

THE BUZZ: Academic Affairs Weekly Newsletter



From the Provost's Office

Happy Holidays!

As this semester comes to an end, we want to thank everyone for all they have done during this challenging pandemic. In this semester we have transitioned to a block schedule, taught in a hybrid method using new technology, adapted to remote meetings and interactions, dealt with spikes in COVID cases, and we have begun implementing the new Integrations Curriculum. Any one of these would have been a remarkable accomplishment. All together is incredible. Everyone has risen to meet the challenge and we succeeded in completing the first semester.

Looking ahead, spring semester we will continue with the block schedule and hybrid learning. Students will test prior to returning to campus (see message [here](#)) and we will have revised testing protocols in the spring semester.

We will return to the regular course schedule for Fall 2021. Registration for fall courses will be in the regular semester schedule.

We wish you all a safe holiday season and hope that you can take time to rest and rejuvenate.

Richard, Barb, and Pam

Fall Grades: Fall 2020 semester grades are due in Banner by Wednesday, December 23 at 11:00 p.m.

Survey Request from CSB and SJU Student Senates. Please consider taking 5 minutes to respond to the CSB and SJU Student Senate [survey](#). If you have any questions about the survey, please contact sjusenate@csbsju.edu or csbsenate@csbsju.edu. See the email sent by Academic Affairs on Friday, December 18 for more information.

COVID-19 Updates

Return to Campus Student Testing: Please note the message sent to the community from the Offices of Student Development on 12/17/20 regarding testing plans for students return to campus in January. More information to come.

Fall 2021 Planning: The presidents have approved a return to the traditional academic calendar starting in Fall 2021.

Spring Semester Accommodations: Faculty currently on an approved accommodation will not be required to submit a new request for spring semester if there has been no change in status from the original request. Previously approved accommodations will remain in effect for the start of spring semester and until further notice.

To initiate a new request, please complete the [Employee Accommodation Request Form](#). This form is received and confidentially retained by Human Resources. The HR Director will inform the Dean of Faculty a request has been made, and the faculty member will be notified of the approval or need for further information to make a determination.

Spring Semester Work Adjustments: If you have to work remotely to supervise children who are learning remotely full-time or part-time, please fill out the [Work Adjustment Form](#). You can submit the request at any time and the approval will immediately take effect.

Upcoming Academic Affairs Meetings

First Year Advisor Q & A Sessions: There will be two opportunities for a discussion of fall first year advising and preparation for the spring semester. Watch your email for a questionnaire that will drive the agenda for these meetings. We look forward to seeing you there!

- **Thursday, January 21 10:00-11:00 a.m.** <https://csbsju.zoom.us/j/92413116623>
- **Wednesday, January 27 2:00-3:00 p.m.** <https://csbsju.zoom.us/j/94042609598>

Academic Advising

Faculty Advisor Development Opportunity: The Academic Advising Office will be hosting a development opportunity for anyone interested in using and improving a variety of communication styles to build relationships with students. This is a [web presentation put on by NACADA](#), The Global Community for Academic Advising and will be especially useful for faculty advisors. We will host this session in Upper Gorecki following social distancing guidelines. Space is limited in order to assure safe seating. **January 14, 2021 1:00-2:00 p.m.** presentation followed by discussion in Gorecki 204C. If you are interested in attending, please email Jeanne Terres at jterres@csbsju.edu. Contact Jason Kelly for more information.

Registrar's Office

Reminder for Department Chairs: The Registrar's office is in the process of assigning times to the spring schedule (when students registered, it was only identified as a morning or afternoon class). Because scheduling allows us to maintain fewer students on individual buses and in hallways between class periods, we are still trying to spread courses out in the morning or afternoon across the three time periods.

As chairs, we need your help. When the schedule is provided, please review it with your faculty. Remember there is an expectation that faculty are available from 8am-4:30pm. If a faculty member has an issue with their time, please try to resolve this with another faculty and course in your program. If you are able to switch or swap times, please email Julie Gruska the necessary switch. If there is a change that must be made and cannot be completed within your department, we ask that chairs submit these requests using this form: <https://www.csbsju.edu/forms/HUWFRXC69N>

IT Services

Zoom-bombing, where someone joins a Zoom meeting and shares or does something inappropriate, has been on the rise at CSB/SJU. A small number of students are sharing meeting links for others to zoom-bomb. To avoid this problem (a) use the waiting room, (b) have a password on the meeting, or (c) both. Also review <https://blog.zoom.us/keep-uninvited-guests-out-of-your-zoom-event/> to learn how to remove unwanted attendees from your meeting. Contact IT Services Help Desk (x2228) for more information.

New Password Policy - 15 or More Characters and No Expiration

Tired of changing your password every 180 days? CSB/SJU has implemented a new password policy. The policy moves from an 8-character network password (expires every 180 days) to a 15-character passphrase that will not expire. A passphrase is longer, more secure, and easier to remember than traditional passwords. For example: PuppiesAreMyFavorite. IT Services will email you when your network password is due to be changed. However, you can update your password now, by clicking More Information. [More Information](#)

Libraries

Library-Related Canvas Modules: The Libraries' Learning and Research Team invites faculty requests for [library-related Canvas modules](#) for Spring 2021 courses. These modules serve as a handy reference for students working on research papers and projects, and they can be customized to support your specific assignments and learning goals.

