

Fall 2020
Pre-semester Calendar of Events

Revised 8-7-20

First year faculty report on August 3						
Date	Time	Meeting/Activity/Description	Virtual	Suggested Attendees	Organizer/Contact	Notes or Virtual information
Monday						
8/3/2020	9:00-10:00am	Campus Tour (optional virtual tour)	Virtual Tour	New tenure-track and new temporary faculty		Please see email from Provost's Office, dated August 7th at 5:00pm.
8/3/2020	10:00am-12:00pm	New tenure-track and new temporary faculty-H.R. paperwork Complete hiring paperwork and receive information	Virtual	New tenure-track and new temporary faculty	Human Resources/Marian Perron	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/3/2020	12:15-1:15pm	New tenure-track faculty welcome luncheon with Deans & Dept. Chairs	Virtual	New tenure-track faculty, Chairs and Deans	Center for Teaching & Learning/ First Year Faculty (FYF) Coord. Tim Leszczak	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/3/2020	1:30-2:30pm	Library resources & services for new tenure-track and new temporary faculty An overview of library resources, services & facilities.	Virtual	New tenure-track and new temporary faculty	Library/Joe Weber	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/3/2020	2:30-4:30pm	Chair meetings with new tenure-track faculty	TBD	New tenure-track faculty	Chairs	Chairs will make this determination
Tuesday						
8/4/2020	9:00-11:00am	Distance Education & Informational Technology Training An overview of Distance Education & Informational Technology services. These include instructional design services, supported instructional technology, the IT service catalog and current audiovisual classroom technology available on campus.	Virtual	New tenure-track faculty	Distance Education	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/4/2020	11:00-11:30am	Annual Faculty Evaluation process This session will provide an overview of the faculty annual evaluation process, forms and timeline and offer time for Q&A.	Virtual	New tenure-track faculty	Academic Affairs/Lynne Crosby	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/4/2020	1:00-2:00pm	Retention, Tenure & Promotion Policies and Procedures for New full-time tenure-track faculty* This session primarily addresses issues pertinent to all new and tenure-track faculty and will include time for Q&A.	Virtual	New full-time tenure-track faculty required but all faculty are welcome to attend.	Academic Affairs/Lynne Crosby & RTP Policy Committee Chair	Please see email from Provost's Office, dated August 7th at 5:00pm.

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8/4/2020	1:00-4:30pm	AP Academy AP Academy is a unique professional development program that includes a required virtual Zoom session. The objective is to provide a welcome to the academic community, introduce strategies to maximize student engagement and familiarize you with the institutional culture.	Virtual*	Newly-hired part-time and one & three year temporary faculty	Academic Services & Engagement/Ashlee Spearman	*Link will be provided in faculty's required D2L session
Wednesday						
8/5/2020	9:00am-12:00pm	New tenure-track faculty orientation This session focuses on student success initiatives, training on Web Self-service and Working with challenging students	Virtual	New tenure-track faculty	Center for Teaching & Learning/ Tim Leszczak & Registrar/Telaina Wrigley & Student Affairs/Jo Baldwin	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/5/2020	1:00-2:30pm	Military Students-Veteran Success Green Zone Training The Green Zone session helps provide supportive services necessary to ensure that military affiliated students are successful in their academic pursuits, adjust to the campus environment & eventually transition to civilian employment.	Virtual-see link to pre-register	New tenure-track and new temporary faculty but all interested faculty welcome to attend	Military Student Center/Jasmin Linares	Please see email from Provost's Office, dated August 7th at 5:00pm.
Thursday						
8/6/2020		Faculty Work Day Time set aside for First Year Faculty to prepare Fall courses				

