



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | August 24, 2020



Welcome Home, Bucs!

This year is going to be different - because of you!

[Click here](#) to watch the welcome video.



Welcome Tables, Live Chat Available

A dedicated team of volunteers will be staffing Welcome Tables today and tomorrow (Aug. 24-25) from 7:45 a.m. – 1:45 p.m. in the front of buildings at the following locations:

- Sherrod Library
- Nicks Hall
- Warf-Pickel Hall
- Gilbreath Hall (facing Brown Hall)

In addition, a Live Chat is available this week (Monday-Friday) from 8:30 a.m. – 4 p.m. Visit etsu.edu and click on the “Chat” button.

Welcome back to campus!

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:

- Carrier Center (D.P. Culp Student Center, second floor);
- Sherrod Library;
- ETSU at Kingsport (both Downtown and Allandale locations);
- ETSU at Sevierville;
- Medical Library (VA Campus); and
- Basler Center for Physical Activity (CPA).

A free mask can be picked up by members of the campus community. Large distributions of masks for offices will be delayed until after the first week of classes. All residential students were given a mask upon arrival/housing check-in.

[In case you missed it: Watch 2020 Faculty Convocation Ceremony](#)

The annual Faculty Convocation is one of most anticipated events leading up to the start of a new academic year. You can watch the 2020 Faculty Convocation [here](#). The event also included the presentation of the 2020 Distinguished Faculty Award, the highest honor presented to an ETSU faculty member. Congratulations to [Dr. Brooks Pond](#), Gatton College of Pharmacy (Teaching); [Dr. Mohamed Elgazzar](#), Quillen College of Medicine (Research); and [Dr. Donna Cherry](#), Clinical and Rehabilitative Health Sciences (Service).

[Staying Informed: Visit Bucs Are Back Website](#)

Throughout the fall semester, the [Bucs Are Back](#) website will continue to be the primary source for the latest information on ETSU's response to the COVID-19 pandemic, including changes to university operations, testing information and other important health information.

You can read more about all of the safety enhancements being implemented for the fall semester by visiting the [ETSU News site](#). [Frequently Asked Questions](#) and [Helpful Contacts](#) listings are also available.

Business and Finance retirement and reorganization

Dr. Kathy Kelley, Associate Vice President for Procurement and Contract Services, will retire from ETSU at the end of October. Dr. Kelley has served the campus in Procurement for over 27 years and was instrumental in the implementation of eBucs, the university's electronic procurement system. Business and Finance is working with Dr. Kelley on a transition plan through October 31. The Office of Procurement and Contract Services is being reorganized as follows:

- **Michel Beaver**, Associate Vice President for Tax and Revenue Services, will be assuming management of Purchasing & Contracts and Central Receiving;
- **Karen Glover**, Associate Vice President for Financial Services/Comptroller, will be taking over management of the Accounts Payable functions; and
- **Dave Smith**, Director of Financial Systems and Technology, will be taking on all security and technology components related to Purchasing and Accounts Payable and integrating those with existing Division services.

Dr. Kelley will be working with Business and Finance staff to ensure a smooth transition of management and work flow for these critical business functions.

[Instructions for Virtual Events email submissions](#)

Is your organization or department planning an event in the coming weeks to which you would like to invite members of the campus community? If so, remember to request that your event be included in the weekly Virtual Events email that hits inboxes each Thursday!

First, make sure your virtual event is entered into the appropriate category of the **[ETSU events calendar](#)** (remember to submit events to appropriate sub-categories rather than Master Calendar when at all possible). Then, send the URL of your approved calendar item, along with the name of the event and a brief (one- to two-sentence) basic description of the event, to **emails@etsu.edu** by noon on the Wednesday before the intended Thursday email. **[Click here](#)** for complete instructions.

[Helpful strategies when responding to reports of sexual assault](#)

Do you know helpful ways to respond if someone reports a sexual assault to you? There is no prescribed method of health following a traumatic event because each person's experience will vary. Healing takes time and begins with compassionate support. **[Click here](#)** for helpful strategies on what you can say and do, and where you can guide survivors for support on and off campus. Look for these postcards in the coming weeks in various departments and offices on campus. Unsure if you're a mandated reporter? Check with your supervisor and/or the Office of Compliance.

