



## News Digest January 17, 2017

### Policy & Procedure Updates

#### **Record Location, Access, Handling, and Confidentiality**

Please take this opportunity to review **University Policy 101.8, Personnel Records**, online at <http://legal.uncc.edu/policies/up-101.8>.

State law protects the confidentiality of employee personnel records and also for the proper handling of employee personnel records by UNC Charlotte as a public institution. University Policy 101.8 defines what is considered a personnel record, where such records may be located, and their retention schedule. Additionally, the policy addresses persons permitted access to such records and their responsibility for maintaining confidentiality in handling and accessing them.

Take time to ensure the proper storing and handling of personnel records, including those of faculty associated with reappointment, promotion, and tenure. Please discuss this policy with all employees approved for access to handle these records.

### Program Announcements

#### **Updated Process for Adding Online or Site-Based Delivery**

[The Office of Distance Education](#) is happy to discuss the potential impact of adding online, blended, or site-based delivery to approved academic programs. Distance Education staff can help programs to complete the [Request to Deliver](#) for UNC GA approval and guide through the new [Curriculum process](#). Note that off-campus sites where 50% or more of the program will be delivered must be approved by SACSCOC. The final application for new site approvals should be submitted at least four weeks prior to the January 1 and July 1 deadlines for review. Contact Jody Cebina at [jcebina@uncc.edu](mailto:jcebina@uncc.edu) with questions.

### Training

#### **Center for Teaching and Learning**

CTL offers a range of professional development opportunities to promote excellence in teaching. Workshops on numerous topics are held throughout the month. See the full [interactive online calendar](#).

#### **The Web Presenter's Toolkit (Webinar)**

Join Dr. Bobby Hobgood, Director of the Language Resource Center in the Department of Languages and Culture Studies, as he provides tips and tools for online presenters to check their audience's understanding and how to respond. [Register here](#).

- January 18, 2:00 PM - 3:00 PM

#### **Giving Effective Written Feedback in Canvas (Webinar)**

Kiran Budhrani, a graduate research assistant in the Center for Teaching and Learning, will introduce you to the feedback continuum and discuss appropriate strategies for giving general vs. specific feedback using the annotation tools built into Canvas SpeedGrader. [Register here.](#)

- January 19, 12:30 PM – 1:00 PM

Missed a webinar? See the recordings [here.](#)

## Starfish

Starfish Early Alert Reporting and Starfish for Advising Workshops are scheduled for the next three weeks, from January 18 to January 31.

### **Starfish Early Alert Reporting** (*Geared towards instructors for reporting Early Alert*)

- January 18, 1:00 PM - 2:00 PM
- January 19, 3:00 PM - 4:00 PM
- January 23, 9:00 AM - 10:00 AM
- January 24, 11:00 AM - 12:00 PM
- January 30, 9:00 AM - 10:00 AM, or 2:00 PM - 3:00 PM
- January 31, 9:00 AM - 10:00 AM, or 12:00 PM - 1:00 PM

### **Starfish for Advising** (*Geared towards full-time or faculty advisors for Advising Appointments*)

- January 18, 10:00 AM - 11:00 AM
- January 19, 9:00 AM - 10:00 AM
- January 23, 2:00 PM - 3:00 PM
- January 24, 8:00 AM - 9:00 AM

Register to attend at <http://advising.uncc.edu/advising-calendar>.

*Reminder: Early Alert Reporting is due by noon on February 3 for select TOP 40 and PFS courses.*

## Diversity

### **3rd MBK Leadership Summit for Males of Color and Educators**

The National Alliance of Black School Educators (NABSE) affiliates provide professional development activities to local school districts in NC to enhance and facilitate the education and social development of all students, especially students of African descent. The Third Annual *My Brother's Keeper Leadership Summit for Males of Color and Educators* sponsored by the NC NABSE will be held at Friendship Missionary Baptist Church Conference Center, 3400 Beatties Ford Road, Charlotte, on February 16, 2017. Events will be held at East Stonewall AME Zion & Family Life Center at 1729 Griers Grove Road, Charlotte, on February 17 and 18. Speakers include Judge Glenda Hatchett, Dr. Lucian Yates, Dr. William Clay, and Dr. George Fraser. Registration available at <http://eventbrite.com>; search for "Third Annual My Brother's Keeper Leadership Summit for Males of Color and Educators." [Download the flier here.](#)

## Research Funding



## NSF Awards

Ventureprise has a funding opportunity for an idea or research finding in a STEM related field by the National Science Foundation I-Corps program at UNC Charlotte.

