you have received confirmation from the Academic Resource Center are eligible for academic accommodations. If a student approaches you about accommodations and you have not received official notification, please contact the Learning Accommodations Coordinator Rachel Webber (rwebber@aup.edu). The full process is under teaching resources here. The policy for final exams and questions about taking exams at different times can be viewed here.

REGISTRAR'S OFFICE

NEXT YEAR'S COURSE PLANNING (2023-2024):

- The *Fall 2023* schedule of courses is being finalized with department chairs and will be sent out to faculty for proofing as well.
- *Spring 2024* scheduling preferences were recently called for and will be referred to as we build the schedule.
- *Summer 2024* 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

We are currently taking a close look at classroom space, room occupancy, and class periods to optimize our distribution of class offerings across the semesters.

In addition, with the student information system part of IRIS due to get underway soon, we are advertising for an Assistant Registrar of Transfer Credit & Curricular Coordination and a Registrar Office Assistant, to ensure that our office continues to operate at full functionality.

ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

NEW TEAM MEMBER: On January 30th ACE Center welcomed a new member to the team: Mary Brémond as Relationship and Experiential Learning Coordinator. Mary will support various aspects of experiential learning, most notably the GPS Program, AUP Study Abroad, and contact with employers through the AUP Internship Program. She will also be responsible for developing a pro-active strategy to relationship building with professional contacts that seek to support the AUP community through job and internship offers and through classroom visits/panels and other such collaborations.

GPS/FACULTY COURSE PARTNERSHIP: GPS Partner Courses feature experiential learning course component without being officially coded as a CCX (or core curriculum experiential learning) courses. The GPS Program seeks to recognize the significance and enhance the value of a GPS partner course's experiential learning activity by granting it GPS credit.

- GPS-course partnerships now span four different academic departments: Art History & Fine Arts, Comparative Literature & English, French Studies & Modern Languages, and History & Politics. **GPS partner faculty include Iveta Slavkova, Tatsiana Zhurauliova, Marsha Libina, Anna Russakoff, Rebekah Rast, Brenton Hobart, Anne-Marie Picard, Hannah Taieb, and Roman Zinigrad.**
- There is a total of 137 students that are enrolled in a GPS partner course this semester.
- Students have already began submitting reflections based on their experience in partner courses.

The future of GPS-course partnerships:

1. We are hoping to eventually build collaborations across all academic departments.
2. We would like to invite interested faculty to contact gps@aup.edu to discuss the possibility of starting a GPS-course partnership.
3. All faculty who recently submitted a proposal following the TLC and Faculty Development's call for proposals to develop experiential learning assignments as part of their courses are encouraged to contact gps@aup.edu so that they can attach an additional GPS credit to their assignment and benefit from one more channel of promoting experiential learning to students.

Added to GPS Path	Course Dept	Course Title	Faculty Partner	Students Enrolled S23
F22, S23	AHFA	Intro to Art through Paris Museums	Iveta Slavkova	16
S23	AHFA	Intro to Art through Paris Museums	Tatsiana Zhurauliova	32
S23	AHFA	Intro to Art through Paris Museums	Marsha Libina	16
S23	AHFA	Art and Human Origins	Iveta Slavkova	18
F22, S23	AHFA	Paris through Its Architecture	Anna Russakoff	13
F22	CLEN	Languages of the World	Rebekah Rast	
S23	CLEN	Migration: Local and Global	Rebekah Rast	10
S23	CLEN	Shakespeare in Context	Brenton Hobart	15
S23	FRML	Women's Rights and Graphic Novels of the Francosphere	Anne-Marie Picard	9
S23	HIPO	Democracy Lab: Prison Education	Hannah Taieb, Roman Zinigrad	8
		Total Students Enrolled in a Partner Course in Spring 2023:		**137**

REMINDER FACULTY ADVISING LABS THIS TERMS: As always, ACE is holding a series of sessions for faculty advisors in the run up to course registration advising. This semester, in an effort to render these sessions as accessible as possible – and thus have great attendance – we are scheduling short 1-hour sessions online (full schedule below). Normally we have only about 12 faculty attend in total, we hope this spring to raise that number to 30+. Please join us!