[The special Welcome Edition of the East Tennessean has hit the racks!](#)

Pick up your copy of the **East Tennessean** today! Paper copies can be found in racks all around campus, or a digital PDF copy can be viewed [here](#).

The next edition prints September 7. For content suggestions or questions, contact [**ETeditor@etsu.edu**](mailto:ETeditor@etsu.edu). For advertising information, contact [**ETads@etsu.edu**](mailto:ETads@etsu.edu) or [**423-439-5363**](tel:423-439-5363).

[Critical Language Scholarships available](#)

Students learning to speak Japanese, Arabic, Chinese and other critical languages may be eligible for a Critical Language Scholarship, sponsored by the U.S. Department of State. Interested applicants should email Hopelyn Mooney at [**mooneyha1@etsu.edu**](mailto:mooneyha1@etsu.edu). More information is available [here](#).

[Bucky's Food Pantry announces fall 2020 operating information](#)

Bucky's Food Pantry announces fall semester 2020 operating hours starting this week. The pantry will be open Monday through Thursday from 9 a.m. – 2 p.m. and by appointment only. To fill out an online application, drop off donations or for further information concerning pantry operations, please visit the pantry website at [**www.etsu.edu/foodpantry**](http://www.etsu.edu/foodpantry). Please remember to bring your ETSU ID card when picking up food. Because the university is following CDC guidelines concerning COVID–19, please wear a mask and observe physical distancing when visiting the pantry.

For additional information, please contact Kristi Smith at [**423-439-2825**](tel:423-439-2825) or Chuck Patton at [**423-439-5243**](tel:423-439-5243) or by email at [**foodpantry@etsu.edu**](mailto:foodpantry@etsu.edu). If you receive voice mail, please leave a detailed message with your contact information and your call will be returned.

Maintenance affecting internet access on campus Aug. 30

The Information Technology Services (ITS) will be performing network maintenance on Sunday, Aug. 30 from 8 a.m. to 12 p.m. (noon) to improve network stability and security for end users. During this maintenance window,

internet access may be periodically unavailable on campus.

If you have any questions or require assistance, please contact the ITS Help Desk at [423-439-4648](tel:423-439-4648), itshelp@etsu.edu, or visit www.etsu.edu/helpdesk

[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 fall 2020. While most of Sherrod's 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. 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.

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

Textbooks are available online at 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](#).

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 or 423-439-4436.

[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.

[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](#).

[eBucs Classic Experience Available Until Nov. 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.

Contract with CoursEval to End

ETSU is changing providers for course evaluations. Our contract with CoursEval 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.

[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 **ats@etsu.edu** or 423-439-8611.

[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**

Submission Deadlines:

Submission opened Aug. 1, 2020. 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**

[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](#).

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

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.

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

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.

[Upcoming employee training opportunities](#)

Leadership tip of the week: ["7 Ways Successful People Stay Calm At Work"](#)

Previous recordings of our "What's Emotion Got To Do With It?" workshop presented by the HR Employee Learning and Development Staff are available for viewing. **Click titles below to view the Zoom Recording for each one.**

[Self-Awareness](#): We all think we know ourselves pretty well, but what if there

are some things we are looking over? Come join us as we talk about emotional self-awareness and how to draw inward in the hopes of learning more about ourselves.

Self-Regulation: I know myself. Now what? Well, it is what we do with that knowledge of our inward emotional self that we can begin to develop new practices and changes to cultivate healthier relationships. Come join us as we talk about self-regulation and learning to move towards a healthier version of ourselves.

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. Come join us as we talk about empathy, compassion, and being present with others.

Brene' Brown Video from the presentation:

<https://www.youtube.com/watch?v=1Evwgu369Jw>

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? Come join us as we talk about motivators and how we can move into healthier mindsets to approaching our goals.

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. Come join us as a discuss ways that we can communicate more proficiently."

Please see the **[Human Resources Home Page](#)** to find out more information on Supervisor COVID-19 Guidance, Voluntary Faculty Retirement Incentive Program, and much more.

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** 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

ETSU EVENTS CALENDAR

ETSU NEWS

