

ACADEMIC AFFAIRS NEWS/UPDATES - OCTOBER 2018

ACADEMIC AFFAIRS GENERAL

FACULTY ACHIEVEMENTS 2017 BROCHURE: a collection of the 2017 achievements of AUP's Faculty has just been finalized and is available for your review in the [Faculty Achievements 2017 brochure](#).

CAMPUS MOVES IN SPRING 2019: The Quai will open in March 2019. Amelie and Pierre-Villey classrooms will be open at the start of the semester, however, classrooms will be shifted for March, at which point in time, Amelie and PV will no longer be classrooms. Similarly, you can expect some classroom re-configurations and moves in the Passage Landrieu building as well for the return from spring break. There will also be some faculty office moves within the same timeframe. We will communicate with concerned professors for specific moves as the spring semester approaches as well as more generally for all faculty.

COLLABORATIVE PROJECTS ACROSS DEPARTMENTS focusing on improving interdepartmental collaboration: ongoing orientation group management, Bookstore projecting – becoming compliant with US law and book list availability (Higher Education Opportunities Act), detailed work helping to structure the record keeping needs for the Co-Curricular Record and the GPS program, GDPR work, data-dictionary foundation work, looking at CSGR program, etc

FACULTY ADMINISTRATIVE SUPPORT: Beginning in the 2018/2019 academic year, Marion Ranoux has joined Academic Affairs full-time to work with Ursula Darien by faculty support especially to department chairs and center directors. Ursula continues to provide her support faculty especially with course evaluations and syllabi.

SPRING 2019 PRE-REGISTRATION: Students are currently registering for spring semester courses. We are at the tail end of senior registration. Juniors begin registering Thursday. Registration window dates are available on the landing page of the faculty portal.

SUMMER 2019: We are currently finalizing our summer 2019 course offerings. The outward facing website should be ready in a week or so. Registration will begin at the end of the month with the course listing being available shortly. We are working to re-design our summer offerings to attract more external students. The summer 2019 courses will reflect an intermediate step to something more substantive in summer 2020.

FALL 2019: Planning for fall 2019 is expected to begin shortly.

CVEC: Students are now required to pay a new student fee to the government before they may pre-register for courses. The Registrar's Office has sent correspondence on this issue – please see your email (16 October from Maggie Martin). The « Contribution Vie Étudiante et de Campus (CVEC) » helps to finance on-campus programs that enhance the student experience. Students are required to pay this fee directly to the French government and universities are expected to enforce application.

ONLINE FACULTY SUPPORT & RESOURCES: Documents & resources for faculty are accessible [here](#).

REGISTRAR TEAM: This fall, two new staff members, Andrew Tischler and Joanna-Luisa Giese, joined the Registrar's Office as Office Assistants. Andrew oversees front desk management, enrolment certificates, transcripts, ID cards. Joanna-Luisa oversees current course offerings and exam schedule, room management, course substitutions, course cancellations and make-up class reservations.

ADVISING CENTER

This fall, we onboarded two new people, Kyle McGuan (formerly in the Registrar's Office) and Isabella Archer, new to the institution. Kyle is responsible for our Partner and Visiting students, and Isabella works with our degree-seeking population and is in charge of the Junior Degree Check Process. That process, which we streamlined last year, has been highly successful, with 82% of juniors submitting checks and receiving feedback on their progress towards their degree.

We have increased our outreach to faculty academic advisors, offering individual training sessions and center support for group advising sessions. In preparation for Admissions' expansion of transfer recruitment, all academic advisors in the center are being trained to help with the processing of transfer credits, and all center advisors now participate in the summer Skype advising of new transfer students.

Now that we have Degree Worksheets for all the majors, please do use them with your advisees. If you wish to add a second major or a minor, the code to unlock them is « AUP ». For those of you with transfer juniors, this is especially critical: we have had a stream of lost transfer juniors through the office, trying to understand where they stand. If you need help with them, contact Linda Martz or the Advising Center for a tutorial. If you ask very nicely, they can even make office calls.

