

# OFFICE OF THE PROVOST

## ACADEMIC AFFAIRS NEWS/UPDATES – FEBRUARY 2019

### ACADEMIC AFFAIRS GENERAL

**SABBATICALS:** For the 2019-20 academic year Rank and Promotion has recommended and the Provost has approved five faculty members for sabbatical. Congratulations to:

- [Elena Berg](#)
- [Philp Golub](#)
- [Cary Hollinshead-Strick](#)
- [Elisabeth Kinne](#)
- [Robert Payne](#)

**COURSE RELEASES:** Rank and Promotion has recommended and the Provost has approved [Kate-Yue Zhang](#) for a course release for 2019-20.

**ACADEMIC INTEGRITY:** As we near mid-terms, we send a few reminders regarding the importance of academic integrity on campus. The Director of Academic Integrity, Diane Bonneau has reported 10 incident reports during fall 2018. Please be sure to follow the Exam Administration Policy (AA022EN) approved by the Faculty Senate.

**MID-TERMS:** As the mid-term approaches, please remember to follow [AUP exam procedures](#). These procedures were discussed and adopted at Faculty Senate to 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. For example, having students leave all material (including electronics) at the front of the classroom. Other points include the possibility of using assigned seating for exams, paying attention to unexpected departures from class, etc. Please take a moment to re-read the [policy](#).

**LEARNING ACCOMMODATIONS:** As mid-semester (March 20) approaches, we do need to take a moment to send information regarding student [Learning Accommodations Process](#). Faculty members discuss with students the feasibility of providing required exam accommodations themselves. They refer students to ARC when providing accommodation themselves is not possible. Students must submit an [online exam accommodation request form](#) for each exam requiring accommodation arrangements at least two weeks before the exam date. The deadline for requesting testing accommodations for Spring 2019 final exams is April 29, 2019. Beyond this date, accommodations cannot be guaranteed.

**SUMMER 2019:** Registration is now open for all students. Please note that personal networking and word-of-mouth always proves to be incredibly effective in extending AUP's summer recruitment. 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 (2019-20):** The Fall 2019 course plan will become public to students during the Spring break.

Spring 2020 course planning is due from Department Chairs upon the return from the Spring break.

Summer 2020 planning will begin shortly. Please expect to see a series of working groups/meetings called to discuss ideas and concepts for summer 2020. We are looking to run the same format as this year, and need to start building up our themes.

# OFFICE OF THE PROVOST

**CAPITAL BUDGET PLANNING (2019-2020):** As we begin the budget cycle in preparation for our next fiscal year (2019-20), we have sent a call to Department Chairs, Program Directors and Administrative Managers to ask each group to identify needs that would fall within our capital budget. The capital budgeting entails identifying our required long-term investments. It is absolutely necessary that we allocate resources for these eventual expenditures. Capital budget 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 the 10<sup>th</sup> of March 2019 to [Provost@aup.edu](mailto:Provost@aup.edu)

## CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

**NEW STAFF MEMBERS :** The team is now complete with the onboarding of two new staff members, Kortney Nosakowski and Arielle Meimoun. As Internship Coordinator, Kortney facilitates students' securing, registering, pursuing, and validating their internships, and in so doing coordinates with a wide swath of the university. Arielle has recently come onboard as Internship and Career Advising Assistant, and has taken on administrative and communications responsibilities within the Center and also serves as a first contact for students seeking assistance. If you have not yet met our newest team members, please take a moment to greet and welcome them to AUP.

**GPS (GLOBAL PROFESSIONAL SKILLS) PROGRAM:** The big news in the Center is the recent formal launch of the GPS (Global Professional Skills) program, which was successfully piloted last spring. Parallel to the preparation of the launch has been the acquisition and configuration of specialized software to create a centralized home for all student-facing and departmental activities, clubs, and events, and a showcase for the Co-Curricular Record (CCR) and the GPS certificate. The launch of the new platform, entitled [AUP Engage](#), has been successfully implemented, with several hundred students and other members of the AUP community regularly using the site to promote and check for upcoming events and activities. The GPS program itself has been launched for undergraduate degree-seeking students (with an amended version available for current seniors). On AUP Engage, GPS program requirements are presented in a clear and compelling fashion, allowing students to visually track their progress from semester to semester.

**ACADEMIC ADVISING:** On the academic advising front, the generalized use of degree worksheets prepared in advance for all incoming transfer students greatly facilitated their arrival this past Orientation. Additionally, beta testing of automated degree checks has begun for some majors, with the expectation that some of the more mechanical aspects of advising will ultimately be streamlined.