- Faculty Advising Lab | Monday, 13 March 1:45pm – 2:45pm
- Faculty Advising Lab | Tuesday, 14 March 1:45pm – 2:45pm
- Faculty Advising Lab | Thursday, 16 March 10:35am – 11:35am
- Faculty Advising Lab | Friday, 17 March 1:45pm – 2:45pm
- Faculty Advising Lab | Monday, 20 March 1:45pm – 2:45pm
- Faculty Advising Lab | Tuesday, 21 March 10:35am – 11:35am
- Faculty Advising Lab | Thursday, 23 March 1:45pm – 2:45pm
- Faculty Advising Lab | Friday, 24 March 10:35am – 11:35am

All faculty who advise have received calendar invitations to all 8 sessions. No need to attend multiple. Contact advising@aup.edu if you need a Teams link.

OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

THE REGULAR ASSESSMENT CYCLE: As part of the regular cycle of assessment of student learning, results and ensuing plan to improve pedagogical methods, offerings, and delivery are due to department chairs by **March 15**. Keep in mind that we are now approaching the MSCHE accreditation Mid-Point Review which will take place in Fall 2024 based on data gathered in 2023 and 2024. The data the faculty turn in this year will be relevant for the review.

COSTS OF COURSE MATERIALS: AUP is starting a process of information gathering of costs of all course material including, but not limited to, textbooks. This is to insure our constant and verifiable compliance with the US Higher Education Opportunities Act which is an accreditation requirement under MSCHE. This process began in January 2023 and must be completed quickly. All textbooks and course materials costs should be available either through the University Bookstore, course syllabus, or other easily available platform. This initiative is separate, though pertinent to, AUP's current initiative to lower the burden of textbook and course material costs.

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 5th of May** (the day following the last day of classes). As customary, we will have a number of mind-blowing workshops a well as catering fit for royalty.

The American University of Paris

LIBRARY

SERVICES FOR FACULTY: Any faculty member, new or not so new, who need an introduction to the Library, its collections and services is welcome to pop by the Learning Commons and request a session with a faculty librarian. You may also request a Teams session. To know more about the time availability, go to the library LibCal.

NEW COMIC BOOK SECTION: The Library has started a new section devoted to comic books! We have started with the French Department's request, a nice first collection on BD on feminism. Faculty, staff and students may order comic books in English or French to support the pedagogic mission. All works are available in our catalog and physically in the atrium space.

KANOPY VIDEO STREAMING: The Library is happy to announce the subscription to **Kanopy**. This video streaming service is available through our Academic Films page. We invite all users to refer to our best practices in order to make this subscription sustainable. You may also refer to Jorge Sosa's for details.

CALL FOR CONTRIBUTON: Faculty will be hearing from the Library soon. We want to invite a few of you to continue with our focus groups on our web pages.

FACULTY DEVELOPMENT & THE LEARNING COMMONS

FACULTY DEVELOPMENT: At the start of the Spring semester, we were very pleased to welcome and provide orientation for new CDD colleagues who will be teaching at AUP. Attendees to the January 13th session were **Heidi Waterfall** (Psychology), **Michael Mattern** (Computer Science, Mathematics & Environmental Studies), **Marica Antonucci** (Art History & Fine Arts), **Eve Bennett** (Communication, Media and Culture), **Daniel Levin Becker** (Comparative Literature & English), **Johanna Sluiter** (Art History & Fine Arts), **Andrew Meyer** (Communication, Media and Culture), **John McNulty** (Communication, Media and Culture) and **Laura Fisher** (Art History & Fine Arts). We were also pleased to welcome **Andrea Rosengarten** who started this semester as a CDI colleague in the History and Politics department. A warm welcome to AUP to them all. Many thanks to Brenda Torney, Mathieu Motta, Geoff Gilbert, Kevin Dixey and Zarifa Mirzayeva who participated in and facilitated the sessions.

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 in Fall 2023 and Spring 2024 (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.

THE TEACHING AND LEARNING CENTER wishes everyone an excellent start to the Spring. Our student cohorts seem radically different every semester; if you are encountering any problems or interesting new situations in class, the TLC would be very happy to hear about them, and to talk them through with you. Our email is tlc@aup.edu.