OFFICE OF EDUCATIONAL ASSESSMENT AND INSTITUTIONAL RESEARCH

MSCHE REVIEW: We are now in the 2nd year of our self-study for MSCHE. All 6 working groups, comprising the self-study committee, are meeting regularly. Both the drafting process and the collection of evidence have begun. The first draft should be finished by December. Many of you are part of a self-study committee and are very aware of this ongoing process. Others should expect to be asked to collaborate in some minor task in the near future (participate in an interview, give an account of a study trip or conference or other activity, lead a focus group etc). Please be generous with your time (as you always are).

HIGHER EDUCATION DATA SHARING CONSORTIUM (HEDS): We have carefully customized three HEDS surveys (alumni, first destination and senior) to replace our in-house surveys while still addressing the items most relevant to our institution. Substantial effort has also gone in ensuring compliance with the EU's General Data Protection Regulation.

DEPARTMENTAL CURRICULUM REVIEW PROCESS: We are finalizing the first group of departmental curricular reviews. These are the first comprehensive departmental curricular reviews, with external reviewers, that AUP has done in a long time and we are redefining and perfecting the process as we go. Though none of the reports is yet finalized, the first visitors, to the Art History and Fine Arts department, were impressed by the breadth, originality, and dynamism of the curriculum and the quality of the pedagogy. They were also impressed by the plans for developing the new Center for the Arts.

Our office will be assisting all departments carrying out their reviews. Helping them gather documents, assisting with the drafting of the departmental self-study, and staying on track with deadlines.

ASSESSMENT: Assessment is the cornerstone of the MSCHE self-study and the departmental reports are the principal locus of the learning assessment process. The Periodic Review Report, presented in 2015, was successful, among other things, on the strength of our transformational culture of assessment. Among the very few concerns voiced by the visiting team, one of the most important was the lack of concrete evidence of "closing the feedback loop".

Evidence of "closing the loop" is now present in most of the departmental reports, although different departments present it in different ways. Some of these ways are clearer than others. The ALIR Office will be visiting all department chairs during the month of November to assist in revising the 2017 departmental report, to highlight the process of "closing the feedback loop" more effectively, and to prepare for the next assessment exercise. The ALIR office is happy to assist department chairs at any point during the year.

TEACHING & LEARNING CENTER

The Teaching and Learning Center (TLC) creates opportunities for faculty members to reflect on and discuss their teaching philosophies and practices. With workshops, conversations, consultations, seminars, and events with international specialists and professors, the TLC supports faculty endeavors to experiment with imaginative ways to engage students in thoughtful learning in and beyond the classroom. The TLC provides a forum for research on learning and teaching, by supporting faculty-student research collaborations, faculty research on issues of pedagogy, and research on the specificities of teaching and studying at AUP.

EVENTS: Events announced on AUP's [TLC website](#) and in "[Events](#)" on AUP website.

RECENT FACULTY WORKSHOPS:

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.

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.

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 registered: 22 faculty members across most of the disciplines, 17 October.

TLC LUNCHES: Wednesdays 12:15-1:15 in the ARC iSpace (Grenelle, ground floor)

Recent lunches: *First classes*, 19 September; *Digital Literacy* with Albert Wu, 10 October.

Upcoming lunches: 7 November: *Experiential learning/ Linking the classroom to the outside world* with Christy Shields

21 November: *Feedback, grading and marking* with Maria Bach

TLC NEWS: recent announcements and thematic content sent in bi-weekly emails: *Syllabus and first class ideas from the Teaching and Learning Center*, 3 September; *Dealing with plagiarism*, 24 September; *Tips for student success*, 8 October.

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.

[Faculty Development Grant](#) funds (2000€ max per faculty member per year)

Andrew W. Mellon Foundation

[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.

OFFICE OF THE PROVOST

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

Center for Teaching and Learning. Regularly updated resources are posted to their [site](#).

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

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](#).

Library of Congress Research Initiative, 8-17 July 2019 – a call for proposals can be found [here](#).

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.

GLAA Institute: June 2018, *Leadership and Liberal Arts: A Foundation for Social Good,* hosted by FLAME University in Pune, India. Tanya Elder, Evelyn Onkodor (AUP faculty), Jasmine Paul (AUP student), Marc Monthéard (Vice President, Student Services) contributed presented and conducted workshops.

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