**GLOBAL TALENT BROCHURE:** To assist students with their internship searches, the Global Talent brochure has been a popular resource for several years now, with up to 100 students participating in any given semester, and eagerly awaited by employers. Soon the print version will make way for a digital version, the Global Talent portal, which is searchable and perpetually up to date. This will result in a more reliable tool that is useable by students and employers all year long rather than once a semester.

**QUAI D'ORSAY MOVE:** The whole team is looking forward to our move to the new Student Life and Learning Center at 69 Quai d'Orsay in the coming weeks.

## ACADEMIC RESOURCE CENTER

**PEER-TUTORING SERVICES:** NEW! The Academic Resource Center announces extended Math Clinic services for Spring semester, 2019. Due to high demand, we are trying out a new format, offering a lunch-time session as well as the usual evening sessions. Appointments are not necessary. Students may drop in, Mondays through Fridays, between noon and 14h. Evening sessions take place Mondays through Thursdays from 17h-19h. All sessions meet in the **ARC iSpace** (location after the move from Grenelle to the Learning Commons TBD).

**BLACKBOARD:** ARC will be performing necessary maintenance as well as upgrading our Learning Management System during Spring break. There may be occasional, brief, service interruptions. Questions? Please contact [arc@aup.edu](mailto:arc@aup.edu). After the break, we will provide instructions to faculty who have expressed an interest in using the new attendance tool in Blackboard.

## LIBRARY

**LIBRARY MANAGEMENT SYSTEM:** The Library and ITS have made the final decision concerning the new library management system. The current system (Voyager) is no longer going to be maintained and developed by the provider. Alma, the new library management system (ExLibris) will have another component (Primo) that will help improve the discovery of the print and online collections. Both systems will be implemented during the summer and hopefully will be ready during the fall semester of this year.

**LEARNING COMMONS WEB SITE:** We hope that the learning commons web site will be ready and operational for the coming fall semester, time when a new revamp library section will offer a friendlier and more ergonomic way to perform searches for information and discovery of our collections and services.

**QUAI D'ORSAY MOVE:** In January, the Library conducted an office-cleaning week in preparation for the big move to 69 Quai d'Orsay. A moving company has been selected by the University to move our collections and offices. You will discover in the weeks to come how the library collections, offices and services will mesh with the other academic services and the research centers in the Learning Commons.

**BOOKS AND FILM ORDERS:** The Library wants to remind faculty that if they are planning to order books and films for the new semester the following are the ideal times:

- March 15 for Summer courses
- June 15 for Fall courses

After those dates the Library will try its best but cannot guarantee that all materials will be in time for the first day of classes. For textbooks, please contact the [Bookstore](#).

**INTER-LIBRARY LOAN SERVICES:** There are important updates in terms of the **inter-library loan services**. The library needs to maintain good relationships with partner libraries. Unfortunately, users at AUP have not been exemplary in the last two semesters. We will be applying new fees for overdue items for students and faculty (1€/day/item, if the item is recalled by the Library the fine will be of 5€/day/item). For further information, please contact Isabelle Dupuy [idupuy@aup.edu](mailto:idupuy@aup.edu).

## TEACHING & LEARNING CENTER

### UPCOMING EVENTS

Feb. 26, 9am-5pm in Combes, Faculty Retreat – Experiential Learning and Digital Literacy

Apr. 8, 12:15-1:15 TLC lunch – Continuing the conversation about teaching students with learning disabilities

Apr. 15, 5:30pm TLC Mellon Workshop – How we talk about internships and careers with our students

Apr. 29, 12:15-1:15 TLC lunch – theme TBA

### RECENT FACULTY WORKSHOPS

**Intergroup Dialogue and Diversity Education:** A workshop for faculty and staff took place February 11-13, facilitated by Deirdre Johnston and Lorna Hernandez Jarvis. Those who took part in this training program are working to find ways to integrate what we learned into our courses and the curriculum. Projects proposed so far include, “Civic dialogue and engagement in Paris,” “Developing international and intersectional disability studies at AUP,” “Exploring diversity workshop at orientation,” and “Are we really multicultural and diverse? Moving from compliance to internalization”. If you have questions, don’t hesitate to speak with participants Isabella Archer, Christine Armstrong, Safia Benyahia, Elena Berg, Bill Fisher, Michelle Kuo, Stéphane Malo, Evelyn Odonkor, Anne-Marie Picard, Rebekah Rast, Marie Regan, Danielle Savage, Jorge Sosa, Irene Strasser, Brenda Torney, David Tresilian, Jula Wildberger, and Russell Williams.

