

# OFFICE OF THE PROVOST

## ACADEMIC AFFAIRS NEWS/UPDATES - DECEMBER 2018

### ACADEMIC AFFAIRS GENERAL

**CHANGE IN FACULTY STATUS:** We are happy to announce the promotion of Brenton Hobart to Associate Professor of Comparative Literature & English and the promotion of Kerstin Carlson to Associate Professor of International and Comparative Politics.

**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. The Director of Academic Integrity (currently Diane Bonneau) has informed us that while she does continue to receive [incident reports](#) involving cheating, plagiarism, etc, she also receives messages from good students complaining about cheating on campus. When you encounter incidents of academic dishonesty, please file an incident report that can be sent to [academicintegrity@aup.edu](mailto:academicintegrity@aup.edu). By doing this, it allows us to follow-up seriously with an individual who accumulates multiple instances of academic integrity violations.

**FINAL EXAMS:** As final exams approach we do need to take a moment to send a few reminders about final exams and [AUP exam procedures](#). Faculty are expected to follow these procedures, which were discussed and voted at Faculty Senate a few years ago. Final exam time is part of the overall course contact hours therefore, use of the full exam timeslot is mandatory. If you decide not to give a final exam, you should use the period for other class activities. If a student has three final exams on any given day, they may contact Brenda Torney ([btorney@aup.edu](mailto:btorney@aup.edu)) for assistance. (She will try to have one of the exams moved to another day.) Beyond instances of a student having three exams on one day or having specific academic accommodations that are managed by ARC, The Office of Academic Affairs does not allow for individual changes in final exam schedules. Students with serious personal or health concerns should be referred to the Office of Student Development.

**SUMMER 2019:** The summer 2019 course schedule has been available to current AUP students for weeks and should now be available for external students on the AUP website. 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. Please do take a moment to peruse the summer offering and please do not be shy about speaking about our programs to fellow academics who may have interested advisees or even with prospective students you may meet during your travels.

**NEXT YEAR'S COURSE PLANNING (2019-2020):** The fall 2019 course plan is currently due to Academic Affairs and will shortly be scheduled by the Registrar's Office. Spring 2020 course planning will be due early March.

**FACULTY MEDIA LIST:** Faculty were recently asked to consider joining AUP's Faculty Media List which will detail all interested faculty members at AUP and their areas of research and expertise in order to facilitate interviews and media engagement with outlets in France and abroad. Let Kilian know if you are still interested in having your name added to the list.

**CONFERENCES AT AUP:** Academic Affairs has a [Brief Guide to Hosting a Conference at AUP](#) with suggestions for planning a conference. It is not exhaustive and we welcome any suggestions you might have from your own experience.

### CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING (ACE)

Please note the new name of the unit: Center for Academic, Career and Experiential Advising (ACE for short).

Darcee Caron has taken on the role of Director of Experiential Learning, in support of the increasingly important role that experiential learning is to play in both core- and co-curriculum. Darcee will take responsibility for jump-starting AUP's signature co-curricular program that was piloted successfully last year, the Global and Professional Skills (GPS) program. This program is collaboratively managed between Student Development and Academic Affairs.

In her new role, Darcee has been visiting FirstBridge courses to promote a key element of the GPS, the Designing Your AUP (DYA) workshop, originally launched by Celeste and Scott as a way to use design thinking to help freshmen take a

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more mindful approach to planning their co-curricular and pre-professional involvements. Thank you to the FirstBridge professors who graciously allowed Darcee to speak to their students about this essential component of their experiences at AUP.

Linda Martz, as Director of Academic Advising, is working with her team to improve support for both students and their advisors. The Academic Advising team recently saw Pamela Montfort move to take on a role in Student Development and saw David Bouchet leave for new horizons. The Advising Team was well replenished with Kyle McGuan, who moved from the Registrar's Office, and Isabella Archer who joined AUP.

Several DYA workshops are being led this semester by ACE and Student Development staff.

Darcee will be overseeing the new internship coordinator who will be on board by Spring Orientation. Danielle Savage will continue to manage Career Advising, and a new career advising assistant for the center will be in place, also in time for Spring Orientation.

Members of ACE are available to conduct brief class visits to help promote internships or discuss other aspects of academic, career or graduate school planning with undergraduate or graduate students, so faculty are warmly invited to contact the center if they wish to schedule such a visit.

