



EAST TENNESSEE STATE  
UNIVERSITY

Weekly Update for Faculty & Staff | July 6, 2020



## [Security Changes for Zoom Meetings](#)

Beginning Sunday, July 19, Zoom will require that all meetings have a Passcode or a Waiting Room enabled. Users will need to ensure that all meetings have a Passcode (formerly password); otherwise a waiting room will be automatically activated. All users are asked to review their meetings and Personal Meeting Rooms to ensure that either a Passcode or Waiting Room is enabled ahead of the July 19 updates.

For additional information or to familiarize yourself with the process of creating Passcodes and Waiting Rooms, please reference the **[Zoom FAQ for July 2020](#)**. If you have questions or need assistance, please contact Academic Technology Services at **[zoomhelp@etsu.edu](mailto:zoomhelp@etsu.edu)**, **423-439-8611** or the **[ITS Help Desk](#)**.

## [Panopto Coming Soon to Replace Tegrity Lecture Capture](#)

ETSU now offers Panopto to all faculty and staff. Panopto is an industry leader in video management and recording software. Integrated with D2L, this platform will be replacing Tegrity for lecture capturing opportunities, as well as adding additional services that are available for teaching and learning. In particular, Panopto features automatic closed captioning for videos to ensure accessibility standards are being met. With this software:

- Faculty and staff can record lectures in the classrooms or from their computer(s);
- Create interactive videos;
- Upload existing videos into courses seamlessly; and
- Because the videos are accessible, students can easily search for any word that is spoken, captioned, or seen on the screen in a video.

Information Technology Services will host a live, via Zoom, training on July 6 for any faculty and/or staff that are interested. Additionally, if you are unable to attend the live session, the training will be recorded and made available to those that register or request it. In order to sign up for the training, or to be put on the list for the recording, please complete the form at: [tinyurl.com/y994qkvt](https://tinyurl.com/y994qkvt). Additionally, for resources, guides, tutorials, and more please reference the [\*\*Information Technology Services Help Desk website\*\*](#) for Panopto.

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## ATS Help Session for Remote Teaching

ETSU faculty and students transitioned to remote teaching quickly for the spring semester. In preparing for possible uncertainties in upcoming semesters, many faculty have asked, “How can we do it better?” Academic Technology Services (ATS) has scheduled several open consultation sessions this summer to help faculty prepare courses and materials to meet these challenges. Whether faculty plan to transition completely online or simply wish to prepare lectures, assignments, or engagement opportunities so they can be implemented with little notice, ATS can provide guidance on the technology available and the best way to use it.

These sessions are designed to be reciprocal. Faculty can share specific issues from the spring semester, bring questions and concerns, or listen and learn from others. Sessions will be delivered synchronously through Zoom. Faculty or staff are invited to join the session from their home, office, or anywhere with an internet connection and interact with the presenter and other participants. Register [\*\*here\*\*](#). Please contact ATS at [\*\*ats@etsu.edu\*\*](mailto:ats@etsu.edu) or [\*\*423-439-8611\*\*](tel:423-439-8611) for more information.

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The Office of Equity and Inclusion encourages you to read the latest edition of the Office of Equity and Inclusion Newsletter. Click [here](#) to access the July 2020 newsletter. Please visit our [website](#) to learn about (1) the summer and fall Lunch and Learn Sessions; (2) an opportunity to partner with the Office of Equity and Inclusion as a **Diversity Champion**; and (3) the 2nd Annual Equity and Inclusion Virtual Conference.

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## [Eligibility Information about Retirement Incentive Program](#)

Information was shared with ETSU faculty and staff who are eligible for the current retirement incentive plan. Please note: Eligibility letters were not sent to employees with less than 30 years of creditable service in the TCRS system. Employees who believe they will be eligible for full retirement in TCRS on October 31, 2020 through the use of their accrued sick leave should contact the Office of Human Resources and/or submit an application to the program. The Office of Human Resources will evaluate those applications to ensure the employees will be eligible for full retirement before being accepted into the program.

