



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | April 13, 2020



**Bucs
Help
Serve**



[Bucs Help Bucs](#)

In times of challenge and adversity, the East Tennessee State University family unites to serve the Appalachian Highlands and support one another. In other words, "Bucs Help Bucs." ETSU has launched the Bucs Help Bucs initiative to assist students and employees facing extraordinary circumstances caused by the COVID-19 pandemic. By giving to any of the identified relief areas, you can assist students facing job loss, financial hardships, food insecurity and mental health needs:

- Student/Staff Emergency Funds
- Bucky's Food Pantry
- ETSU Counseling Center
- Other - Support any specific area of ETSU

Gifts can be made online at etsu.edu/bucs-help-bucs. ETSU faculty and staff may choose to make a [payroll deduction](#).

A promotional graphic for a Live Town Hall event. The top left features the ETSU logo and the text "EAST TENNESSEE STATE UNIVERSITY". To the right is a portrait of President Brian Noland. The main text reads "LIVE TOWN HALL" in large yellow letters, followed by "With President Brian Noland" and "Submit questions to president@etsu.edu". The bottom section is a yellow banner with the text "Tuesday, April 14 | 11:30 a.m. EST".

 EAST TENNESSEE STATE UNIVERSITY

LIVE TOWN HALL

With President Brian Noland

Submit questions to president@etsu.edu

Tuesday, April 14 | 11:30 a.m. EST

Join ETSU President Brian Noland for his next Virtual Town Hall on Tuesday, April 14, at 11:30 a.m. The Town Hall can be accessed on [ETSU's Facebook page](#) and will be streamed via Facebook Live.

Send your questions to president@etsu.edu.

Refund update for student housing

ETSU has begun the process of notifying students regarding any prorated refunds they may be receiving for out-of-pocket housing costs for the spring 2020 semester. Students should check their email for more information and instructions. In the coming weeks, similar information will be available regarding any refunds for dining service fees.

[ETSU at Home: Send photos/video from your remote work location](#)

Everyday routines have changed dramatically for many ETSU employees working remotely, as well as those conducting essential responsibilities on campus. The Office of University Relations is requesting submissions of photos/videos from your remote work location for an upcoming project. Show us how you are motivating and engaging students and colleagues, multi-tasking, being creative and continuing to "get the job done."

Send your name, department/office and title along with any anecdotal information to accompany your submission to info@etsu.edu by **Wednesday, April 22**.

[Archives of Appalachia asks you to share your experience living through pandemic](#)

The Archives of Appalachia invites you to share your experience living through the COVID-19 pandemic. A new project, called "Telling Your Story: Documenting COVID-19 in East Tennessee," will chronicle how people of this region journey through these unprecedented times. Interested persons are invited to share materials such as diaries, writings, photographs, videos, social media posts and business correspondences. More information about the project, including a submission form, is available [here](#). Questions about the project can be directed to archives@etsu.edu or **423-439-4338**.

[Registration open for summer and fall 2020](#)

The order for registration is based on earned credit hours, not including currently enrolled credit hours (also excludes Developmental Studies). Students should resolve registration holds to prevent delays. **Click here** for more information or contact the Registration Helpline 8 a.m.-4:30 p.m. (EST) Monday-Friday: **423-439-5584**.

Don't forget to check out ETSU Summer Session! This is a wonderful opportunity to get ahead, stay on course with your plan of study, or retake a course. **Due to the ongoing COVID-19 pandemic, all summer courses will be transitioned to online or remote offerings and all online fees will be waived.** To learn more visit [ETSU Summer Session page](#).

[Free online tutoring available through CFAA](#)

The Center for Academic Achievement has tutors available to conduct free, live, online tutoring sessions in multiple subject areas. Please let your students know that tutors are available seven days a week to help them navigate the transition to online instruction. Our "[Online Help](#)" page explains how to sign up for and participate in tutoring, and it includes helpful resources and strategies for students about how to manage online coursework. Our "[For Faculty](#)" web page includes a flyer for online tutoring, a syllabus blurb, and answers to common faculty questions. For additional information, please contact Deidre Johnson at johnsondr4@etsu.edu.

[The Office of Equity and Inclusion - Virtual Office Hours](#)

The Office of Equity and Inclusion is holding Virtual Office Hours as follows:

- **Monday and Wednesday**, 3-4:30 p.m., with Chassidy Cooper, coordinator for Equity and Inclusion. [Join Zoom Meeting](#), Meeting ID 825 373 933
- **Tuesday**, 10 a.m.-noon, with Kim Maturo, office coordinator for Equity and Inclusion. [Join Zoom Meeting](#), Meeting ID 235 510 680

Meetings with Keith Johnson, vice president for Equity and Inclusion will be scheduled as requested. Contact Kim Maturo at maturo@etsu.edu to schedule.

Individual meetings can be scheduled by contacting coopercl@etsu.edu or maturo@etsu.edu. You can also reach our office at 423-439-4445. [Click here](#) for more information.

[Instructional Development Grant Proposals accepted for 2020-21](#)

ETSU's Instructional Development Committee (IDC) invites Instructional Development Grant proposals for fiscal year 2020-2021 **by April 15**. This is the only funding cycle for the fiscal year.

