



EAST TENNESSEE STATE  
UNIVERSITY

Weekly Update for Faculty & Staff | April 6, 2020



## [Registration for summer and fall 2020 begins today](#)

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](mailto: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](mailto:maturo@etsu.edu) to schedule.

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

## [SGA elections for 2020-21 to be held April 8-9](#)

Campaigning has looked different this year, with the campus closed due to the COVID-19 pandemic, but ETSU's SGA elections will be held as scheduled, with online voting to take place Wednesday and Thursday, April 8-9.

Virtual campaigning has been going on for the last few days, and students are encouraged to visit <https://www.etsu.edu/sga/sgaelection.php> for information about the election from SGA and candidate questionnaires from the East Tennessean. Links to candidate videos will be shared with the student body on Tuesday, April 7.

A link to vote will be provided on the main [ETSU home page](#), on April 8-9, and election results will be shared with students electronically on Friday, April 10.

For more information, email SGA Secretary of the Interior Nick Shortridge at [shortridgen@etsu.edu](mailto:shortridgen@etsu.edu).

## [Project Proposals for Student Activities](#)

The Student Activities Advisory Committee (SAAC) will fund approximately \$500,000 in 2020-2021 for innovative student activities, services and programs which are of significant benefit to the student body. These funds have been generated from a portion of the General Access Fee. Project proposals are requested from registered student organizations and university departments. The application form provides detailed information concerning eligibility

requirements and funding criteria. The process has moved from a paper to an online form. The application form is available and should be submitted online [here](#).

**To submit a request, you should complete the form and upload the budget document no later than noon on Thursday, April 9.** We will send you an email confirmation. Know that with the impacts of COVID-19 on ETSU operations, the review and awarding process may be different than in past years. We will not host an in-person training/Q&A session. However, staff are available to speak with applicants and answer questions individually as needed.

Please contact the Office of Student Life and Enrollment at [423-439-6129](tel:423-439-6129) or at [gilberjs@etsu.edu](mailto:gilberjs@etsu.edu) if you need additional information or have questions about the process or funding criteria.

## [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](mailto:studyabroad@etsu.edu).

## [Fall Financial Aid priority date is 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 be held on Tuesday, April 7, from 1-4 p.m. in the Global Understanding Video Conference Room (Room 233) in the Campus Center Building. [Click here](#) to register.

A second training session will take place on Friday, April 17, from 1-4 p.m. in the Quillen Conference room in The Sherrod Library. [Click here](#) to register.

**Please note:** *These trainings may be held remotely using Zoom. Registrants should watch for communication from the organizers.*

## 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](mailto: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: [“4 Tips for keeping your newly remote team engaged”](#)

**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](mailto: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 next few weeks.

**[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 6 and 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 on Thursday, April 9 at 10 a.m. via Zoom.

**Retirement Basics**: Presented by the Benefits Center, this informational Zoom webinar will be appropriate for ETSU employees who are considering retirement in the next 3 years. If you are curious about the process to retire, this webinar is for you! Q & A will be welcome throughout. The webinar is scheduled for Wednesday, April 8, from 11 a.m. to noon. Zoom link provided upon registration.

Please check out all the offerings for employees on our **Employee Learning and Development** website. **Click here** to view the Employee Training Event Calendar for more training opportunities for ETSU Employees.

## **UPCOMING EMPLOYEE TRAININGS & WORKSHOPS**

**ETSU VIRTUAL EVENTS CALENDAR**

**ETSU NEWS**



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