

OFFICE OF THE PROVOST

NEWS/UPDATES – FEBRUARY 2024

ACADEMIC AFFAIRS

GREETINGS FROM THE PROVOST

Dear all,

As the semester gathers pace, I would like to draw your attention to a couple of [events](#) on the horizon. Don't miss our Majors' Fair and Festival of Scholarship on **Thursday 22nd February**; we're still lacking faculty for certain majors. Looking down the road to the end of the semester, the Development and Alumni Relations team are seeking faculty volunteers to present a program during [Alumni Weekend April 26-28](#). If you are available and willing, please contact Courtney at cstombock@aup.edu. That weekend will also include the first official and celebratory gathering of our freshly minted Emeriti Board.

It has come to my attention that some of us are missing **key deadlines** – such as due dates for final grades and the end of drop/add. As midsemester exams will soon be upon us, please make sure to enter midsemester grades in a timely fashion. These grades can be helpful in indicating to students where they stand now and useful to refer back to at the end of the semester. You can consult the section in this newsletter concerning **academic integrity** and don't hesitate to contact the **TLC for advice** on how you might seek midsemester feedback from your students.

Human Resources is currently working on a proposal for all staff on how we shall keep essential administrative services going through the Olympics. Our summer sessions should not be disrupted but I will be in touch with faculty teaching in the second summer session to think about ways we might want to be flexible in course design in case access to our buildings becomes an issue.

I take this opportunity to again highlight the wonderful new opportunity for faculty to apply to a fund donated by Brenda Torney's friend Cher Lewis. The **John H Lewis Jr Faculty Development Fund** allows faculty to [apply](#) for up to 5000 euros a year to fund small academic projects.

I look forward to seeing you all tomorrow at Faculty Senate to be followed by a meal in honor of Black History month. It will be Valentine's Day – let's spread the love!

Best wishes,

Hannah

SABBATICALS: Congratulations to the following:

- Julian Culp - granted a sabbatical for Spring 2025
- Noémie Oxley - granted a sabbatical for Spring 2025
- Stephen Sawyer - the sabbatical awarded last year will be valid for Spring 2025
- Russell Williams - granted a sabbatical for Spring 2025

We also congratulate our colleagues who were granted course releases:

- Cary Hollinshead Strick - granted a course release for Spring 2025
- Rebekah Rast – granted a course release to be taken either in Fall 2024 or Spring 2025
- Miranda Spieler - granted a course release for Fall 2024
- Sofia Valeonti - granted a course release to be taken either in Fall 2024 or Spring 2025

RETIRED FACULTY AND STAFF: We wish the following colleagues a brilliant future and thank them for their service to AUP. We will be celebrating Hall, Isabella, Bill, Clara, and Alice at the traditional pot before the last faculty senate of the year in May.

- Alice Craven
- Clara Delamater
- William Dow
- Steven Ekovich
- Hall Gardner
- Isabella Gardner
- Sally Overton, Associate for Student Accounting Services

NEW FACULTY AND STAFF HIRES: We welcome the following new staff members to the AUP community:

- Fatima Aziz, Assistant professor in Communications and Media
- Chloé Galibert-Lainé, Assistant professor in Film studies
- Tania Thorkildson, Student Accounting Services Assistant

FACULTY ACTIVITY REPORTS (2023): The Provost's Office is very pleased to announce some innovations in the 2023 edition of FAR reporting of Faculty Activities. As always, the FAR reporting remains an important moment to reflect upon your teaching, your university service and your professional activity, whether this is scholarly research or practice based. This year, you will note that we have streamlined the service reporting by prefilling the accord service annexes based on the records at our disposal. Consequently, each CDI faculty member who is an accord adherent, will simply need to review the information present, while also being able to request modifications where needed. This should help make your lives easier. FARs are due to your chairs by the **15th of March**, and then due back to the Provost's Office **6th of May**, after everyone has had their FAR review with their department chair. If there are edits needed to the annexes, no need to send us emails – you can simply insert the information into your FAR and we will review this and respond back over the summer.

