NEWS FROM THE OFFICE OF THE PROVOST

SACSCOC On-Site Visit

Every ten years educational institutions in the southern region are reviewed for reaffirmation of their accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Reaffirmation Committee will visit Southwestern University next week - October 30 - November 1. During their time on campus, Committee members will meet with individuals and groups to confirm the University's compliance with the 90+ *Principles of Accreditation*. Previously, the University submitted its Compliance Certification (March 15, 2012) and its Focused Report (September 15, 2012) as part of the reaffirmation process. The On-Site Committee's review includes a determination of the acceptability of the University's Quality Enhancement Plan (QEP). Following its visit, the Committee will submit a report to the SACSCOC Board of Trustees, who will decide on Southwestern's accreditation status at its meeting in June, 2013. If you have any questions about the reaffirmation process, please contact Ron Swain, Accreditation Liaison at x1940.

Photographer Available - Needs Access to Your Classes

University Relations—Communications has secured a contract photographer through the end of the academic year with the express purpose of creating a marketing photography library to help with SU's recruitment needs. A great part of those needs include compelling/engaging photography on the University's academic Web pages. We want to get the photographer into your classroom or learning space to capture some of the faculty/student interaction that is a hallmark of the Southwestern Experience. How does this benefit the faculty? All images will be shared with you for your personal faculty profile pages or other use. The photographer is on campus for the entire academic year Monday/Wednesday/Thursday from 10:00 a.m. to 3:00 p.m.; however, he is flexible and committed to meeting our needs. If your learning time falls outside these hours, please let us know. We still want in on the action. The photographer will be taking candid shots and will not be interrupting the classroom conversation or activity. To volunteer your learning space and time, reply to this message with the details of your fall and/or spring course -- name of course, when, where, best week/date, etc. A schedule will be compiled and dates/times will be confirmed in advance. Questions may be directed to Eric Bumgardner, Director of Creative Services (eric.bumgardner@southwestern.edu; x1770).

Spring 2013 Book Orders

Don't forget that course material requests for spring 2013 are due by Friday, November 16. For submission details, refer to the October 18 e-mail from the SU Bookstore. Questions may be directed to Chris Murray (<u>cfmurray@southwestern.edu</u>) or Sharon Thomason (<u>thomasos@southwestern.edu</u>); they may also be reached at x1344.

Gold Nametags Available for Faculty

If you are a faculty member who participates regularly in prospective student and/or alumni events and are interested in having a gold nametag, please send an email to Melynda Stiles with "nametag" in the subject line. The next order will be submitted on Friday, November 16. Your name will read as it is printed in the back of the Catalog and with your department/program underneath your name. Questions? Contact Melynda at x1510 or stilesm@southwestern.edu.

Homecoming 2012

Southwestern will celebrate Homecoming & Reunion Weekend on November 2-4. Faculty are welcome to participate in all events. For more information, including a detailed schedule, go to http://sualumni.net.

Sexual Assault, Title IX and Substance Abuse at SU

On Tuesday, November 6, at 11:30 a.m., in the Dan Rather Dining Room, Dr. Judy Sonnenberg, Director of Counseling Services, will talk about sexual assault, Title IX, and substance abuse at Southwestern. This session is sponsored by the New Faculty Orientation Program and is open to all faculty. A complimentary through-line lunch is being offered; just sign the list at the cashier's stand. Questions may be directed to Ed Kain at kaine@southwestern.edu or x1967.

Faculty Forum and Brown Bag Lunches

We will continue to host Faculty Forum lunches for special events/programs (i.e. Writer's Voice, Brown Symposium, etc.) on select Mondays at 12:30 p.m. Brown Bag Lunches may also be arranged for faculty/staff who are looking for a venue through which to share information about their research, special interests, etc. Looking ahead, the Writer's Voice series will host a second lunch on Monday, October 29, in anticipation of the Suzan-Lori Parks' visit on November 13, and Traci Giuliano will host a lunch on Wednesday, November 28, previewing the 2013 Brown Symposium. Additionally, on Wednesday, November 7, the FYS/AES Program will host a complimentary through-line lunch to share faculty experiences with Writer's Help, an online writing manual used this fall by a group of FYS/AES faculty (more info below). Contact Susan Lamb (lambs@southwestern.edu; x1937) to talk about scheduling a Faculty Forum or a Brown Bag Lunch.