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Friday						
8/7/2020	9:00am-12:00pm	D2L Basics & Best Practices in Online Teaching This workshop introduces instructors to the basic tools in D2L such as interface navigation, facilitating discussion board assignments, adding content to course shells and configuring the gradebook as well as an overview of the current best practices for online instruction. The second part of the workshop examines the three most common types of interactions (student-content, student-student and student-instructor) as well as best practices for facilitating assessment activities.	Virtual	New tenure-track faculty	Distance Education/Tim Oneal	Please see email from Provost's Office, dated August 7th at 5:00pm.
All current Tenure-track and Tenured and other returning full-time faculty report on August 10*						*Faculty are contractually responsible for reporting on this date
Monday						
8/10/2020	8:30-9:30am	Return to Campus training*	Virtual	*Required of all faculty who did not attend the "Return to Campus" training in June	Human Resources	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/10/2020	9:30-10:00am	Faculty Appreciation/Welcome back kick-off/opening session: Welcome by Provost Cronley, Faculty Senate President Christine Mathenge, and highlights of faculty accomplishments.	Virtual	All faculty	Affairs/Lynne Crosby, Nancy KingSanders, Ashlee Spearman and Faculty Senate President/Christine Mathenge	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/10/2020	10:30am-12:30pm	Faculty roundtable discussions Session topics: Student Evaluations and their role in RTP and Towards a Robust Evaluation of Instruction	Virtual	All faculty are encouraged to attend	Faculty Senate President/Christine Mathenge	Please see email from Provost's Office, dated August 7th at 5:00pm.

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8/10/2020	1:30-2:15pm	Classroom Management during COVID-19 Pandemic This session will provide an overview of COVID-19 classroom management guidelines and the common syllabus supplement for COVID-19, and address questions from faculty.	Virtual	All faculty	Academic Affairs/Maria Cronley & Karen Meisch	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/10/2020	2:30-3:20pm	Retention, Tenure & Promotion Policies and Procedure Changes for RTP Committees, Chairs & Deans* This session primarily addresses matters relevant to all tenured faculty who serve on department and college personnel committees and faculty seeking promotion to full professor and will include time for Q&A.	Virtual	RTP committee members, Chairs & Deans but all faculty are welcome to attend	Academic Affairs/Lynne Crosby & Elaine Berg, Faculty RTP Policy Committee Chair	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/10/2020	3:30-4:00	Spotlight on Mental & Emotional Health for Faculty A brief workshop to encourage self-awareness of stressors unique to faculty, provide tools for getting ahead of these stressors & offer resources for on-going self care.	Virtual	All faculty	Counseling & Health Services/Teresa Prendes-Walls	Please see email from Provost's Office, dated August 7th at 5:00pm.
Tuesday						Please see email from Provost's Office, dated August 7th at 5:00pm.
8/11/2020	9:00-10:00am	Supporting students and employees with disabilities/ADA-mandatory session This session will discuss the University's obligations to persons (e.g., students, faculty or staff) with disabilities pursuant to Section 504 of the Rehabilitation Act of 1974 and Title II of the American with Disabilities Act.	Virtual	All faculty-Required attendance	Office of Equity, Access & Inclusion/Sheila Bryant and Office of Disability Services/Jamie McCrary	Please see email from Provost's Office, dated August 7th at 5:00pm.