Eligibility requirements for the retirement incentive program are:

- Full-time, actively employed, state budgeted staff member.
  - Ten years of employment at East Tennessee State University as of the retirement date.
  - TCRS members must also be 60 years of age and have 5 years of creditable service or be any age and have 30 years of creditable service (including credit for sick leave).
  - ORP members must also be 55 years of age
  - ETSU may choose to exclude or delay the retirement date for certain staff members in key positions or roles from the program.
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## [Safety signage will be provided for public spaces](#)

As we prepare for our July 1 opening, ETSU Facilities is working with University Relations to develop and post appropriate health and safety signage for public spaces, including all external doors to ETSU buildings. Departments will be responsible for posting any signage within their respective office spaces.

Signage can be downloaded and printed at no cost. Visit our “Bucs are Back” site [here](#) to view and download available safety signage. If you need assistance with printing signs, please email [projects@etsu.edu](mailto:projects@etsu.edu) and

University Relations will process your order (please note in your email which design(s) you are requesting and account to bill). If you need to request new signage that is not already available on the webpage, University Relations will design at no charge. Send new sign requests to [projects@etsu.edu](mailto:projects@etsu.edu).

If you need additional assistance from Facilities to make sure your office is following health and safety guidelines for reopening, please coordinate with your respective Dean's or Vice President's office.

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## [New Employee Transfer and Separation Process](#)

ETSU's offices of Information Technology and Human Resources implemented a new process for department notifications for employees separating from ETSU or moving to a different department. This new process is available online at the [Employee Transfer/Separation website](#) and includes instructions to employees and supervisors. Please consult the website should you have any questions about this process.

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## [Revised Conditions for Resumption of Face-to-Face Human Subjects Research](#)

Beginning June 15, 2020, ETSU began allowing face-to-face interactions with research participants with approval from the Vice Provost for Research and Sponsored Programs. Approval is contingent upon there being no remote alternative and with [safety precautions](#) in place. If you would like your study reviewed for in-person contact with research participants, please complete this [form](#) and submit to the [Vice Provost for Research](#) for final review and approval.

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## [Learn about the Faculty Research Cohort](#)

The ETSU Faculty Research Cohort is a new microgrant research program being offered as a joint partnership with the Office of Planning and Decision Support, the Provost's Office, and the Applied Social Research Laboratory. The goal of this program is to develop a culture of research by supporting faculty in development of knowledge, skills, and abilities in research design and implementation. More information on the Faculty Research Cohort is available [here](#). The application deadline is July 15. Contact Dr. Trena

Paulus for more details at [paulust@etsu.edu](mailto:paulust@etsu.edu).

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## [Summer Tutoring Available Online through CFAA](#)

The Center for Academic Achievement has tutors available to conduct free, live, online tutoring sessions in multiple subject areas during summer 2020. Please let your students know that tutoring is an option. 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).

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## [Changes to Fall 2020 Holiday Schedule](#)

The fall 2020 holiday schedule has been adjusted as a result of the COVID-19 pandemic and the institution's continued efforts to safeguard the health of ETSU students, faculty, staff and visitors. Major changes for the fall 2020 semester calendar include:

- The university will be open and classes will be held on Labor Day (September 7) and Veterans Day (November 11);
- Fall Break will be rescheduled to Thanksgiving week; Last day of in-person classes will be November 20 (11/21 for Saturday classes);
- The university will be closed for Fall/Thanksgiving Break the week of November 23-27; and
- Remote instruction for all classes will take place November 30 - December 4 and for final exams between December 5-10.

The Gatton College of Pharmacy will alter its start date but will follow the university schedule beginning in September. The Quillen College of Medicine will maintain its regular schedule. To view the revised employee holiday schedule, visit [here](#).

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[Learn More About ETSU's Curriculum](#)

## [Innovation Center](#)

Are you planning to develop or revise curriculum for a new or existing program? Learn more about the resources available through ETSU's Curriculum Innovation Center (CIC). Members of the CIC team are available to provide expertise to strengthen curriculum collaboration and support a variety of delivery modalities as well as help to bring together resources and faculty across programs for interdisciplinary curricular development. Learn more about the center and all that is available to ETSU faculty at the center's [website](#).

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## [New Electronic Time Report System](#)

Information Technology Services, in conjunction with Business and Finance, has completed the development of an electronic timesheet within the Time Record System (TRS). Beginning July 1, all employees will key their July time entries directly into the Time Record System. The new Electronic Time Record System will replace the Dynamic Form which was implemented to submit time sheets during our COVID-19 work from home. Tutorial videos for employees and supervisors are available on the [Payroll Office website](#). Additional information will be emailed to all university timekeepers. The new electronic time record system excludes APS, FWS, and RWS student workers. The timesheets for Medical Residents will still need to be entered by their timekeeper at this time. Please email [payroll@etsu.edu](mailto:payroll@etsu.edu) with any question regarding the new Time Record System.