Instructional Development Grants provide up to \$5,000 for special projects in which faculty implement and assess innovative methods to enhance student learning at ETSU. The committee weighs teaching innovations more heavily than requests for equipment. Click [here](#) for more information and to access the application.

Summer 2021 study abroad course proposal deadline extended

Given the continuous changes taking place on campus during this time, **the submission deadline for the summer 2021 study abroad course proposals has been extended to April 15.** If you have any questions or need any assistance regarding the submission process, contact studyabroad@etsu.edu.

[Fall Financial Aid priority date is Wednesday, April 15](#)

April 15 is the Financial Aid priority date for the Fall Semester 2020. That means you should **file the 2020-21 FAFSA**, complete verification if selected, and regularly monitor ETSU Email and GoldLink to ensure your Financial Aid is ready for the Fall Semester.

[Safe Zone Faculty/Staff Trainings scheduled](#)

Safe Zone Faculty/Staff Training will take place on Friday, April 17, from 1-4 p.m. **Click here** to register.

Nominations open for 2020 Notable Women of ETSU through April 17

The Women's Studies Program is accepting nominations for the 19th Annual Notable Women of ETSU awards through **Friday, April 17**. Nomination packets should include a copy of the nominee's CV, their name, title, academic rank, departmental affiliation, and at least one letter of nomination. Please send nominations to womenstudies@etsu.edu.

[Deadline extended for Open Educational Resources/Textbook Awards](#)

The Sherrod Library and the Center for Teaching Excellence invite you to submit an application to the Open Educational Resources Awards Program. Open Educational Resources (OERs) are quality, authoritative, no-cost online alternatives to traditional textbooks. The awards program provides instruction, guidance, and financial incentives to use OERs in the classroom. These awards are given to faculty who plan on adopting, adapting, or creating open textbooks and instructional materials. Awards are up to \$5,000 for individuals and up to \$10,000 for departments/programs. **Deadline to submit award applications has been extended to Friday, May 1.**

[SERS grant proposals for 2020-21 due May 8](#)

The Office of Equity and Inclusion is now accepting SERS Grant proposals for fiscal year 2020-2021. Proposals should be received by the Office of Equity and Inclusion by May 8 for review prior to the May 18 submission deadline. Click [here](#) for more information and to access the application under "Funding Opportunities," then select 2020-2021 Student Engagement, Retention, and Success.

[ETSU Global Year Program - deadline extended](#)

Given the various transitions taking place on campus right now, the application deadline for the "ETSU Global Year: South Korea, 2021-22" has been extended to May 15. We continue to monitor COVID-19 and continue to assess plans for this program centered on South Korea. As of now, the goal is to proceed with the Global Year as originally planned since any travel to South Korea would take place, at earliest, in January 2021. We will update the campus community on the program as we continue to learn more about COVID-19 and travel possibilities in the future. [Click here](#) for more information and to access the application.

Biometric screenings update

Quest Diagnostics will be postponing all onsite employer screening events that are currently scheduled to take place from now until April 30. If you were registered for the Biometric Screening on campus on April 22, 2020, that screening has been cancelled.

[Upcoming employee training opportunities](#)

Leadership tip of the week: [“The restorative power of ritual”](#)

IMPORTANT: ALL HR Employee Learning & Development Classes will move to Zoom Video or will be postponed until further notice due to the COVID-19 coronavirus. Please be sure to check the [Event Calendar](#) and the [Scheduled Classes](#) websites for latest training information. During this time, please check out the employee learning opportunities online at [Percipio](#). If you want to learn more about Zoom, please check out the ITS website for training instructions at <https://www.etsu.edu/helpdesk/conferencing/webconference.php> and/or register for one of the upcoming remote learning opportunities on the [Event Calendar](#). Thank you for your patience and understanding as we navigate how to best serve you during this crisis. As always, please contact us at gloverke@etsu.edu or [423-439-6133](tel:423-439-6133) if we can help in any way with your learning as you move through the coming weeks of remote work

[Student Employee Supervisor Training](#): This is a mandatory training of new software for all APS, FWS, and RSWP supervisors. Any faculty or staff member involved in the advertising and hiring process of student workers and/or APS service students must attend to gain access to the new website. We will be reviewing the process from advertising to submitting the new electronic timesheets. We will also review the process from the students' view in order to better assist you with their training. There will be several sessions; all sessions will be offered via Zoom Video. Dates: April 27; May 18; June 8; July 20; August 10 from 2-3:30 p.m. and June 30 from 9-10:30 a.m.

[All Employee Check-in Zoom Call](#): This will be a periodic Zoom call to see how we can best stay connected during social distancing and working remotely due to the COVID-19 Pandemic. How can Learning & Development help you during this unprecedented time? There will be no agenda, other than to check in on everyone and let you know that People Come First at ETSU. We care about you and want to help you be as successful as you can be during these trying times. The first session will be held **Thursday, April 16, at 10 a.m.** via Zoom.

[Microsoft Office Training](#) – Excel, Word, PowerPoint, Access training available online, along with other helpful links. [Click here](#) to view the Employee Training Event Calendar for more training opportunities for ETSU Employees.

[UPCOMING EMPLOYEE TRAININGS & WORKSHOPS](#)

[ETSU VIRTUAL EVENTS CALENDAR](#)



