



EAST TENNESSEE STATE  
UNIVERSITY

Weekly Update for Faculty & Staff | August 17, 2020



## Get your ETSU Strong face mask

Blue and Gold “ETSU Strong” face masks/coverings are being distributed free of charge at various campus locations. Masks are currently available at the Carrier Center on the second floor of the D.P. Culp Student Center.

In the coming days masks will also be available at the ETSU Kingsport and Sevierville locations, the Medical Library on the VA campus, the Sherrod Library and the Basler Center for Physical Activity (CPA). A free mask can be picked up by members of the campus community.

All residential students will receive a mask upon arrival/housing check-in.

## Have you taken the COVID-19 Safety Pledge?

Check your ETSU email for instructions on how to take the COVID-19 Safety Pledge. The training module only takes about 10 minutes to complete and includes a review of public health recommendations followed by the pledge. [Click here](#) for answers to commonly asked questions and troubleshooting tips.

Please complete the training module and safety pledge before Monday, Aug. 24.

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## [Basler CPA to open August 17](#)

Please visit [Basler CPA Reopening Plan](#) for a complete overview of information and updated policies and procedures. Information about what will be open/available at the CPA can be found on [this website](#), as well as hours of operation.

Workout reservations and face coverings will be required to access the CPA. Information of how to reserve your workout reservation is available [here](#). Please review the complete list of policies and procedures before visiting the CPA.

Please note on your calendars that the CPA will be closed Saturday, Aug. 22 for student staff training. If you have any questions, email [campusrec@etsu.edu](mailto:campusrec@etsu.edu).

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## [Schedule a One-on-One Help Desk Appointment through Zoom](#)

The Information Technology Services Help Desk is offering Zoom appointments as an option for students, faculty or staff. Technology-related questions that might normally require a more hands-on approach can be still addressed for those who are teaching, learning, or working remotely. To schedule your remote assistance appointment online, please visit [here](#) and select the time that works best for your schedule. Help Desk technicians will connect with you live through Zoom.

Many common technology questions can be answered through the ITS service portal. The ITS Help Desk can also be contacted by phone at 423-439-4648, by email at [itshelp@etsu.edu](mailto:itshelp@etsu.edu), or a live chat session through the ITS Help Desk website. Help Desk support is available for extended hours Monday through Friday, every weekend, and ITS on-call staff will be contacted for any urgent needs.

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## [Retirement Incentive Program for Faculty Now Accepting Applications](#)

As part of the university's initiatives to reduce budgets for fiscal year 2020-21, the Strategic Options Workgroup has recommended that a Voluntary Retirement Incentive Program be offered to faculty and staff. Information has been shared with faculty eligible for the current retirement incentive plan. Applications will be accepted for eligible faculty through Sept. 30 at 4:30 p.m. The staff program application period has ended.

More information, including eligibility requirements, are available on the [HR website](#).

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## [RDC Small Grant Submissions Open](#)

Please note: Small Grant funds are limited so apply early.

All submissions should use the online form at

[https://bgcop.formstack.com/forms/rdc\\_small\\_grant\\_application\\_form\\_2021](https://bgcop.formstack.com/forms/rdc_small_grant_application_form_2021)

### **Submission Deadlines:**

Submission opened Aug. 1. Submissions will be reviewed as they are received and until funds are expended.

After electronic submission, a compiled file will be sent. PRINT this form for signatures (scanned signatures are allowed). A signed printed copy of the application is DUE within 2 weeks of electronic submission.

### **Additional information:**

RDC Small Grant home page:

<http://www.etsu.edu/research/rdc/smallgrant/default.php>

Contact [RDC@etsu.edu](mailto:RDC@etsu.edu)

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## [CFAA Testing Services: Fall 2020 Operations](#)

Testing Services has resumed on-site test proctoring. Course-exam proctoring will begin Aug. 24, and High-Stakes Testing (Praxis and GRE) will resume Sept. 1

### **Testing Procedures**

The CFAA will apply ETSU's COVID-19 guidelines as follows:

- Will operate at 40% capacity to maintain social distancing.
- Will follow strict sanitization and cleaning protocols outlined by ETSU and by the CDC.
- Candidates must wear approved masks for the duration of the time they spend in the testing center

- CFAA student workers will wear gloves and masks.
- Hand sanitizer is available in multiple locations in Testing Services.
- Testing instruction sheets for candidates have been laminated to aid cleaning and sanitizing.
- Student IDs will be checked, but to minimize contact they will not be traded for seat cards in the testing area.
- We have installed no-touch lockers for easy, secure storage of candidates' belongings.
- Only 2 students may enter Testing Services at a time for check-in purposes.
- A new digital sign has been installed outside Testing Services to convey information to candidates.