FACULTY SEARCHES: There are ongoing active faculty searches for an Assistant Professor of Sociocultural Anthropology, an Assistant Professor of French, an Assistant Professor of Accounting and Management, an Assistant Professor of Law and Society, an Assistant Professor of Comparative Politics, an Assistant Professor in Art History, and an Assistant Professor in Professional Communication (Branding).

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 open-source 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 the current academic integrity form and procedures that should help improve our overall management of this very sensitive situation.

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](#).

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, some elements can be used for regular testing or mid-term exams.

SUMMER 2024: 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 prove to be incredibly effective in extending AUP’s reach.

HIRING REQUESTS (2024-2025): As we prepare for the 2024-25 budget, department chairs are requested to submit their hiring requests for both CDI and CDD positions for next year **by March 1st**. CDI hiring requests are to run a search in 2024-25 to bring in a new hire as of the 2025-2026 academic year. Forms are available on the Department Chair/Program Director Resource page [here](#).

REGISTRAR’S OFFICE

The spring semester is off to a busy start! In the Registrar’s Office, we have been busy conferring Fall 2023 degrees and are already gearing up with planning for Commencement. As advisors know, seniors who anticipate graduating in Spring 2024 received degree audit information in time to make course changes during Drop/Add week, which ended on 21 January. Lorie will be following up shortly with degree information for seniors who anticipate completing in Summer 2024.

We are also busy working on the Fall 2024 schedule. Here’s Lauren’s timeline:

Proofing	Due Date
1st Proofing due from Department Chairs	Friday, January 26th
2nd Proofing sent to faculty by Registrar’s Office	Monday, February 5th
2nd Proofing due from all Faculty	Thursday, February 15th
3rd and final proofing sent to Department Chairs	Monday, February 19th
3rd and final proofing due from Department Chairs	Friday, February 23rd
Publication of Fall 2024 Schedule	Friday, March 1st
Pre-Registration for Fall 2024	Monday, March 18th

On an exciting note, we are hopeful that this summer AUP will move to the adoption of electronic diplomas, a service our current transcript provider, Parchment, offers. Moving to this format would eliminate the long wait for diplomas to arrive from the U.S. Instead, students would automatically have access to a blue-ribbon certified

electronic diploma, suitable for international use, upon graduation, to be followed of course with a traditional hard copy diploma sent by mail directly to each graduate. We are eager to provide this increased service and practical benefit to our students moving forward.

ACE: CENTER FOR ACADEMIC, CAREER AND EXPERIENTIAL ADVISING

STAFFING UPDATES: Two colleagues in the ACE Center have left the University: Mary Bremond (Relationship & Experiential Learning Coordinator) left AUP on December 31, and Lilyana Yankova (Academic and Career Advisor, GPS Program Manager) left AUP on January 31. We wish them success in their future projects.

Gwyneth Johnstone (Communications and Marketing Manager in the Graduate Programs Office) will divide her time between the Graduate Programs Office and ACE this spring. We look forward to working with Gwyneth part-time in ACE, mainly on Career, GPS, and Internship-related projects and services.

If you have a professional contact or an internship or job opportunity that you'd like the ACE Center to promote to students, please send this information to careers@aup.edu. Any questions about the GPS program should be directed to gps@aup.edu. ACE team members manage these inboxes and will get back to you with more information.

REMINDER ABOUT FACULTY ADVISING LABS THIS TERMS: Professor Linda Martz (interim co-director for Academic Advising) and ACE Academic Advisors will hold a series of sessions for faculty advisors in the run-up to course registration advising. Faculty who advise will receive calendar invitations to all sessions, but there is no need to attend multiple sessions unless that would give you deep joy. If you have specific questions or areas you would like to discuss, please let Linda know and she would be happy to plan sessions around specific requests; best FB practices, combined Bachelors/Master's programs, or how to use degree worksheets easily and effectively come to mind, but I'm sure there are others. Please contact lmartz@aup.edu or advising@aup.edu if you need a Teams link to join sessions remotely.