Mellon Writing Fellows Present: Tools for Teaching Writing - Writer's Help and They Say/I Say You may remember these tools being mentioned at the Fall Faculty Conference or heard more about them from your peers teaching FYS/AES. Writer's Help (an online writing handbook) and They Say/I Say (a primer for students learning the ropes of academic writing) have the potential to simplify but also enrich your approach to teaching writing in a wide variety of contexts. Please join Mellon Writing Fellows, Kevin Bourque and Tim Turner, for a lunchtime presentation on adapting these tools to teach writing in your classes. This presentation is designed to introduce key features of these tools and to offer some concrete suggestions for incorporating them into your classes, and will feature testimony from Southwestern faculty members who have used them in previous semesters. Please contact Tim (turnert@southwestern.edu) or Kevin (bourquek@southwestern.edu) if you have additional questions. Faculty members are eligible for free access to Writer's Help (http://writershelp.bedfordstmartins.com); Tim and Kevin will also have free desk copies of They Say/I Say available at the complimentary through-line lunch, courtesy of the FYS/AES program.

Participation in Writer's Voice

As a reminder, Writer's Voice is a Priority Event. Therefore, "no student, faculty, or staff member may be denied the opportunity to attend because of a conflicting meeting or event" (*Faculty Handbook*). The Academic Affairs Council has affirmed that this policy means that students may be excused from classes to attend the Writer's Voice on Tuesday, November 13, with the understanding that the students are responsible for any coursework they may miss. Faculty may also require student attendance at Writer's Voice, again with the understanding that students must make arrangements to complete work missed in other classes.

Who's Who Nominations Now Being Accepted

On behalf of Omicron Delta Kappa, the national leadership honor society, nominations are now being accepted from students, faculty, and staff for students to be considered for selection to the 2012-13 edition of Who's Who Among Students in American Universities & Colleges. Eligible students must be juniors or seniors who have demonstrated good scholarship (3.00 cumulative gpa or above), who have participated and served as leaders in academic and/or extracurricular activities, who have a record of good citizenship and volunteer service, and who have a potential for future achievement. If you wish to nominate a student or students who meet these requirements, send an email to Stefanie Alvarez (alvarezs@southwestern.edu) by Monday, November 12. You need only nominate students by name, since each student nominated will be asked to submit a complete resume for consideration by a selection committee composed of students, faculty, and staff.

Mark Your Calendar for First Thursdays

First Thursdays are monthly receptions recognizing and celebrating the professional achievements of colleagues across campus. They are held in the Merzbach Room (in the McCombs Campus Center) from 4:00 to 5:00 p.m. the first Thursday of most months during the academic year. At each event, several colleagues talk briefly about a recent professional achievement such as a book or article that has been published, a concert, a performance, a juried exhibition in which they participated, or a grant they received. This is followed by time for informal interaction and a chance to visit about their achievements one-on-one. Refreshments are served. Upcoming fall dates include November 1, and December 6. Questions may be directed to Ed Kain (kaine@southwestern.edu; x1967).

Junior Faculty Research Group (JFRG)

The JFRG offers support (and some friendly accountability) for the scholarship of SU faculty early in their academic careers. Faculty from all disciplines are welcome and "research" is defined broadly. The group is open to all junior faculty. Questions? Check in with Melissa Byrnes at byrnesm@southwestern.edu.

"Scholarship of Teaching and Learning"

"Scholarship of Teaching and Learning" is a field of inquiry informing many people's roles and interests across Southwestern. Beyond scholars in our Education department, we have administrators, librarians, trainers, and a myriad of faculty actively studying, innovating and experimenting with teaching, learning, and conceptual designs for education. Interested in meeting each other? E-mail your name to Michael Kamen at kamenm@southwestern.edu to be added to the listsery. Several gatherings will be planned throughout the year.