**Guidelines for instructors who wish to use our services this fall:**

- Requests to proctor course exams will be handled on a first-come, first-served basis (as has always been the case).
- Consider the reduction in testing capacity when requesting the number of days for which an exam may be scheduled. Larger classes may need an extra day to accommodate all students.
- We request, but do not require, that all handouts be imbedded within D2L exams. This can be done in the header and footer of the exam. For more information, contact [Academic Technology Services](#).

Send questions, suggestions, and concerns to [Testing@etsu.edu](mailto:Testing@etsu.edu).

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## [Sherrod Library building reopens, most services remain online](#)

The Sherrod Library building is now open. The Sherrod Library [website](#) includes the latest information including our hours of operation for summer and fall 2020. While most of Sherrod's summer session services, such as chat, instruction, and research consultations remain online seven days a week, the building is open for individual study, computer lab use, and accessing print collections, Monday through Friday, 8 a.m. – 4:30 p.m. The building's evening and weekend hours resume Aug. 24. For more information regarding services and collections, check out [Sherrod Library Building & Services Fall 2020](#), open a [chat](#) session, or send your questions to [refdesk@etsu.edu](mailto:refdesk@etsu.edu).

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## [Shop Fall 2020 Textbooks from the ETSU Campus Store](#)

Textbooks are available online at [www.shopetsu.com](http://www.shopetsu.com). Required textbooks and materials for your courses are ready! Textbooks are available in several formats, including rental and digital. Enjoy contact-free shopping by having your order shipped or choose online pickup at the ETSU Campus Store in the newly

renovated D.P. Culp Student Center. Learn more about delivery options [here](#).

Both the Campus Store and the off-campus store will be open from 10 a.m. to 3 p.m. through Friday, Aug. 14. Beginning Monday, Aug. 17 the Campus Store will be open 8 a.m. to 4:30 p.m. Please remember to pre-order your books to pick up at the Campus Store location, as that particular location does not stock textbooks. All textbooks are stocked at the off-campus store on West Walnut Street. For more information, contact the ETSU Campus Store at [shopetsu@bkstr.com](mailto:shopetsu@bkstr.com) or 423-439-4436.

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## [eBucs Classic Experience Available Until November 9](#)

The New Shopping Experience is now available to all eBucs requestors and approvers. Users may toggle between the New Shopping Experience and the Classic Experience via the button located in the lower right portion of the eBucs system. The New Shopping Experience will be the only version available to all requestors and approvers after the retirement of the Classic Experience on Nov. 9, 2020. All users are encouraged to begin using the New Shopping Experience as their primary version for all requisitions and approvals. New eBucs users should only utilize the New Shopping Experience and should refrain from toggling to the Classic Experience. Please see the eBucs [webpage](#) for more information.

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## [Guide to the ETSU Counseling Center](#)

The ETSU Counseling Center has created a 6-minute guide to Fall 2020 services for faculty and staff. Traditionally, the Counseling Center staff has presented in-person at faculty and staff meetings to share information regarding counseling services on campus; however, this year the video replaces the in-person presentation. This guide may be shared within departments and shown during staff/faculty meetings. To access the video, click [here](#).

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## Contract with CourseEval to End

ETSU is changing providers for course evaluations. Our contract with CourseEval expires on August 31 and sites are scheduled to be shut down on Sept. 1, 2020. The Office of Planning and Decision Support will have all data, but due to the amount and structure of the data, we will be unable to prepare a file for each faculty member; however, in the event of data loss or where tenure and promotion are concerned, the office may be able to prepare reports on a limited

basis. Please note that the reports we create will not look like the reports you receive in the CoursEval system.