Other regular services: if you would like to set up **pedagogy panels**, please do get in touch. We think this is the best possible way of improving teaching, troubleshooting, getting new ideas and breaking old habits, and reinforcing the human and intellectual relations on which the university depends. 4-6 faculty members agree to visit one another's classes, observe in a collegial spirit, and then meet over dinner to discuss what they have observed. Academic affairs can fund dinners for 2 panels this semester, in exchange for a report to the TLC (the could take the form of a conversation with us), sharing your findings.

If you would like someone from TLC to **observe your teaching**, we're happy to visit your class and have a conversation with you about what we see. That process is entirely confidential and solidary.

We completed the pilot for the **survey/interviews on teaching styles** last semester, and we start the project in earnest this Spring. We conduct 30-minute interviews (recorded on Teams) about faculty teaching, with two aims: in the aggregate, to enable better – finer-grained and more accurate – description of AUP teaching; and in a more focused way, to be able to match up people with particular experience with colleagues who would like to develop their skills. Expect to hear directly from us during the semester with a request to interview you.

Upcoming workshops: (Dates will follow soon)

The first pilots of the new **First-year experience** courses are into their second semester. We'll hold two workshops to share the results of those experiments, to discuss the idea of the green week, and to help gather input and ideas from faculty about future iterations.

Also, early in the semester, colleagues who teach in the writing courses and colleagues who teach in the French language courses are planning to meet in a closed TLC workshop to share techniques and talk about overlaps and boundaries between **language teaching and writing teaching**; if the discussion is productive we hope to bring some of those conclusions to an open TLC workshop.

A lot of us have been intrigued or concerned about some of the **new AI tools** that students may be using to help them produce their work – you'll have seen ChatGPT in the news, and perhaps you have seen some of the dull formulaic work it can produce; maybe you have tried it already. We'll hold a workshop early in the semester to discuss these tools: with expert colleagues we'll offer an understanding of how they work; we'll look at some ways of responding to dishonest uses of the tools by students, consider whether we need new academic integrity policies, explore some of the wider questions that AI gives rise to, and perhaps explore the productive potential of AI in student learning.

In the middle of the semester, in association with Faculty Development and ACE, we'll have a series of events focusing on **experiential learning**, drawing on an outside consultant and on the expertise of our own colleagues. How might you – either through developing a GLACC-approved CCX course or just in the name of more engaged learning – help your students connect classroom work to projects involving organizations and populations outside the university?

The TLC is also working with the diversity council to plan for the **faculty retreat on 13 April**. We're thinking about what shape a more inclusive AUP might take, and about how work we have been doing on global learning and student trajectories might intersect productively with the aim of a diverse and inclusive educational space. We hope that the project to require a **shared reading** of incoming students can serve this ambition too, and considering whether we might work with the shared reading during the faculty retreat.

ACADEMIC RESOURCE CENTER

BLACKBOARD AND OTHER TOOLS: The new Blackboard Ultra has been activated. It is optional for all courses and can be activated by the instructor. In addition, we have added a new plagiarism detection tool (Turnitin), a video capture and editing tool (Screencast-O-Matic), an in-class video conferencing tool (Collaborate), and an accessibility checker (Ally) to the suite of available academic technology tools.
If you are interested in trying out any of these new tools, contact the ARC at **arc@aup.edu** or the new Blackboard Help Desk at **ultrahelp@aup.edu**.

Finally, the Blackboard mobile application now works with the AUP Backboard system. It's available free of charge for iOS and Android on their respective app stores. When connecting to the AUP Blackboard you need to type in the following when prompted: **American University of Paris**

Help Videos:
Blackboard Ultra - https://aupvideo.screencasthost.com/channels/c3j0IgVqjX
Screencast-O-Matic - https://aupvideo.screencasthost.com/channels/c3j0oGVqjq

TUTORING: Nominations for new Peer Tutor for Spring 2023 were closed on January 20th. ARC Peer tutors made class visits during the second and third weeks of classes, and tutoring sessions began the second week of class.

The Writing Lab has moved to an online appointment system! Students that need to make an appointment with the Writing Lab may now do so directly via Libcal: https://aup.libcal.com/appointments/ARC#s-lc-public-pt

ACADEMIC ACCOMMODATIONS: ARC is processing incoming students with registered disabilities. You will be notified of students registered in your classes after the drop/add period. If a student approaches you about academic accommodations or you suspect a student needs academic accommodations please contact Rachel Webber (rwebber@aup.edu).

If you have questions on reasonable accommodations and accessibility in the classroom please let us know!