Apply to participate in the Spring 2017 Ventureprise Charlotte Launch NSF I-Corps cohort. The program provides up to 10 UNC Charlotte faculty and student teams with NSF lineage, commercialization training and modest funding (NSF Awards of \$1,000 - \$3,000 per team) to identify potential customers and prepare for more substantial funding opportunities. The cohort will run Feb 3 – April 2nd on alternate Friday afternoons. Additional information can be found at <http://entrepreneurship.uncc.edu/faculty/nsf>.

To learn more, contact PI Devin Collins at [devin.collins@uncc.edu](mailto:devin.collins@uncc.edu) or 704-687-8058.

## Vendor Demonstrations

An effort is underway to select a vendor to provide a state-of-the-art research administration system to replace the current system, NORM. Two finalist vendors, InfoEd and Huron, have been selected to present demonstrations of their product.

UNC Charlotte will host the western region of the University of North Carolina eRA (Electronic Research Administration) system RFP demonstrations.

The first set of demonstrations presented by InfoEd will be held on January 24 and 25. [View the itinerary here](#). All sessions will be held in the Student Union Movie Theater. The itinerary has details on the topics that will be presented at each session and the suggested target audience. Registration is not required to attend. Attendees are welcome to attend as many sessions as they would like.

Contact [AURA-team@uncc.edu](mailto:AURA-team@uncc.edu) with questions.

## Volunteer Opportunities



### Southwest Piedmont District History Day

The Office of Educational Outreach (OEO) and the Department of History proudly present the Southwest Piedmont District History Day competition **Friday, March 3, 2017**, at UNC Charlotte. National History Day (NHD) makes history come alive for America's youth by engaging them in the discovery of the historic, cultural and social experiences of the past. Through hands-on experiences and presentations, today's youth are better able to inform the present and shape the future. NHD inspires children through exciting competitions and transforms teaching through project-based curriculum and instruction.

The Southwest Piedmont NHD competition will adhere to the National History Day rules and regulations. The theme for the 2017 National History Day competition is "Taking a Stand in History." For more information and to register, please visit <http://o eo.uncc.edu/nhd>.

VOLUNTEERS ARE NEEDED and sign-up is available at the above website. Contact Victor Mack at [vbmack@uncc.edu](mailto:vbmack@uncc.edu) with questions.

## People



Ruth Burnett is retiring after 18 years of service at UNC Charlotte. A reception is being held in her honor. Light refreshments will be served.

Thursday, January 19, 2:00 PM - 4:00 PM  
PORTAL Building - Atrium

## Dissertation Defenses

The dissertation defense is one of the ways a new scholar demonstrates readiness to join the academy and is an opportunity to share their research widely. New topics include:

- Antecedents of Expatriate Organizational Embeddedness: The Role of Cultural Distance and Host Country National Support
- Introducing Clean Delivery Kits to Improve Knowledge of Clean Birth Practices in Haiti
- Strategies, Incentives, and Decisions: Illicit Crops Control in Colombia

[View All Dissertation Defense Announcements](#)

## Upcoming Events

- Jan 17** [MLK Celebration with Keynote Speaker Alma Adams](#)
- Jan 19** [Community Cultural Coffeehouse](#)
- Jan 19** [Three Minute Thesis \(3MT®\) Competition Pilot](#) (*Register to attend*)
- Jan 24** [Personally Speaking Looks at Race, Religion, and the Pulpit](#)
- Jan 27** [Department Chairs Meeting](#)
- Feb 2** [Faculty Executive Committee Meeting](#)
- Feb 6** [Annual Witherspoon Lecture](#)

*The OAA News Digest is distributed each Monday to Academic Affairs Faculty and Staff.  
Deadline for submission is 11:00 a.m. every Friday.*