Diversity ebook: The following ebook is available in our libraries: Chun, E.B., & Feagin, J.R. (2019). *Rethinking Diversity Frameworks in Higher Education*. Routledge.

<http://ezproxy.csbsju.edu/login?url=https://www.taylorfrancis.com/books/rethinking-diversity-frameworks-higher-education-edna-chun-joe-feagin/10.4324/9780429298929>

Experience and Professional Development: XPD

Summer Leadership Fellows Application Deadline is Jan. 10th. The Summer Leadership Fellows (SLF) provides opportunities for students to engage in 10-week summer internships in non-profit/government organizations. Students with varying majors, interests, and experiences are selected through an application process to be part of SLF. Each student selected for the program will receive \$6,000 - paid throughout the summer. Program details can be found on the XPD website: <https://www.csbsju.edu/xpd/students/experience-based-programs/summer-leadership-fellows>

Internship Information: XPD offers key resources outlined below to support both students and faculty engaged in academic internships. Please contact Laura Hammond, XPD Associate Director, for more information or with any questions.

- Faculty Moderator FAQ's: <https://www.csbsju.edu/xpd/students/experience-based-programs/internship-program/faculty-moderators>
- Student Registration Steps/Forms: <https://www.csbsju.edu/xpd/students/experience-based-programs/internship-program/students/registering-for-internship-credit>
- Spring Internship Registration Deadlines: <https://www.csbsju.edu/xpd/students/experience-based-programs/internship-program/students/internship-calendar>
- Internship Search Resources and Strategies: <https://www.csbsju.edu/xpd/students/internships-and-jobs>

Spring and Summer Internship Update: Academic Affairs and XPD will continue to encourage flexibility with academic internships both spring and summer term. **At this time, in-person and virtual internships options will be available to students.** This policy may need to be adjusted as the pandemic continues to unfold; however, communication would be sent accordingly. For the safety of all involved, CSB/SJU internship hosts and student interns are strongly encouraged to discuss and outline workplace safety protocols that align with current public health guidelines.

Virtual MN Private Colleges' Job and Internship Fair: For the 45th year, Minnesota's Private Colleges will host the annual Job and Internship Fair. Held virtually in Handshake, this fair allows students to connect with 300+ employers during pre-arranged times. Open to current sophomores, juniors, seniors and December 2020 graduates, the MN Private Colleges' Fair provides students a chance to find jobs and internships with hundreds of employers in business, non-profit, social service, government, and bioscience industries. Watch for more information from XPD during spring semester about how to prepare for, register for and create your own fair schedule in Handshake! *Please note: There is no registration fee this year!*

MN Private Colleges' Job and Internship Fair: February 25, 2021 from 9:00 am to 2:00 pm

FYX

As you begin to wrap up D block and the fall semester, please consider forwarding names of students you think would serve as good role models for both our orientation and peer mentor programs for the Class of 2025. We will reach out to these students directly and encourage them to apply. Please email Kari-Shane at KDAVIS@CSBSJU.EDU.

Applications for both the Orientation Leader position for the "Beginning the Journey" summer orientation series and the Peer Mentor position for INTG 105 (the College Success Course) are now open and can be found on the FYX home page link. This application will remain open through February 12th. Click here: <https://www.csbsju.edu/fyx/join-our-team>

Undergraduate Research

Save the Date - Virtual Celebrating Scholarship & Creativity Day - April 19, 2021!

Undergraduate Research invites you to save the date for Virtual CSC Day 2021!

New this year, CSC Day will include a special, optional session highlighting research & creative work that aligns with our institutional learning goal of "Embrace Difference." Presenters will have the option to be featured as part of the series through designation on their registration form.

To accommodate block learning: Registration AND poster submissions will begin earlier, running February 15 - April 9. [More Information](#)

Instructional Technology

Virtual Instructional Technology Day is January 12, 2021! For more information, visit <https://www.csbsju.edu/instructional-technology/technology-training/training-workshops> The individual sessions start at 9 am and end at 3 pm. Highlights include sessions on the Hive, Perusall, Canvas, Teams, Zoom, podcasting as well innovative work by librarians and instructional technologists and an open forum on assignments in the hybrid format.

Faculty Development

Teaching Native American Studies Workshop: Dr. Anton Treuer, one of the foremost Native American scholars in the U.S. and professor of Ojibwe at Bemidji State, will be conducting a faculty workshop about teaching Native American Studies. This two-hour workshop will be the morning of **Wednesday January 20th from 9 – 11 a.m.** Although the workshop is designed for faculty who

intend to teach a CSD course it will be available to any faculty who are interested. The workshop will also be recorded and made available for those who are interested but unable to attend.

If you would like to participate in this workshop, please email [Laura Schmitz](mailto:Laura.Schmitz@csbsju.edu) to be put on the participant list. If you have any questions about the workshop, please contact Shane Miller at samiller@csbsju.edu.

Faculty Governance

JFS meeting: **Tuesday, January 26 from 4:45 – 6:15 p.m.** via zoom

JFA meeting: **Thursday, February 4 from 4:45 – 5:45 p.m.** via zoom

Watch for emails from Greg Schroeder for information about the meetings and zoom links.