**Student learning disabilities and accommodations discussion:** In collaboration with Student Development and with clinical psychologist, Justine Duplessis, took place on January 29. This discussion will continue during a TLC lunch on Monday, April 8 (12:15-1:15).

### FACULTY DEVELOPMENT

#### IN-HOUSE FUNDS

*Faculty development grant* applications should be submitted to Brenda Torney. A temporary task force has been created to examine less typical requests.

#### **Andrew W. Mellon Foundation Grant: The Future of Teaching, Learning, and Researching in an International Context:**

Three calls for proposals were sent in Fall 2018. The following projects received support:

#### Fully collaborative team-taught courses (2019-20)

- Peter Hägel and Julian Culp (EC/PL/PO), The Commons and the Market (Fall 2019)
- Albert Wu and Elena Berg (HI/SC), Why Do We Get Sick? A Medical History (Fall 2019)
- Hannah Westley and Tanya Elder (AN/CM), Interviewing: a communicative practise from an interdisciplinary perspective (Spring 2020)
- Michelle Kuo and Miranda Spieler (HI/LW), Becoming Free (Spring 2020)

## New course development (2019-20)

- Jula Wildberger, "Philosophy of Language"
- Julian Culp, "Global Justice"
- Tatiana Grigorenko, "The Camera doesn't like: Photography in the Post-Truth Era"
- Stephen Sawyer, "The Transformation of the World 1789-1914"
- Elena Berg, "Evolution of Human Sexuality" (on sabbatical S20)
- Russell Williams, "Digital Poetics"
- David Tresilian, "Arabic Literature/World Literature – Production, Translation, Reception"
- Anne-Marie Picard, "L'Art, les femmes et la folie"
- Sharon Weill, "Middle East and International Law"

## Experiential Learning and Mentored Research (Spring 2019)

- Rika Roy, Memories of Slavery in France: Exploring the Past through Archives and Performance
- Albert Wu and Michelle Kuo, AUP Walls to Bridges
- Elena Berg, Effects of mutation load on fertility in seed beetles
- Sharon Weill, Experiential learning: Engaging students in an Empirical Study at the Special Jurisdiction for Peace, Colombia
- Brenton Hobart, The Sites of the Bible and the Thrice-Holy City of Jerusalem
- Daniel Medin, Editorial Mentorship

## Other sources of in-house funding:

*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: 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.

*The 2020 Alliance Institute on Transnational Feminism(s)*, hosted by AUP, March 12-14, 2020. Click here for the [Call for Proposals](#).

*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](#).

## OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

**MIDDLE STATES SELF-STUDY:** Thanks to the continued effort of the members of the steering committee, we are on schedule with the drafting of the self-study for reaccreditation. Second drafts, following the peer-review of the first, are due on the March 15th in preparation of an end-of-March steering committee meeting with our Middle States liaison officer. An AUP community-wide consultation and review process of the self-study will take place between May and June. We expect both faculty and staff to continue giving their support to the reaccreditation process.

**OUTCOMES ASSESSMENT DAY:** Invitations for the Outcomes Assessment Day, on Thursday May 9, have been sent. We welcome both your participation and your suggestions for themes and activities that will make this day a success.

**DEPARTMENTAL CURRICULAR REVIEWS:** The first three departmental curricular reviews are now complete for the departments of Art History & Fine Arts, History, and International & Comparative Politics. The reports from the visiting teams were received and have made their way into the strategic planning of their respective departments. The next visits will be in Fall 2019 and will involve the departments of Comparative Literature, Film Studies, and Global Communications.

**ASSESSMENT:** The one-on-one November meetings of the EAIR office with departmental chairs to complete and standardize the assessment sections of the department reports (section V), were very successful. The resulting Institutional Assessment Report was well received by the Board of Trustees and was ratified by the Leadership Team.

**INSTITUTIONAL RESEARCH AND DATA PROTECTION OVERSIGHT COMMITTEE:** The Data Protection Oversight Committee's work is continuing. We have almost completed all of the meetings with individual units and soon the initial registry of data treatments will be complete.

**COURSE EVALUATIONS:** The preparation for Course Evaluations for the Spring 2019 semester will begin soon and will look to syllabi and learning outcomes entered into the syllabi system.

**DATA REQUESTS:** For continuing data requests and other support, it is imperative that you use the IR Helpdesk by sending your request directly to IR@aup.edu.