Student Travel Awards

The Fleming Student Travel Fund supports student presentations at national and regional conferences. Usually, this student work results from student/faculty collaboration. The maximum award per student is \$500. Faculty apply on behalf of students. Applications are accepted on a rolling basis. Application materials are available at

<u>www.southwestern.edu/offices/provost/urcw.php</u>. Questions may be directed to Christine Vasquez at vasquezc@southwestern.edu or x1752.

Recognition Ceremony for Summer Graduates and December Candidates for Graduation
The campus community is invited to the Recognition Ceremony for Southwestern's summer
graduates and December candidates for graduation on Saturday, December 15, 2:00 p.m. in the
Lois Perkins Chapel. A reception in the Bishops Memorial Lounge will follow the ceremony.

Scheduling Courses and Other Academic Activities

Please make yourself familiar with the new guidelines for scheduling courses and other academic activities (http://www.southwestern.edu/live/files/2082-scheduling-courses-and-other-academic). The document, approved by AAC and the faculty, includes important information on class field trips and exams outside of class time, tutorials and other study sessions, and capstone presentations. Scheduling a required class-related activity without following the policies in this document or without prior approval of the Provost will constitute a violation of the stated Academic Rights for Students and will be considered valid grounds for a grade appeal. Questions may be directed to Jim Hunt (huntj@southwestern.edu; x1567).

Faculty Handbook

The 2012-13 *Faculty Handbook* is available on-line at http://southwestern.edu/offices/provost/. Proposed changes are reviewed by the Faculty Handbook Advisory Committee and should be submitted to Julie Cowley at cowleyj@southwestern.edu.

Councils and Committees Book

You may access the 2012-13 Councils and Committees book by going to www.southwestern.edu/offices/provost/. Hard copies are available upon request (contact Melynda Stiles at stilesm@southwestern.edu or x1510).

Honor Code Concerns/Violations

Faculty should note that all Honor Code concerns/violations are to be reported to Jaime Woody, Dean of Students, as stipulated in the *Faculty Handbook*. Jaime may be contacted at x1624 or at woodyj@southwestern.edu

Classroom Emergencies

Should you have an emergency in your classroom, do <u>not</u> call Campus Police. Instead, call 911 and Campus Police will automatically be notified.

Contracts for Campus Guests - Very Important Reminder

If you wish to bring a guest lecturer to campus, or if you wish to hire someone to perform a service (i.e. translation work, indexing, etc.), contract paperwork must be completed (and approved by the Provost or Dean of the School of Fine Arts) in advance of your event or before any services are performed. A signed contractual agreement and tax information are required in both of these cases. The faculty support staff can assist you with the proper forms and procedure, or you may contact Norma Gaines (gainesn@southwestern.edu; x 1472) for forms or with questions. Note: Non-Resident aliens must generally provide an Individual Tax

Identification Number form (obtained at the U.S. Consulate/Embassy in their home country), and a copy of a B-1/B-2 visa in order to be paid by U.S. check. The faculty support staff have been instructed to contact faculty who are sponsoring guests for whom there is not a contract on file. If you wish to invite someone to campus *gratis*, a Visitor Agreement form is required. The faculty secretaries have all the necessary forms.

<u>Purchasing Office/Classroom Electronic Equipment/Software with University Funds</u>
It is important to remember that, as stated in the *Faculty Handbook*, all requests to purchase electronic equipment (computers, digital cameras, audio and visual equipment, software, etc.) with University funds must be submitted PRIOR to purchase to Brenda Cornett in Information Technology Services (<u>cornettb@southwestern.edu</u>).

Inclement Weather Policy

Please refer to the University's "Policy Regarding Operation of the University During Inclement Weather and Other Emergency Events" for detailed information about what to do in case of sustained power outages or inclement weather, including how to learn more about possible school closures. The policy is also available at http://southwestern.edu/hr/forms.php. Questions may be directed to Richard Anderson at x1475, Jerry Brody at x1582, or Jim Hunt at x1567.

Provost's Office Closure

Please note that the Office of the Provost is closed each Monday morning from 8:00 to 9:00 a.m. for a staff meeting.