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8/11/2020	10:30-11:30am	Clinical, lab, field and experiential course approaches and adaptations framed by COVID-19 restrictions An interdisciplinary faculty team from CoBHS and CoSTEM will share approaches they have developed over the summer to provide students critical clinical, lab and other service-based experiences necessary for students to be successful in their fields.	Virtual	All faculty	College of Behavioral Health Sciences & College of STEM/Melissa Kates & Faculty team	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/11/2020	12:00-1:00 p.m.	New tenure-track faculty luncheon (with mentors)	Virtual	New tenure-track faculty and mentors	Center for Teaching & Learning/Tim Leszczak	Nancy KingSanders and Tim Leszczak will coordinate with mentors/mentees 30 minute Zoom sessions
8/11/2020	Afternoon	Faculty Work Day - Afternoon This afternoon has been set aside for faculty to work with students and prepare for fall semester classes.				
Wednesday						
8/12/2020	9:00-10:00 a.m.	General Education Standing Committee Discussion of general education planning for 2020-21	Virtual	General Education Standing Committee members	Amanda Wornhoff, Kristen Sienkiewicz and Audrey Bullock	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/12/2020	10:00-10:30 a.m.	Program Assessment Workshop -College of Education & College of Business 2020-21 Outcomes Assessment Planning	Virtual	CoE and CoB Chairs, Assessment Coordinators, Associate Deans and Deans	Eric Branscome, Kristen Hershey and Amanda Wornhoff	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/12/2020	11:00-11:30 a.m.	Program Assessment Workshop -College of Arts & Letters 2020-21 Outcomes Assessment Planning	Virtual	CoAL Chairs, Assessment Coordinators, Associate Deans and Deans	Eric Branscome, Kristen Hershey and Amanda Wornhoff	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/12/2020	1:00-1:30 p.m.	Program Assessment Workshop -College of STEM 2020-21 Outcomes Assessment Planning	Virtual	CoSTEM Chairs, Assessment Coordinators, Associate Deans and Deans	Eric Branscome, Kristen Hershey and Amanda Wornhoff	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/12/2020	2:00-2:30 p.m.	Program Assessment Workshop -College of Behavioral & Health Sciences 2020-21 Outcomes Assessment Planning	Virtual	CoBHS Chairs, Assessment Coordinators, Associate Deans and Deans	Eric Branscome, Kristen Hershey and Amanda Wornhoff	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/12/2020	3:00-3:45 p.m.	Online Testing and Testing Alternatives Question & answer session focused on implementation of testing and testing alternatives in the online or hybrid/hyflex environment	Virtual	All Faculty with questions regarding online or alternative testing methods	Amanda Wornhoff and Amor Moran	Please see email from Provost's Office, dated August 7th at 5:00pm.

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Thursday						Please see email from Provost's Office, dated August 7th at 5:00pm.
8/13/2020	8:00-8:45 a.m.	General Education Assessment Assessment of general education courses in 2020-21	Virtual	Chairs and faculty conducting assessment of general education courses in 2020-21.	IEA/Amanda Wornhoff, Kristen Sienkiewicz and Audrey Bullock	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/13/2020	9:00-10:30am	Mental Health & Wellness Trends-Working with Challenging Students This session will give a brief overview of mental health and wellness trends among our student population and identify essential campus resources and strategies that have been put in place to help faculty and staff address these issues. Additionally, faculty will be instructed about efficiently reporting students and colleagues of concern to the Behavioral Intervention Team.	Virtual	All faculty, Chairs and Deans	Counseling & Health Services/Jeff Rutter and Student Affairs/Jo Baldwin	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/13/2020	11:00am-1:00pm	Techniques for Building an Inclusive Classroom Environment This session will discuss simple techniques and examples on how a classroom environment can become more inclusive for all students and incorporate those social justice issues facing the world. The workshop will be conducted the first hour. The second hour (optional) will be a brown bag lunch discussion time.	Virtual	All faculty	Office of Equity, Access & Inclusion/LaNeece Williams	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/13/2020	1:00-4:00pm	STEM-OSHA & TOSHA Introduction to Lab safety/chemical hygiene plan	Virtual	Mandatory session required for faculty, staff and GTAs working in scientific laboratories that contain hazardous materials	Environmental Health & Safety/Carl Gerhold and Carrie Brennan	Please see email from Provost's Office, dated August 7th at 5:00pm.

