

Subject: CAFE First Monday 🧭

Date: Monday, October 2, 2023

From: The Center for the Advancement of Faculty Excellence



## Hello, October!

Dear Colleagues:

As many know, on September 14, three SU students were injured in an off-campus shooting. Thankfully, their injuries are non-life threatening, and they are recovering after being discharged from the hospital. We underscore that our campus remains the safest place to be in Salisbury, and our administration is actively working with our surrounding allies to ensure the continued safety of our campus community. For additional details, encompassing a summary of events, emergency communications, and next steps, **Eli Modlin**, Chief of Staff, presented the [following report](#) during last week's President's Advisory Team Meeting (additional agenda summaries are available [here](#)).

Moving forward, October Is Advising! Whether you are a professional advisor in our Academic Advising Center, a graduate program director, or a faculty member working with undergraduate and/or graduate students, thank you for your continued thoughtful advising and mentoring of our students.

Please note:

1. The [SU Cares webpage](#) includes a number of links (see “Resources: How can we help”) that may be useful for your advisees.
2. Don’t forget to use Navigate for your advising notes and to communicate with appropriate support staff about for students who may need support. You can submit an alert (e.g., not coming to class or needs support from the Center for Student Achievement) at any time in Navigate and it will be forwarded to the appropriate person/office on campus for follow-up. **Learn more about how to use Navigate [here](#).**



## Good News to Share

- [Salisbury University's Self-Study Design Plan](#) (SSDP) for the 2025 reaccreditation process with the Middle States Commission on Higher Education (MSCHE) has received official approval! A heartfelt thank you to everyone who played a pivotal role in shaping this plan last spring. A huge thank you to the over 90 faculty, staff, and students across five working groups that are actively engaged in addressing the research questions outlined in the SSDP this semester!
- A sincere thank you to **Vanice Antrum** and **Robby Chin** (Multicultural Affairs), who orchestrated the [record-breaking Powerful Connections initiative](#) at the start of this semester. Special appreciation as well to our dedicated faculty, staff, and peer mentors that helped make the event a success. Collectively, your work has significantly influenced the beginning of the academic journey for 100 students, fostering a sense of community and belonging that will ensure their success at SU and beyond.
- Congratulations to **Jill Caviglia-Harris** (Economics and Environmental Studies) who recently received word that she will be awarded a \$213,997 grant from the National Science Foundation Division of Undergraduate Education. Her project, titled "Diversifying Economics Education through Plug and Play Video Modules with Diverse Role Models, Relevant Research, and Active Learning," aims to develop easily implementable modules featuring diverse role models and compelling topics. These modules, grounded in evidence-based active learning principles, will be evaluated for

their impact on student belonging, diversity, and retention. Kudos Jill, for championing inclusive practices and contributing to a more dynamic and diverse economics workforce!

- Speaking of external funding, fantastic news for FY23; total award dollars reached a record-breaking \$10,712,553! This translates to \$1.385M in indirect costs, providing crucial funding for summer research, faculty mini-grants, graduate education, faculty development, and other programs. Thanks to all of you who have worked tirelessly on producing such impressive proposals. Thanks as well to **Clifton Griffin** (Graduate Studies and Research Dean), **Teri Herberger** (Sponsored Programs Director), and other colleagues in the Office of Sponsored Programs for their expertise and commitment to supporting your work!
- Salisbury University has been chosen to host the 2023 **Maryland Open Source Textbook (MOST Summit: Cultivating Agency Through Open Education Resources)** with support from the University System of Maryland's Kirwan Center and MOST on Friday, December 1. We invite proposals highlighting innovative approaches to empowering learners to actively contribute to knowledge creation through the use open pedagogy or open educational practices. **The submission deadline is Monday, October 9.** Save the date and [explore the event website](#) for details and [proposal submission information](#).

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## Training, Opportunities, and Resources

- Please plan to attend **President Lepre's** State of the University address on Monday, November 13, at 3 p.m. in Holloway Hall Auditorium.
- The deadline for [National Center for Faculty Development and Diversity \(NCFDD\)](#) 14-day writing challenge is coming up for the October 9-22 session. Register by Tuesday, October 3, [here](#). New to NCFDD, learn how to set up your membership [here](#).
- Interested in offering a General Education course without a complete overhaul of your syllabus? Join the [Course Collaboration for GenEd Faculty Learning Community \(FLC\)](#) to explore the logistics involved in using existing one-credit courses as General Education enhancements for existing courses. These examples will be focused on: Fall semester one-credit PACE 205 course to meet the Civic and Community Engagement (CCE) tag, Spring semester one-credit IDIS 205 course to meet the Environmental

Sustainability (ES) tag. Meetings: Mondays, October 16, November 13, and TBD in Feb/Mar, 6-7 p.m. Refreshments provided. Questions? Contact FLC leads **Sandy Pope** ([axpope@salisbury.edu](mailto:axpope@salisbury.edu)), **Mike Lewis** ([mllewis@salisbury.edu](mailto:mllewis@salisbury.edu)), or **Shawn McEntee** ([sxmcentee@salisbury.edu](mailto:sxmcentee@salisbury.edu)).