GPS AND CCX REMINDER: A record number of AUP seniors are slated to complete the GPS program this Spring as many students who have not taken an Experiential Learning (CCX)-coded class plan to use GPS to fulfill their Experiential Learning requirement. In Spring 2024, graduating seniors will be required to do the following to complete GPS and fulfill their EL requirement:

- Attend all three design thinking workshops (DYA, DYL, DYN)
- Complete two items in the Professional Experience capability category
- Complete two items in the Collaborative capability category
- Complete one item in the Cultural Exploration capability category
- Complete the GPS Capstone during the senior year by submitting a written personal narrative (including an objective and a visual element) and a final evaluation form.

Students must complete all GPS requirements by April 30, 2024, to **receive** credit for the program to graduate in Spring/Summer 2024. The ACE team is updating the GPS path on Engage and information on the AUP website. We will send more information about these changes and talking points for students and faculty/staff colleagues next week.

OFFICE OF INSTITUTIONAL RESEARCH, ASSESSMENT AND EFFECTIVENESS

COURSE EVALUATIONS: By now you should all have access to your Fall 2023 course evaluations. If you do not, please contact the IRAE office (rsaris@aup.edu).

ASSESSMENT: Please start preparing your assessment of class Learning Outcomes in preparation for the deployment of the gOAT (online assessment tool). To refresh your memory, and for those who have not used the tool before, in an effort to automate and simplify reporting and gathering of assessment of course student learning, the IRAE Office has developed an Online Assessment Tool. If you taught in Fall 2023, you will receive an email soliciting assessment results for each course that you taught and providing a link to an excel file where you can upload your results. The email will give you clear and concise instructions for doing so.

Attention! You should always keep a record of your assessment for each of your courses. These results should be copied and pasted onto the online tool. If you compose your results directly on the online platform you may lose your work mid-way.

ACCREDITATION: Based on the data from our 2023 Annual Institutional Update (AIU), the MSCHE has voiced concern on our rapidly growing number of student enrollments between 2020 and 2021 and has blessed us with a request for a Supplemental Information Report due 13-12-23. This increase in enrollments is just a return to normality after Covid. Nevertheless, the request for an SIR will be added to our Statement of Accreditation Status (SAS). The SIR has been drafted with the help of the Registrar, ARC, Admissions, and Student Life and has been submitted to MSCHE.

GRADUATE PROGRAMS OFFICE

PUBLICITY OF RNCP CERTIFICATION FOR STRATEGIC BRAND MANAGEMENT: The MSc in Strategic Brand Management (SBM) [website](#) has been updated to clearly explain that SBM graduates are eligible for the RNCP diploma.

STAFF UPDATES: Tara Myer Loeve will remain in the position of Graduate Student Support Coordinator on a permanent basis as her predecessor Tatiana Rusaka-Ngoyi will not be returning to the University.

Our office continues to work on new Master's program development and policy updates (Applied Project, Thesis, and the Bachelor's to Master's Program) and will participate in the Majors Fair and Festival of Scholarship on February 22 in partnership with the Admissions Office.

LIBRARY

SIMPLIFYING RESEARCH: This month our colleague Sally Murray made a recommendation on our website about two features: Viewit@AUP and LibKey Nomad. The Library is subscribing to LibKey Nomad a simple browser extension that will allow you to know quickly if we own the content of a full-text article and avoid paywalls. For further information go to our main page and scroll down for the Librarian's Recommendation section. For direct instructions on how to download LibKey Nomad click [here](#).

LIBRARY SELF-STUDY AND REVIEW: The library recently received the external review report of the learning commons by Rachel Frick and Rosalyn Metz. This report will help us redirect certain library services and spaces. More to come.

SPACE AND EVENTS: Anne-Marie Picard, the French Department and the Library are starting to organize the second edition of the BD Festival in the atrium, stay tuned!

NEW TRIALS: The [eHRAF World Cultures](#) database allows you to search for ethnographic collections, covering aspects of cultural and social life, it contains information on present and past aspects of cultural and social life for a worldwide sample of societies.