Faculty are highly advised to download their individual data. To do this:

1. Log into CoursEval
2. Go to the Reports Menu and select Evaluation Reports
3. In the Drop Down Boxes at the top of the page:
  - Type: Standard
  - Year: select to see all reports for that year
  - Period: if you would also like to narrow down your courses for a particular semester, select a period. Otherwise leave as Show All.
  - Focus: Stu -> Fac
  - All other dropdown boxes should be Show All and the search boxes should be blank.
4. If you have multiple reports in a year, you can generate a single PDF of all the report in that year by checking the box in the second to last column of the title bar or checking the box for each course. If you want a separate report for each course, only check the box for the course of which you want a report.
5. Next, click the blue PDF button. Once the report is generated, you can save it to your files.

Please remember that you need to download your individual data BEFORE Sept. 1, 2020.

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## [Faculty and Staff Technology Workshops and Training Sessions](#)

The ITS Academic Technology Services (ATS) unit has released their fall workshop calendar to assist faculty and staff in preparing courses and materials. Whether transitioning completely online or simply getting ahead by preparing lectures, assignments, and engagement opportunities, ATS has just what you need. They can provide guidance on the technology available to faculty, best practices, and even work through scenarios and course planning.

Training will be offered live in a synchronous format and will cover various technologies. Faculty and 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. To participate, please register on the [ATS Workshops website](#). To view recorded training archives, visit the [Workshop Library](#) found on the ATS website. For additional information or assistance, contact ATS at

## [Presidential Grant-in-Aid Request for Proposals](#)

Presidential Grant-in-Aid applications for the fiscal year quarter Oct. 1 through Dec. 31 should be submitted by Friday, Sept. 4. Presidential Grants-in-Aid provide support for faculty who propose activities designed to augment their professional development in teaching, research, or service. For instructions on how to complete the Presidential Grant-in-Aid application click this [link](#). For more information, visit [here](#).

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## [Office of Equity and Inclusion August newsletter and upcoming events](#)

You are invited to read the latest edition of the Office of Equity and Inclusion Newsletter. [Click here](#) to access the August 2020 newsletter. If you missed the deadline for early-bird registration for the 2nd Annual Equity and Inclusion Virtual Conference, September 22-23 there is still time...the deadline has been extended to August 31. [Click here](#) to register.

Mark your calendars for the fall 2020 lunch and sessions beginning Sept. 8 with "Social Media Presence" led by Jennifer Barber, Marketing and Social Media Manager and Sept. 15 "Becoming an LGBTQ Ally" with co-leaders Dr. Bethany Novotny, Dept. of Counseling and Human Services, and Dr. Stacey Williams, Dept. of Psychology.

For a full listing of the fall 2020 lunch and learn sessions, please visit the [Equity and Inclusion website](#).

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## Dependent Verification for Tuition Discount

The Office of Human Resources will be implementing procedural changes for Educational Benefits. Effective July 2020, HR will begin verifying the dependent relationship when completing the Request for Fee Discount for Spouse and/or Dependent Children. If your spouse or dependent children are already covered on your insurance through ETSU, you will not need to provide dependent verification. If your spouse and/or dependent children are not covered on your ETSU insurance, you will need to provide the applicable dependent verification documents listed below:

**Spouse:** Marriage Certificate

**Dependent Children:** Birth Certificate or Adoption paperwork or any legal document that establishes guardianship

**Dependent Step Children:** Verification of marriage between employee and spouse and birth certificate of the child showing relationship to the spouse.

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## [Upcoming employee training opportunities](#)

Leadership tip of the week: ["A Situational Approach to Reboarding"](#)

**[Stressed Lately? We Understand!!](#)**: Please click the title to view the Zoom recording of the wonderful session on handling stress with our very own Kate Emmerich LCSW, OASIS coordinator and staff counselor with the ETSU Counseling Center. This session was originally recorded on July 15 and was so good we wanted to re-share.

Want to improve your communication and collaboration? **[DiSC Personality Profiles](#)**, "The 5 Dysfunctions of a Team," "Customer Service," "Emotional Intelligence," and other valuable sessions are available for departmental trainings. Email [gloverke@etsu.edu](mailto:gloverke@etsu.edu) to schedule a Zoom Virtual Workshop for your team today.

Please Note: Be sure to check the [Event Calendar](#) and the [Scheduled Classes](#) websites for the 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](mailto:gloverke@etsu.edu) or [423-439-6133](tel:423-439-6133) if we can help in any way with your learning for you and/or your functional unit.

### [UPCOMING EMPLOYEE TRAININGS & WORKSHOPS](#)

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[ETSU EVENTS CALENDAR](#)

[ETSU NEWS](#)