- Speaking of Faculty Learning Communities, interested in joining one this year? The 2023-2024 cohorts can be found [here](#) along with contact information.
- Students, faculty, and staff are encouraged to submit their ideas for projects to help make the campus more sustainable through grants from the **SU Green Fund**. All proposal teams must include at least one student and at least one faculty or staff advisor. **Deadline to apply is Monday, October 16**. More information can be found [here](#).
- PACE is collaborating with the Greater Salisbury Committee and Salisbury Area Chamber of Commerce to host a Mayoral Forum on Tuesday, October 17, at 6 p.m. in the Guerrieri Academic Commons, Assembly Hall (4th floor). This event is free and open to the public, more information can be found [here](#).
- SU's Office of Diversity and Inclusion invites you to the third annual **Justice and Equity Forum** scheduled for Friday, November 17, from 4-7 p.m. The Forum will feature round table discussions, followed by a networking reception where participants can mingle, exchange contact information, and enjoy light hors d'oeuvres. If you are interested in leading a round table discussion on research, teaching techniques, community engagement, or campus initiatives focused on issues of power, justice, and equity in our work and our world, please follow the link and complete the [proposal form](#) by Friday, October 20. To register to attend, please complete the [attendance form](#).
- Also out of the Office of Diversity and Inclusion, the Presidential Diversity Fellows **Yuki Okubo** (Psychology), **Brian Flores** (Elementary Ed), and **Guillermo Caballero** (Political Science) have been hard at work creating opportunities to help faculty and staff create a more inclusive environment for our students. Opportunities to note:
  - Join **Yuki Okubo** on Wednesdays for coffee and a chat about ways to incorporate DEIB in your teaching. More information can be found [here](#).
  - If you missed the first pilot of ODI's diversity training last year, here's your chance to be part of the second pilot this semester. Applications are now open for participation in "Every Person, All Day, Every Day: Diversity and Inclusion Initiatives" with **Brian Flores**. This in-person training series, centered around insights from the book *Everyday Bias: Identifying and Navigating Unconscious Judgments*, comprises five modules spread over a five-week period. [Apply now!](#)
  - **ODI needs our help:**

- In an effort to centralize a database of SU's diversity, equity, and inclusion programs, ODI is asking for information about any DEI programs or initiatives that are taking place in your school, college, department, or division. Information can be submitted [here](#).
- SU Heritage Month Celebrations: ODI is seeking partnerships with student organizations, schools, colleges, and departments to celebrate the rich history of the many cultures, religions, and identities represented at SU. Interested? Fill out the form [here](#) to collaborate in highlighting our collective richness!
- Calling All First-Generation Graduates & Allies! Your unique experiences shape our community, and we want to hear your voice! Help us by completing our [First-Generation Faculty, Staff, Administration Survey](#), and sharing the [First-Generation Student Survey](#). Your insights will pave the way for a more inclusive and supportive campus environment for our first-generation students.

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## Public Health Update

- We continue to monitor guidance and best practices for COVID-19 and influenza. Campus vaccination clinics will be offered Tuesday, October 10, and Monday, October 16, in the Wicomico Room in the Guerrieri Student Union from 10 a.m. to 2 p.m. [Schedule your appointment here](#) to receive your COVID-19 and flu immunizations.
- Rosters in GullNet are being coded to reflect the status of students not cleared to be in class. [See here for details](#). If you have questions about the University's COVID-19 protocols or roster coding, please email [campushealth@salisbury.edu](mailto:campushealth@salisbury.edu) or call 410-677-0006.

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## Reminders

- The deadline to submit course materials information for Winter 2024 and Spring 2024 is this Wednesday, October 4, and can be done [here](#). This federally and state-

mandated effort aims to benefit students by enabling them to assess associated costs prior to registering.

- Don't forget:
  - Information about course material does not roll over from previous semesters
  - Whether you intend for the Bookstore to sell the course material or not (i.e. access codes, open educational resources, software, etc.), you must include all course material information. **A new search feature within GullNet** allows students to search for courses using the course attribute “Affordable Course Materials,” which distinguishes between low-cost (under \$50) or free materials. If the Bookstore doesn't receive the information on OER material, your course will not appear in GullNet as one utilizing affordable course materials.
  - Want to learn more about how to incorporate cost-free options? The SU Libraries subscribe to an easy-to-use search tool called **Faculty Select** to help you find instructional material that are free for students, whether these are OERs or books from EBSCO's extensive e-book collection that allow unlimited simultaneous use. Your librarian liaison can also help you find OERs for your classes, or you can learn more about OERs and do your own search through the links at the Libraries' guide to OERs [here](#).
  - The deadline for submissions for the Spring 2024 **Panorama** is Sunday, October 15. Submission are to be submitted directly to the Cultural Affairs Council [teams site](#). Email **Cyndi Funkhouser** [CCFUNKHOUSER@salisbury.edu](mailto:CCFUNKHOUSER@salisbury.edu) or **Chrys Egan** [CNEGAN@salisbury.edu](mailto:CNEGAN@salisbury.edu) to be added if you are not already a member.
  - Don't forget to complete the annual IT training in **Cybersecurity** (found in KnowBe4 in *Employee Links* box in GullNet, Deadline: Monday, October 23) and other SU trainings required of all employees when hired or when added (such as the **Diversity** modules and **Sexual Harassment** modules found in in *Employee Links* box in GullNet).
  - Don't miss out on the latest updates! Dive into **SU Today** for a wealth of information on upcoming events, exciting opportunities, and essential campus communications. Bookmark the **Faculty SU Today** site for easy access.