The team has been experimenting with various ways of interacting with students, including group coaching, interactive events co-organized with the USG and GSC on using LinkedIn, pop-up advising, a series of animated Internship Prep videos (to be launched shortly), special invitations for AUP students to visit the translation and interpretation school ESIT, and more traditional workshops organized in conjunction with academic departments or faculty members such as the recent session on personal statements with Michelle Kuo.

All advisors are actively participating in conversations on the shaping of the exciting new Quai d'Orsay Student Learning Center, where they will rub elbows with fellow staff and faculty members in ARC, the Library, and AUP's research centers.

## ARC

**PEER-TUTORING SERVICES:** ARC would like to ask Faculty and Staff to remind students about our peer-tutoring services in Grenelle. We have 19 ARC-Links (subject tutors), several Math Clinic tutors, a Tech/Media tutor, and 6 Writing Lab tutors scheduled for this semester. We hope students will take advantage of the support offered by these talented tutors.

The **WRITING LAB** reminds Faculty, at this busy time of the semester, that writing tutors are available to work one-on-one with students on any stage of a writing assignment. Students who need help brainstorming, revising or editing, locating and choosing sources on the AUP Library databases, understanding the conventions of MLA, APA, Chicago styles, and so much more, should be encouraged to visit. Those who have questions about using proper citations and avoiding plagiarism are more than welcome to drop in, as well. Handouts are available. For faculty, we have extra copies of "A (Tentative) Toolbox for Bringing Writing into Your Classes".

**SUPPORT DURING READING DAYS:** We will be offering Research Paper Help Sessions; students may schedule an appointment [on-line](#) or just walk in. Special ARC tutor exam-prep sessions, held in our iSpace, will be announced in December. "Like" our Facebook pages for news and updates from [ARC](#) and [WL](#).

**BLACKBOARD:** Ann Borel will begin accepting requests for Spring semester Blackboard sites as of November 28. To submit a request, please log in to your AUP account and enter your course details [here](#).

**DISABILITY-RELATED ACCOMMODATIONS FOR FINAL EXAMS:** The number of students registered, with Student Development, for exam accommodations this semester has increased nearly 7-fold. Many of these students are entitled to extra time on their exams. Others may need a quiet room, or a laptop. If you are not able to accommodate the extra time (have an exam the following period, etc.), students may schedule a proctor and room via the [online form](#). In these cases, the professor must bring or send the exam to ARC, preferably the day before the test. Students needing laptops will be grouped, whenever possible, in the examination room, lower-level, Grenelle. Questions? Please contact us at [arc@aup.edu](mailto:arc@aup.edu).

## LIBRARY

The library team has been actively working on the redefinition of their service model preparing for the big move to the Quai d'Orsay Student Learning Center. With the support of the Office of the Provost and [AMICAL grants](#) last September, the Library brought in facilitator, consultant and author [Melanie Hawks](#) (ALA/ACRL). Melanie Hawks conducted a two-day workshop that has served as a base for the discussions which will continue to take place. The outcome should be an up-to-date user centered service model, which should inspire the services and the way they integrate with other units, as well as a campus communications campaign.

## OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

**MSCHE:** We are now in the 2<sup>nd</sup> year of our self-study for the Middle-States Commission on Higher Education. All 6 working groups, comprising the self-study committee, have turned in their November progress reports on schedule. Also, the evidence inventory is on its way to being completed. The first draft of the self-study should be completed by December. On November 21, the Steering Committee met with the new MSCHE Liaison Officer. Tasks and reporting lines for strategic priorities were clarified. Over the past few months, many AUP staff and faculty have been asked to collaborate on this effort and have done so with enthusiasm. We are very grateful for your involvement.

**DEPARTMENT CURRICULAR REVIEWS:** The reviewing team for the History Department concluded their visit on Thursday, November 29. This is the last team visit for this year. The next visits will be in Fall 2019 and will involve the departments of Comparative Literature, Film Studies, and Global Communications. We expect to have finalized reviews for the Departments of Art History and Fine Arts, History, and International Comparative Politics by the end of 2018.

**ASSESSMENT:** As announced in the prior Faculty Senate, the Office of Educational Assessment has been meeting with departmental chairs to review, complete and standardize the assessment sections of the department reports (section V). We have highlighted all implementation and assessment of prior "planned actions" thereby effectively reporting on closing the feedback loop on prior year assessment efforts. At the time of writing this update, all but 1 of our departments have reviewed their assessment reports with this Office.