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8/13/2020	3:30-4:30pm	YuJa Training How to use APSU's new video capture and streaming media service. Learn how to record videos, lecture capture, screencast and integrate all types of videos into your D2L courses using YuJa.	Virtual	All faculty	Distance Education/Tim Oneal	Please see email from Provost's Office, dated August 7th at 5:00pm.
Friday						
8/14/2020	8:30-9:30am	Teaching in COVID-19 Era: A Pedagogy of Care This workshop is intended for faculty striving to adapt curriculum and pedagogy to the new realities of the COVID-19 era. An APSU interdisciplinary working group will provide recommendations, best practices and resources for faculty using a trauma-informed framework to address the multi-faceted issues students may be facing (e.g., COVID-19, racism, mental and physical health, financial insecurity and work life conflict).	Virtual	All faculty	Sociology/Jonniann Butterfield	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/14/2020	10:00-11:30am	APSU 1000 Returning Instructors	Virtual	APSU 1000 instructors & peer mentors	Center for Teaching & Learning/Allen Barger	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/14/2020	11:45am-1:15pm	APSU 1000 New Instructors	Virtual	APSU 1000 instructors & peer mentors	Center for Teaching & Learning/Allen Barger	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/14/2020	1:30-4:30pm	Student Learning Outcomes Assessment for Programs* A discussion session for each department to complete the 2019-20 process with analysis plus action and to focus on outcomes for assessment in 2020-21 for each degree and certificate program in line with APSU IE best practices.	Each dept. decides delivery method of meeting	All faculty-required attendance*	Department Chairs and Assessment Coordinators	*Faculty are required to attend these assessment meetings. Each session will be led by a Dept. Chair, Assessment Coord. or an assessment team member. The IEA Office is available for support; call the Director to request a visit to your meeting.
Monday						
8/17/2020	10:30-11:15am	Convocation	Virtual	All faculty/staff, Chairs & Deans	President's Office/Joanne Shepard	Link will be provided by President's office

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8/17/2020	1:30-3:00pm	Faculty meeting	Virtual	All faculty, Chairs, Associate Deans & Deans	Academic Affairs	Link will be provided by Provost's office
Tuesday						
8/18/2020	8:00am-4:30pm	Faculty Work Day This day has been set aside for faculty to work with students and prepare for fall semester classes				All faculty unless assigned to assist with Govs ROW all call registration
8/18/2020	Full day-Transfer session AM; Freshman session PM	GOVS ROW - all call registration*	Various	All faculty assigned by department, Dept. Chairs*	Admissions/Jandro Herrera	*Dept. Chairs are requested to attend, however, at least one representative from each department must attend.
Wednesday						
8/19/2020	9:00am-12:30pm	AP Academy AP Academy is a unique professional development program that includes a required virtual Zoom session. The objective is to provide a welcome to the academic community, introduce strategies to maximize student engagement and familiarize you with the institutional culture.	Virtual*	Newly-hired part-time and one & three year temporary faculty	Academic Services & Engagement/Ashlee Spearman	*Link will be provided in faculty's required D2L session
8/19/2020	8:15-9:15am	College meetings (faculty)	TBD	All faculty in College	Deans	Deans and Chairs will determine the delivery format of the meeting
8/19/2020	9:30-10:30am	Department meetings (faculty)	TBD	All faculty in Department	Chairs	Deans and Chairs will determine the delivery format of the meeting
8/19/2020	8:00am-4:00pm	College of Education Data Retreat Faculty annual review of College of Educ. Data for 2019-20	TBD	College of Education	Education/Theresa Dezellem	Deans and Chairs will determine the delivery format of the meeting
8/19/2020	9:30am-4:00pm	Music Department annual retreat	Virtual	Music department faculty	Chair	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/19/2020	9:30am-4:00pm	School of Nursing Faculty retreat/accreditation prep	TBD	School of Nursing	Nursing/Shirley Tabb	Deans and Chairs will determine the delivery format of the meeting
8/19/2020	9:30am-4:30pm	Theatre & Dance Dept. Retreat	TBD	Theatre and Dance faculty	Theatre & Dance/Donna Conklin	Deans and Chairs will determine the delivery format of the meeting