[Very Short Introductions](#) from Oxford Academic is still on trial. We invite those who have not been able to look it to try it and give us your feedback.

The trial to [ARTE Campus](#) has ended. Soon we will be deciding on whether to subscribe to it. Thanks to those who have addressed us your comments.

YOUR RESEARCH SKILLS: Brush up your skills to find your way around the e-books, streaming content, article databases, or how to sync your Google Scholar with the AUP resources and avoid paywalls. Do you need help finding a specialized library in Paris? Contact a librarian to meet one-on-one in person or on Teams. Schedule a meeting with [LibCal](#).

FACULTY DEVELOPMENT & THE LEARNING COMMONS

Before the start of teaching term, we welcomed new CDD faculty members, together with CDI colleagues Fatima Aziz and Chloé Galibert-Lainé (both in the Communication, Media and Culture department) at an Orientation session. Many thanks to Brenda Torney, Geoffrey Gilbert, Oliver Feltham, Kevin Fore, Pamela Montfort, Kevin Dixey, Jennifer Dixey, Rachel Webber, Mathieu Motta and Andrew Tischler for their participation.

TEACHING & LEARNING CENTER

After another semester in which the early focus of the Center has been on new faculty, the center resumes regular in-presence conversations, workshops, and online check-ins in February, and has started planning for the annual pedagogy day, held this year on 2 April. It's time – again, as the university strategic plan is being shaped – to remember and articulate what good teaching at AUP looks like.

We want in this message to remind faculty and chairs of the services that the TLC can provide. We are available for individual consultation on any aspects of teaching: if you are having problems with particular student groups; if something that used to work well in your teaching is falling flat this year; if you are facing new forms of plagiarism; or if you want to talk through something that is happening in your teaching this semester, we are happy to hear from you. We can arrange to visit your class to observe your teaching and tell you what we see; and we can arrange for you to visit other professor's classes if you think you can profit from the inspiration. Drop us a line at tlc@aup.edu.

ACADEMIC RESOURCE CENTER

ACADEMIC TECHNOLOGY: We have moved temporarily to Saint Dominique (SD01-6) for the Spring semester because we will be offering training (in-person, online, and video-based) on key academic technologies that will help deliver their course content through Blackboard as well as utilizing a number of the academic technology tools available through AUP. The training will consist of three main categories.

Learning Management System/LMS (Blackboard Ultra):

- How an LMS works
- Why an LMS is important to use
- The benefits of using an LMS for faculty
- The benefits of using an LMS for students
- How to get started using an LMS
- How to get support if you experience issue with your classes on Blackboard
- Advantages of using Blackboard Ultra over the Original version

Academic Technology + Teaching and Learning + Accommodations:

- Tools we have available at AUP
- How to create/assess technology-based assignments (what to do and what not to do)
- When to use technology and when not to
- Things to consider when using technology-based assignments/content
- “Skills over Software” (teaching skill-based principles, rather than specific software methods)
- Accommodations Overview: how they work and why we need them
- Universal Design: Accessibility in the classroom

Other useful topics for 2024:

- Making your course content accessible (Ally)
- The pros and cons of using uploaded files (Word and PDF)
- How to integrate your syllabus with Blackboard
- Plagiarism detection (Turnitin)
- Artificial Intelligence (tools, tips and tricks around AI issues)

An email containing the training schedule and signup options will be sent out Feb 1. You can also enquire directly with us at ultrahelp@aup.edu if you have any questions.

DROP/ADDS IN BLACKBOARD: Drop/Adds during the enrollment period (as well as Withdrawals) are only partially synchronized with Blackboard. If a student moves from one section to another, for instance, Blackboard will show the student as being in both sections. If you find dropped classes are showing up in your Blackboard course list, or students are appearing in your courses that you know have dropped the course or withdrawn, please email us at ultrahelp@aup.edu so that we can remove the outdated enrollment for you.