### **OTHER COMMUNICATIONS:**

The Institutional Research Office has completed all HEDS surveys for 2018 (alumni, first destination, and senior).

Course evaluations were distributed to students on Wednesday, November 28 at 10 am and will remain open until the last day of classes at 11:59 pm.

Faculty will soon be asked to upload their Spring 2019 syllabi onto the new online platform.

## TEACHING & LEARNING CENTER

**EVENTS:** Upcoming events are announced on AUP's [TLC website](#) and in "[Events](#)" on the AUP website.

**UPCOMING WORKSHOPS:** Intergroup Dialogue and Diversity Education, a workshop for faculty and staff, 11 - 13 February 2019. More information coming soon.

### **RECENT FACULTY WORKSHOPS:**

Course/Syllabus Design Workshop: all-day workshop on course/syllabus design, facilitated by Suzanna Klaf, Associate Director of Faculty Programs and Services at the Columbia University Center for Teaching and Learning (CTL), New York City. Participants: 20 faculty members across most of the disciplines, 17 October.

The secrets of the faculty portal (Registrar's Office), Supporting students and faculty in academics and writing (ARC, Writing Lab, WPA), Your students and the early days of the semester (Student Development), 19 September.

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Faculty/student panel: “What is it like to teach/study at AUP?” (TLC, Advising), Syllabus tweaking workshop (TLC), Practical ITS training: your classroom and technology (ITS), Your students and the first days of the semester (Student Development), 3 September.

**TLC LUNCHES, SPRING 2019:** Next semester we are planning lunches on Monday and Wednesday, hoping to accommodate those who are unable to attend on Wednesday. We thank the facilitators of the TLC lunches this semester and those who participated.

**RECENT TLC LUNCHES:** Feedback, grading and marking with Maria Bach and Nahid Walji, 21 November; Collaboration and the “Food without Borders” Project with Christy Shields and students, 7 November; Digital Literacy with Albert Wu, 10 October; First classes, 19 September.

**TLC NEWS:** Recent announcements and thematic content sent in bi-weekly emails: Microaggressions, 19 November; Font of all knowledge, 5 November; Tips for student success, 8 October; Dealing with plagiarism, 24 September; Syllabus and first class ideas from the TLC, 3 September.

## **FACULTY DEVELOPMENT:**

**IN-HOUSE FUNDS:** Faculty development grant applications should be submitted to Brenda Torney. A committee will be created to examine less typical requests.

**Andrew W. Mellon Foundation grant:** Two calls were sent to faculty recently, one for fully collaborative team-taught courses and one for new course development. Review of proposals is in progress. The deadline for new course development proposals for spring 2020 is 10 December.

*Amical* (Jeff Gima, Director);

*Schaeffer Center* (Brian Schiff, Director);

*SGA for student-related funds* – e.g. Pass the Tech, Model UN

## **EXTERNAL FUNDS**

FPC – (Human Resources);

*Compte Personnel de Formation (CPF)* (the new DIF) – our DIF points expire in January 2020 (Human Resources)

List of Funding agencies and AUP faculty who have received funds (list established by Claudia Roda and Sarah Bentley, accessible through Sharepoint). For more information about funding opportunities, contact Rebekah Rast.

**GLOBAL LIBERAL ARTS ALLIANCE (GLAA)** (contact Rebekah Rast for information about GLAA).

**OPEN CALLS:** *Library of Congress Research Initiative*, 8-17 July 2019 – a call for proposals can be found [here](#). Submission deadline 4 February 2019.

*Oral History in the Liberal Arts Workshop*, 26-28 June 2019, hosted by the American University in Bulgaria – a call for proposals will include collaboration between AUP and another GLAA institution. Submission deadline 25 February 2019.

**INFORMATION:** Global course connections (an opportunity to co-teach with a faculty member from another GLAA institution). Plans for 2019-20 courses are in progress. The program description can be found [here](#).

Center for Teaching and Learning of the Alliance. Regularly updated resources are posted to their site.

Upcoming GLAA Institute: Spring 2020, AUP will host the Institute. More information coming soon.

International New York Times Athens Democracy Forum, September 2018, AUP student, Sofia Kalogirou, participated and will be reporting to faculty and students in the spring.