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8/19/2020	11:00am-12pm	College of Business Faculty Meeting	Virtual	College of Business	Business/April Williams	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/19/2020	12:00-1:00pm	Management & Marketing Meeting	Virtual	College of Business	Business/April Williams	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/19/2020	12:00-1:00pm	Accounting, Finance and Economics Meeting	Virtual	College of Business	Business/April Williams	Please see email from Provost's Office, dated August 7th at 5:00pm.
Thursday						
8/20/2020	8:00am-4:30pm	Faculty Work Day This day has been set aside for faculty to work with students and prepare for fall semester classes				
8/20/2020	8:00am-12:00pm	Student Academic Suspension Appeals Committee Meeting	Claxton 329	Committee members	Committee Chair/Dr. Gary Stewart	
Friday						
8/21/2020	8:15-9:15 a.m.	Meet & Greet Student Success Teams for each college	Virtual	All Deans, Department Chairs and faculty are invited	Center for Teaching & Learning/Nancy KingSanders	Each College Success Team will create a Zoom room for Deans, Chairs and faculty to drop in for meet/greet
8/21/2020	9:30-10:00 a.m.	New Graduate Program Coordinator* Review admissions process using Perceptive and Graduate Committee. Discuss Fresh Start, CARE, grade replacement, transfer hours and programs of study	Virtual	*Mandatory attendance for new Graduate Program Coordinators, optional for returning coordinators	Graduate Studies/Tim Leszczak	Please see email from Provost's Office, dated August 7th at 5:00pm.
8/21/2020	12:30-1:30pm	Freshmen Convocation	Virtual	APSU 1000 instructors but all faculty welcome	Student Life & Engagement/Victor Felts	
8/21/2020	1:00-3:00pm	Peer orientation (APSU 1000)	Virtual	APSU 1000 instructors and Peer leaders	Student Life & Engagement/Victor Felts	Peer leaders will create a link to share with enrolled students
Monday						
8/24/2020		Fall Classes begin				
8/24/2020	3:00-4:30pm	First year faculty program - weekly sessions begin	Library 232	First year faculty program participants	Center for Teaching & Learning/ Tim Leszczak	

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Pre-recorded sessions available for viewing at any time						
		Student Academic Misconduct policy information session This session will provide faculty with the most effective means to report violations of the Academic Misconduct Policy. Additionally, an examination of prior offenses will be explored from the 2019-20 academic year.	Virtual	All faculty	Student Affairs/Greg Singleton	https://apsu.yuja.com/V/Video?v=1263529&node=4749539&a=1380809815&autoplay=1
		Understanding University Data This session will highlight important enrollment, graduation and credit hour data that are available as well as provide a brief introduction to the ARGOS reporting system and how to request reports.	Virtual	All faculty	Decision Support and Institutional Research (DSIR)/Andrew Luna	https://apsu.edu/dsir/data/dsir_report_reference_book_2020.pdf
		Jobs4Gobs Training How to search the Jobs4Gobs faculty/staff career management portal for job postings and internship opportunities for current students and alumni.	Virtual	All faculty	Career Services/Megan Simpson	https://youtu.be/py4T1kM4xVw
		State of the College of Graduate Studies Discussion of enrollments, programs, policies and practices as they pertain to College of Graduate Studies	Virtual	Graduate Faculty	Graduate Studies/Chad Brooks	https://www.apsu.edu/grad-studies/news.php
		State of Research and Scholarly Activities Discussion of funding, policies, and practices as they pertain to Research & Scholarly environment of APSU	Virtual	Research Faculty	Graduate Studies/Chad Brooks	https://www.apsu.edu/grants/latest-news.php
		TRiO Student Support Services (SSS) This session will explain the program and how it impacts students who are eligible to participate.	Virtual	All faculty	John Johnson/TRiO SSS	https://youtu.be/ZuLlb0u3e2o
		Financial Aid This weblink provides a description of services and critical information in terms of federal financial aid compliance which affect our students.	Virtual	All faculty	Financial Aid-Donna Price	https://www.apsu.edu/financialaid/faculty-staff-resources/index.php