

January 10, 2022

## IN THIS ISSUE

- Mobile Hotspot Lending Program
- #KeepLearning: Mastering Online Classes
- CTL Resources
- ADVANCE FADO Mentoring Workshop Series
- McCrorey YMCA MLK Holiday Virtual Event
- Request International Student Panel for Classroom or Training Sessions
- Training: Authorship Policy
- CONNECT Training and Early Alerts
- Records Handling and Storage Policies
- URL Change for Staff Access to CONNECT
- Pilot of Digital Degree Planning Tool
- Faculty Council News
- Dissertation Defenses
- Latest AA News

### Mobile Hotspot Lending Program

Atkins Library now has Verizon mobile hotspot devices to loan to students. The library was awarded two grants to purchase hotspots to help level the academic playing field for many students, particularly for those for whom internet connectivity is a barrier. Please share this information with any UNC Charlotte student who:

- cannot afford to cover internet service costs on their own,
- does not have broadband internet access in their homes due to where they are geographically located, or
- requires additional options due to internet traffic congestion either in the home or neighborhood driving down connectivity speeds.

Students can borrow a mobile hotspot from the library's first-floor Information and Research Desk. The loan period is seven days with the option to renew two times.

### #KeepLearning: Mastering Online Classes with UCAE

Help your students hit the ground running in your online classes with help from the University Center for Academic Excellence. Invite them to [enroll](#) in #KeepLearning: Mastering Online Classes today! #KeepLearning is a brief, asynchronous Canvas training that reviews how students can maximize their success in online classes.

### Center for Teaching and Learning Resources

#### Zoom Refresh: A Refresher for Instruction, Office Hours, and Meetings

Join Dr. Bobby Hobgood, from the Department of Languages and Culture Studies, as he walks you through key settings and tips for classroom management to help you pivot to the virtual start of the spring semester.

- Wednesday, January 12, 10:00 - 11:00 AM ([Register](#))

#### Instructional Continuity Resources for Faculty

Resources to help you adjust your teaching for the move to remote instruction this month: [keep-teaching.uncc.edu](https://keep-teaching.uncc.edu)

#### Examples of Online Courses

Looking for inspiration for your online courses or just curious how your colleagues are using Canvas and what types of learning activities they are using? Take a peek into their courses via the [Teachers Observing Peers](#) program.

#### Just for New Faculty

[Teaching Guide for New Faculty](#): Essential teaching resources for faculty new to Charlotte.

#### Convenient Self-Paced Training

Learn essential tools and strategies for online teaching.

- [Self-Paced Teaching with Zoom](#)
  - [Self-Paced Starting with a Fresh Canvas](#)
  - [Self-Paced Online Video Foundations](#)
  - [Self-Paced Online Teaching Foundations](#)
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## LEARNING TECHNOLOGIES & TEACHING TOOLS TO ENGAGE STUDENTS

### Starting with a Fresh Canvas

Learn about the Canvas interface, how to set up the Home Page, and ways to communicate with your students. You will also learn how to set up Assignments for easy grading in the Gradebook.

- Monday, January 10, 1:30 - 2:30 PM ([Register](#))

### Canvas Assignments and Gradebook

Simplify your life by using the gradebook to automatically calculate grades and share those grades with students. Plus, at the end of the semester, you can easily submit final grades! Win, win, win! In this workshop, you'll learn how to use the Canvas Assignments page to set up your Gradebook to calculate course grades. You'll also learn how to create and grade assignments, enter grades with SpeedGrader, and use rubrics for communicating expectations of quality.

- Tuesday, January 11, 2:00 - 3:00 PM ([Register](#))

### Syllabus 101: Roadmap to Success

Your course syllabus is one of the most important documents you create for your class. It serves as an agreement between you and your students about your goals for the course and your expectations for your student. This workshop covers the important components of a syllabus, ways in which you can enhance your course syllabus, and strategies for using your syllabus as a learning tool. \*This facilitated asynchronous workshop counts towards the Essentials of Teaching and Learning Certificate.