As always, thanks for all you do for our students and campus!

Jessica Clark, Ph.D.

*Assistant Provost for Faculty Success and Associate Professor of Biological Sciences*



## Upcoming Dates of Interest

For more detailed information regarding instruction-related dates of interest, please consult the Registrar's Calendars. For information about Faculty Senate meetings, please consult **their webpage**. The **Faculty Development Calendar** includes many opportunities for professional development. If you want to share information about events/activities of interest to faculty across campus, please send them to [CAFE@salisbury.edu](mailto:CAFE@salisbury.edu) at least three days before the first Monday of each month. (Bold indicates events added this month).

Date	Event
October 2, 2023	Fall 24 Sabbatical Applications due to Provost from deans
October 2, 2023	Tenure or Tenure & Promotion applications due to Departmental/CHHS School Committees
<b>October 2-6, 2023</b>	<b>Students sign up for advising with faculty</b>
<b>October 4, 2023</b>	<b>Deadline to submit course materials information for Winter 2024 and Spring 2024 terms to the SU Bookstore</b>
October 6, 2023	Culture Fest at The Square, 4-6:30 pm sponsored by the Office of Diversity and Inclusion
October 7, 2023	Festival Latino at Fulton Fountain and Lawn, 12-3 pm
October 9, 2023	Deadline for Maryland Open-Source Textbook (MOST) Summit call for proposals
October 9-20, 2023	Advising appointments with faculty
October 10, 2023	Vaccination Clinics, 10 am - 2 pm, in the Wicomico Room in the Guerrieri Student Union
October 13, 2023	Winter 2023 Open Enrollment begins (all students)
October 14, 2023	Sea Gull Century
October 15, 2023	Deadline for submission for Spring Panorama
October 16, 2023	Vaccination Clinic, 10 am - 2 pm, in the Wicomico Room in the Guerrieri Student Union
October 16, 2023	AY22-23 and Spring 23 Part B Sabbatical Reports due to Provost's Office
<b>October 16- November 3, 2023</b>	<b>Pre-Registration (times vary depending on student status)</b>
October 18, 2023	Grades of I convert to F (semester mid-point)
October 21, 2023	Admissions Open House
October 22, 2023	Midterm grades due
October 27-29, 2023	Homecoming/Family Weekend
November 1, 2023	Departmental/CHHS School Committees submit Tenure or T&P recommendations to the Chair/CHHS School Director
November 3, 2023	Last day to withdraw from class with a grade of W (regular session)
November 10, 2023	Faculty Senate Faculty Friday
November 11, 2023	Admissions Open House
<b>November 11, 2023 3:00 pm</b>	<b>President Lepre's State of the University Address</b>

<b>November 13-December 5, 2023</b>	<b>Open enrollment for matriculated students Sp24</b>
November 15, 2023	Department Chairs/CHHS School Directors submit T&P recommendations to dean
<b>November 17, 2023</b>	<b>Justice and Equity Forum (3:00-6:00 pm, GAC Assembly Hall)</b>
November 17, 2023	Deadline for Regents Faculty Award Nominations to USM
November 22-24, 2023	Thanksgiving Break
December 1, 2023	Open Pedagogy Summit (In partnership with the USM's Kirwan Center)
December 1, 2023	Deans submit T&P recommendations to Provost
December 12, 2023	Reading Day
December 15, 2023	Provost submits tenure recommendations to President
<b>December 20, 2023</b>	<b>Commencement at Wicomico Civic Center 10:30 am</b>
December 21, 2023	Fall 2023 Regular Session grades due by 4 pm
January 4, 2024	Winter 2024 session begins
January 10-28, 2024	Open Enrollment (all students)
January 15, 2024	President sends written notification of tenure decisions
<b>January 15, 2024</b>	<b>Martin Luther King Jr. Holiday</b>
<b>January 25, 2024</b>	<b>Last day of winter session</b>
<b>January 29, 2024</b>	<b>Winter 2024 grades due by noon</b>
<b>January 29, 2024</b>	<b>Spring 2024 session begins</b>



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*Center for the Advancement of Faculty Excellence*

[www.salisbury.edu/cafe](http://www.salisbury.edu/cafe)

[cafe@salisbury.edu](mailto:cafe@salisbury.edu)

PLEASE NOTE: Visitor parking permits are required to park at SU; please request a permit at [www.salisbury.edu/parking](http://www.salisbury.edu/parking)

SU is an Equal Opportunity/AA/Title IX university and provides reasonable accommodation given sufficient notice to the University office or staff sponsoring the event or program. For more information regarding SU's policies and procedures, please visit [www.salisbury.edu/equity](http://www.salisbury.edu/equity).

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