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## [ATS resources for online course development](#)

The Academic Technology Services team has developed a comprehensive guide for accelerated online course development. This guide will walk through some of the current instructional design best practices to ensure that you have the resources and support you need in order to create meaningful, engaging learning experiences for your students. Contact ATS with any specific questions or concerns by phone, email or chat at [www.etsu.edu/ats](http://www.etsu.edu/ats).

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## [Office of Equity and Inclusion Lunch and Learn](#)

## Session: Reframing Disability

The Office of Equity and Inclusion invites all members of the ETSU community to attend a discussion on “Reframing Disability” led by Mary Little, Disability Services director and ADA/504 coordinator, on **Tuesday, July 14**, from noon–1 p.m. via Zoom. You can join the meeting [here](#) for an hour of discussion and learning. Though pre-registration is not required, interested persons may register [here](#). You may also register at <https://www.etsu.edu/equity/opportunities.php>; registration is not required. The Meeting ID is 948 4651 8433.

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## Deadline to Join Non-Faculty Sick Leave Bank Extended to July 15

**With ETSU staff working remotely, the deadline to join the Non-Faculty Sick Leave Bank has been extended to July 15.** The Non-Faculty Sick Leave Bank provides emergency sick leave to participants in the plan who have unexpected personal illness, surgery or injury with complications beyond their control and have exhausted their personal sick and annual leave. Participation is voluntary. For more information about how to join the Non-Faculty Sick Leave Bank contact Human Resources at [hr@etsu.edu](mailto:hr@etsu.edu).

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## [Upcoming employee training opportunities](#)

Leadership tip of the week: **[“Help Your Employees Manage Their Reentry Anxiety”](#)**

**Emotions and Your Money (VALIC) Webinar:** Emotions play an important role in the everyday decisions that we make, especially when it comes to our financial matters. In this presentation, we’ll explore the different types of emotions that you could face as an investor. We’ll also take a look at some of the most common emotional mistakes that investors make, and show you time-tested strategies and valuable investment tips that can help you avoid these errors. VALIC Financial Advisors will present this WebEx Webinar on **Tuesday, July 14 at 1 p.m.** (A link will be emailed to those registered on the day before the session)

**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. All sessions will be offered via Zoom. **Dates: July 20 and August 10 from 2-3:30 p.m.**

**NEW Summer Zoom Emotional Intelligence Workshop Series for Employees** (3 sessions remain)

This is a series that developed out of our "What's Emotion Got To Do With It?" workshop presented by the HR Employee Learning and Development Staff. Attend the one that interests you, or attend all of them. Be sure to register by clicking on the title of each one you wish to attend and you will receive the secure Zoom link the day before the session. Sessions held on Thursdays through July 23.

**Empathy:** Have you ever thought to yourself: "What does it mean to feel 'with' somebody?" Well, luckily we can help guide you in the right way to finding that answer. Join us as we talk about empathy, compassion, and being present with others. Held Zoom on **Thursday, July 9, from 1:30-2:30 p.m.**

**Motivation:** Do you ever feel just stuck? Do you feel like you know somewhere you need to go but you find it hard to take the first step? Join us as we talk about motivators and how we can move into healthier mindsets to approaching our goals. Held via Zoom on **Thursday, July 16, from 1:30-2:30 p.m.**

**Social Skills:** As a final installment to our emotional intelligence training, we wanted to extend some healthy practices and social skills development into helping you cultivate healthier relationships in your daily life. Join us as a discuss ways that we can communicate more proficiently. Held via Zoom on **Thursday, July 23, from 1:30-2:30 p.m.**

Please Note: Be sure to check the **Event Calendar** and the **Scheduled Classes** websites for latest training information. Check out the employee learning opportunities online at **Percipio**. Also check out **LinkedIn Learning**. As always, please contact us at **gloverke@etsu.edu** or **423-439-6133** if we can help in any way with your learning for you and/or your functional unit.

**UPCOMING EMPLOYEE TRAININGS & WORKSHOPS**

**ETSU EVENTS CALENDAR**

**ETSU NEWS**