- Tuesday, January 11 - Thursday, January 13 ([Register](#))

### Migrating to New Canvas Quizzing

Do you have quizzes already built in Canvas? Learn how to migrate them to the New Canvas Quizzing tool! New Canvas Quizzing will become the default quizzing tool in Fall 2022.

- Tuesday, January 11, 10:00 - 11:00 AM ([Register](#))

### New Canvas Quizzing

Learn how to create quizzes in Canvas for assessments using the New Canvas Quizzing Tool. We recommend it for anyone new to quizzing in Canvas or creating new quizzes from scratch. New Canvas Quizzing will become the default quizzing tool in Fall 2022.

- Wednesday, January 12, 2:00 - 3:00 PM ([Register](#))

### Teaching with Poll Everywhere

Encourage student engagement in online, blended, and face-to-face instruction through a variety of activity types that let you visualize student feedback in real time, like open-ended Q&As, multiple choice, and word clouds.

- Thursday, January 13, 1:30 - 2:30 PM ([Register](#))

## Sign Up for Mentoring Workshop Series from ADVANCE FADO

The ADVANCE Faculty Affairs and Diversity Office will be offering a series of eight virtual workshops, "Developing Successful Mentoring Strategies," in the spring semester. The workshops are based on the curriculum from the Center for the Improvement of the Mentored Experience in Research (CIMER) at the University of Wisconsin. CIMER's research mentor training is an evidence-based, interactive approach designed to help mentors develop skills for engaging in productive, culturally responsive, research mentoring relationships, which optimize the success of both mentors and mentees. We encourage all faculty, particularly new faculty who will be mentoring undergraduates, graduate students or post-doctoral fellows, to participate in this training. Participation in all eight sessions addresses the NIGMS guidelines regarding the preparation of mentors involved in training grants. Feedback from faculty who have participated in this training has been overwhelmingly positive. The workshops will be presented every two weeks at the same time, beginning

on Thursday, January 13, from 12:30–1:30 p.m. [Sign up for the workshops](#). Please note, the Graduate School offers similar mentor training in a full-day format. [See if you have already participated in one of their mentor training sessions](#):

## McCrorey YMCA MLK Holiday Virtual Celebration

As a member of Niner Nation and the greater Charlotte community, you are invited to participate in the Annual McCrorey YMCA MLK Holiday Virtual Celebration scheduled for 9:00 am on Monday, January 17. This event will honor Dr. Martin Luther King, Jr.'s legacy and celebrate the impact of the McCrorey YMCA. Showcased events will include a spoken word piece written and performed by McCrorey YMCA teens, an original dance from YMCA youth, and a performance by the McCrorey YMCA Senior African drummers. For more information and to access the live feed, please visit the [McCrorey YMCA Facebook Page](#).

## Request an International Student Panel for Classroom or Training Sessions

Course content and/or various types of training can be enhanced by hearing the perspectives from representatives of UNC Charlotte's international student population. The Office of International Programs' International Student and Scholar Office (ISSO) offers the [Cultural Ambassador Program](#) to the campus community, whereby ISSO facilitates panel presentations by international students in cooperation with the instructor or department. Faculty or staff interested in inviting cultural ambassadors to present to a group should complete the [Cultural Ambassador program request form](#). The request deadline for spring 2022 presentations is Monday, January 17.

## Training: Authorship Policy

### Who's Steering the Author Ship?: Introducing the Authorship Policy & Resolution Procedures

Presented by: Sam Sears, Associate Vice Chancellor and Deputy General Counsel; Amy Kelso, Senior Associate General Counsel; and Lisa Rasmussen, Professor of Philosophy and Graduate School Faculty Fellow

The presenters will discuss the new University Policy 318, "Authorship Policy and Resolution Procedures," established in May 2021. This policy is intended to support good authorship processes and address potential disputes, and it is part of the University's commitment to fostering a culture of transparency, openness, and research integrity. The presenters will discuss authorship principles and constructive authorship practices as well as dispute resolution procedures through hypotheticals and practical examples.

