



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | March 30, 2020



[Facebook Live Town Hall with President Noland today at 11:30 a.m.](#)

President Brian Noland will hold a Live Town Hall on Monday, March 30, at 11:30 a.m., on ETSU's **Facebook page**.

Send your questions to [**president@etsu.edu**](mailto:president@etsu.edu).

[Board of Trustees Finance and Administration Committee to hold called meeting April 1](#)

ETSU's Board of Trustees will hold a called meeting of the Finance and Administration Committee on Wednesday, April 1, at 3 p.m. The meeting will be conducted permitting participation by electronic or other means of communication if necessary. Due to extraordinary circumstances surrounding the COVID-19 pandemic, public attendance to the meeting will be available via livestream at [**www.etsu.edu/trustees/livestream.php**](http://www.etsu.edu/trustees/livestream.php).

When they become available, the agenda and accompanying materials for the meeting will be posted online at [**www.etsu.edu/trustees**](http://www.etsu.edu/trustees) under "Meeting Schedule & Materials."

[Using Zoom for student organization virtual meetings - live training sessions](#)

Learn how to use Zoom to keep your organization communicating and operating strong. Live demonstration followed by Q&A. Two sessions offered. Attend one or both. No registration needed. **Tuesday, March 31 at 10 a.m. and 5 p.m.**

Join Zoom Meeting - <https://etsu.zoom.us/j/322013771> , Meeting ID: 322 013 771. For more information email sao@etsu.edu.

[Sherrod Library offers 100% remote services and collections](#)

Due to the COVID-19 outbreak, Sherrod Library building is closed. However, Sherrod's reference and research assistance is 100% remote and available online with assistance by email, Zoom, chat, and phone, 7 days a week. **Click here** for additional services and details. Contact refdesk@etsu.edu or call [423-439-4307](tel:423-439-4307) for assistance.

[Instructional Development Grant Proposals due today](#)

ETSU's Instructional Development Committee (IDC) invites Instructional Development Grant proposals for fiscal year 2020-2021 **by March 30**. 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.

[Submitting campus life calendar events and marketing virtual events for student organizations - live training sessions](#)

Get the word out! Learn how to use the Campus Life Calendar to let the ETSU campus and community know about your upcoming events. Attend the virtual training session: Submitting Campus Life Calendar Events and Marketing Virtual Events for Student Organizations. Two Sessions being offered: Attend One or

Both. No registration needed. **Wednesday, April 1 at 10 a.m. or 5 p.m.**

Join Zoom Meeting - <https://etsu.zoom.us/j/144013515> , Meeting ID: 144 013 515. For more information email sao@etsu.edu.

[Campus Recreation: Talk Fitness roundtable](#)

Campus Recreation will be hosting a virtual roundtable “Talk Fitness” on **Wednesday, April 1 at noon**. Led by Nani Hilbert, coordinator of fitness & wellness, this one hour session will allow students, faculty, and staff to participate in an interactive discussion about working out from home, online resources, and the importance of physical activity during a time of social distancing. The zoom link to participate and join the discussion is: <https://etsu.zoom.us/j/558822480>.

[The 1911 Society deadline extended to April 3](#)

The 1911 Society, established in 2020, honors East Tennessee State University’s most distinguished graduates from undergraduate, graduate, and professional programs. Students inducted into The 1911 Society have distinguished themselves among all graduates for academic excellence, service, and leadership. Due to the disruptions caused by the COVID-19 response, the deadline for submission of applications and reference letters has been extended to April 3. Send application materials to the Office of the Provost at provost@etsu.edu.

[Click here](#) for eligibility, selection criteria, application process, etc.

[Registration for summer and fall 2020 begins April 6](#)

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](tel: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. To learn more visit **[ETSU Summer Session page](#)**.

[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. [Click here](#) to register.

A second training session will take place on Friday, April 17, from 1-4 p.m.. [Click here](#) to register.

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

[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 if you need additional information or have questions about the process or funding criteria.

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.

[Personal Computers with Windows 7](#)

Microsoft ended support for Windows 7 on Jan. 14, 2020. If you have a personal computer running Windows 7, Information Technology Services (ITS) strongly recommends that you migrate to Windows 10 as soon as possible. Students may upgrade to Windows 10 for free via the OnTheHub software center at etsu.onthehub.com. Faculty and staff may purchase the upgrade through OnTheHub for \$15. During the upgrade, Microsoft will present you with

an option to keep existing data; however, ITS recommends that you back up critical files before you run the upgrade. If you require assistance, please contact the ITS Help Desk on the first floor of the Sherrod Library ([423-439-4648](tel:423-439-4648), itshelp@etsu.edu) or use the Live Chat feature on the [Help Desk](#) home page.

[Supervisors of non-faculty employees: Annual Evaluations due March 30](#)

The 2019-20 non-faculty annual employee evaluations cycle is open. Completed evaluations are due no later than March 30, 2020.

Supervisors, please begin the process by checking your non-faculty direct reports in the eEvaluations system by logging into jobs.etsu.edu/portal using your ETSU username and password. From “Shortcuts” on the Home tab, select My Reports. Next to the “Supervisor Nonfaculty” report hover over “Actions” and select View. Your employees will be listed next to your name. Send any corrections to your departmental timekeeper. Supervisors should be updated through the timekeeping system.

An Evaluation Plan for each of your non-faculty direct reports must be initiated by you and acknowledged by the employee before the evaluation will be available to you. If you have not already initiated the evaluation plans, please complete this step as soon as possible by logging into jobs.etsu.edu/portal and completing Step 1 for each of the employees in your Watch List. Your employees will receive and email overnight to acknowledge the plan. Please complete this step and remind your employees to complete Step 2 as soon as possible.

Please direct questions or corrections to your direct reports to Human Resources at hr@etsu.edu or [423-439-4457](tel:423-439-4457). For assistance, [download the Annual Evaluation Instructions](#).

[Upcoming employee training opportunities](#)

Leadership tip of the week: [“Giving constructive feedback”](#)

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 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.

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



ETSU Office of University Relations | emails@etsu.edu | 423-439-4317