ACADEMIC ACCOMMODATIONS: Starting this semester, Faculty will no longer receive an email communication from our office with student’s accommodation details. Students now receive an official letter detailing their approved accommodation and are responsible for sending this letter to their professors directly. These letters

will be issued at the start of each semester. We hope that this new communication system will encourage very important conversations between students and faculty regarding academic accommodations.

We are happy to announce that starting this semester we will be hosting workshops on Academic Accommodations and Accessibility for faculty. The schedule will be announced shortly, but expect our first workshop, Accommodations Overview: How they work and why we need them, in February. These workshops will be designed to help faculty navigate and support our ever-changing student body and their needs.

AMICAL CONSORTIUM



MID-YEAR FORUM: AI & PEDAGOGY / WIKIPEDIA EDITING ASSIGNMENTS / DIGITAL LIBERAL ARTS / CIVIC EDUCATION X ARTS X SCIENCES

AUP faculty and staff are invited to join colleagues from other international American universities for AMICAL's online Mid-Year Forum, focusing on timely issues and practical solutions in libraries, academic technology, and pedagogy. Sessions will be presented or facilitated by a mix of invited speakers and AMICAL peers:

Tue 13 Feb

- 10:00–11:00: **Civic education at the convergence of arts and sciences** [topic to be confirmed] (Nada Alshammari, [MAPP Education](#) director and Division Chair of Applied Media at the Higher Colleges of Technology, UAE)
- 12:00–14:00: **Integrating the Digital Liberal Arts in the class: Course design, tools and takeaways** (facilitated by Kate Roy, Coordinator of Digital Pedagogy Initiatives & the Writing and Learning Center, Adjunct Professor at Franklin University Switzerland; among the panelists will be AUP's **Russell Williams**, Associate Professor, Director of the Learning Commons & Director of Faculty Development)

Thu 15 Feb

- 15:00–16:30: **Course-integrated Wikipedia editing projects: 4 reasons to do it, 3 ways to get support, and many compelling examples** (Andrés Vera, Equity Outreach Coordinator for [Wiki Education](#); facilitated by Maha Bali, Professor of Practice at American University in Cairo, and **Jeff Gima**, AUP librarian and AMICAL Director)

Mon 19 Feb

- 11:00-12:30: **Generative AI & writing: Concerns, challenges, opportunities, benefits, and practical integration in writing courses and courses with a writing component** (facilitated by Jasmina Najjar, Senior Instructor, American University of Sharjah).

Wed 21 Feb

- 15:00-16:15 **Critical AI Literacies with the AI Pedagogy Project: Concrete ideas for educators and others who want to meet this moment creatively and critically** (Sarah Newman, Director of Art & Education at [Harvard's metaLAB](#), and Maha Bali, Professor of Practice at the American University in Cairo)

See the [Mid-Year Forum schedule for registration links](#). Register individually for each session you wish to attend. There is no registration fee.

RECENT AMICAL EVENTS

- **Generative AI tools in higher education: Disruptors and innovators?** (librarian perspectives from Raymond Pun, Alder Graduate School of Education & Laurie Bridges, Oregon State University) — [watch recording](#)
- Information Literacy Interest Group discussion: **Synergy of open education and information literacy** – [watch recording](#)
- Library Directors Forum: **Workshop on AI literacy** (Ekaterina Kombarova, Director of AUCA website, American University of Central Asia)
- AMICAL Keeps Current – **Oral histories and decolonial practice**: discussion of article “[Decolonising Oral History: A Conversation](#)”
- AMICAL Representatives Forum – **Crowdsourcing good reads in libraries, teaching and academic technology**

UPCOMING AMICAL EVENTS

- February 13-21: **AMICAL Mid-Year Forum** (see above)
- March 5: **AMICAL Representatives Forum**
- Late March: **Panel + workshop on campus-level responses to generative AI** (organizing or contributing to: policies, guidelines, training, pedagogical support, etc.)

For updates on AMICAL events, create an account on our member forum, [AMICAL Connect](#).