- Wednesday, January 26, 12:00 - 1:00 PM, via Zoom ([Register](#))  
*Registrants will receive the Zoom link via email prior to the presentation.*

## CONNECT Training and Early Alerts

CONNECT training sessions are offered virtually for Spring 2022. Advisors and faculty can request training using the Google form on the [Academic Advising Technology Training webpage](#). These virtual training sessions can include Early Alert training. Early Alerts are due for all 1XXX/2XXX level courses by 12:00 p.m. on Friday, February 4. Departments may also request to schedule their own training session to be held during a departmental meeting by contacting [Stephanie Westine](#), Advising Systems Administrator, or [LeeFredrick Bowen](#), Director for Academic Advising Systems.

## University Policies Related to Records Handling and Storage

### University Policy: 101.8, Personnel Records

State law protects the confidentiality of employee personnel records and also provides guidance 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. Please take an opportunity to review [University Policy: 101.8, Personnel Records](#) and 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.

### University Policy: 402, Student Education Records (FERPA)

Federal law protects the confidentiality of records relating directly to a student and also provides guidance for the proper handling of records by UNC Charlotte as a public institution. University Policy 402 defines what is considered a student record and where such records may be located. Additionally, the policy addresses persons permitted access to such records and their responsibility for maintaining confidentiality in handling and accessing them. Please take an opportunity to review [University Policy: 402, Student Education Records \(FERPA\)](#). Chapters [121](#) and [132](#) of the [General Statutes of](#)

[North Carolina](#) governs the retention and disposition of student related records. The UNC System Office provides minimum retention standards for the handling of student records in the [UNC Records Retention and Disposition Schedule](#). Please take time to ensure the proper storing, handling, retention, and disposition of student related records. Please discuss this policy and schedule with all employees approved for access to handle these records.

## CONNECT Staff Access URL Changes

The URL for staff to access CONNECT has changed to [connect.charlotte.edu/staff](https://connect.charlotte.edu/staff). The previous URL will lead to the new student view for CONNECT. The student view for CONNECT will provide additional features that support student success. You may review screenshots of the additional features at [CONNECT Student View](#). Please send questions or concerns to [LeeFredrick Bowen](#) or [Stephanie Westine](#).

## Pilot of Digital Degree Planning Tool

This Spring 2022 term, we will be piloting a digital Degree Planning tool that is a feature of Degree Works. All advisors will see a Plans tab at the top of the Degree Works audit. However, this will not be turned on for all students. We are limiting the Plans tab only to undergraduate 49er Rebound students targeted for the pilot. A select group of advisors will be participating in the pilot. Additional advisors are welcome to explore the features within the planning tool but are not expected to participate in using the planner for this term. We will be offering training sessions for advisors participating in the pilot before we launch the planning to participating students. Please refer all questions related to the planner to [LeeFredrick Bowen](#), Director for Academic Systems, or [Stephanie Westine](#), Advising Systems Administrator.

## Faculty Council News

Please visit the Faculty Governance website for the latest news from the Faculty Council including:

- [Meeting Schedules](#)
- [Agendas/Minutes](#)
- [Latest News](#)

## 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. [View All Dissertation Defense Announcements](#)

## Latest AA News

For up-to-the-minute news from Academic Affairs (faculty awards, research, recognition, initiatives), follow us on [Twitter](#) or visit the [Academic Affairs Division News webpage](#).

# UNIVERSITY OF NORTH CAROLINA CHARLOTTE ACADEMIC AFFAIRS

*The [DAA News Digest](#) is distributed each Monday to Academic Affairs faculty and staff. To have items included in the digest, complete the [NEWS DIGEST REQUEST FORM](#). Deadline for submission is 11:00 a.m. every Friday.*