



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | August 3, 2020



[Bucs Are Back: New FAQ available with information on reporting COVID-19 and protocol for returning to work or class](#)

A thorough list of **Frequently Asked Questions** is now available to help our ETSU Community learn more about:

- Academic courses and calendars
- Face coverings
- Cleaning
- Human Resources
- Health

The "**Reporting Protocol**" (page 22) provides instructions for reporting suspected or confirmed cases of COVID-19 (that were not diagnosed/treated by the University Health Center).

The "**ETSU Return to Work or Class Protocol**" (page 23) provides direction for when students, faculty and staff with symptoms and/or confirmed COVID-19 can return to work or class.

Both protocols can be found at the end of the [FAQ document](#), also available for download on the [Bucs Are Back website](#).



**BUCS ARE BACK
TOWN HALL
JULY 31, 2020**

[In case you missed it: Watch recording of Virtual Town Hall with President Noland](#)

A recording of the Live Town Hall held Friday, July 31 with President Brian Noland is now available. He was joined by Dr. Wilsie Bishop, senior vice president for academics and interim provost, Jeremy Ross, chief operating officer, and Dr. Joe Sherlin, vice president for Student Life and Enrollment, to discuss "Bucs are Back" plans for welcoming students to campus for the fall semester. [Click here](#) to watch the recording.

[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.

Please join us on August 11 for a lunch and learn session via zoom (<https://etsu.zoom.us/j/95501678536>) titled “Supporting Underrepresented Learners in an Online Environment” led by Dr. Michele Williams, Academic Success Specialist, College of Pharmacy.

Mark your calendars for the fall 2020 lunch and sessions beginning September 8 with “Social Media Presence” led by Jennifer Barber, Marketing and Social Media Manager and September 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](#).

[Shop Fall 2020 textbooks from ETSU Bookstore](#)

Textbooks are available online at www.shopetsu.com. Home delivery is available. Enjoy contact-free shopping. Order your course materials now and ship them home. See delivery options at <https://www.bkstr.com/shopetsustore/help-faq/shipping-delivery>. You can also add any needed supplies, tech and gear to your cart for home delivery. If books are not assigned yet, you can sign up to be notified when the book assignments are available.

Contact the ETSU Bookstore at shopetsu@bkstr.com or [423-439-4436](tel:423-439-4436).

[Faculty needed to serve on university committees](#)

The Faculty Senate has posted vacancies on the following website:

https://www.etsu.edu/senate/committee_opportunities.php

Faculty who are interested in serving on one of these committees should contact the committee chair (noted on the page).

[Research Computing Services offering Summer Webinar Series](#)

ITS's Research Computing Services is offering free summer webinars that are open to any faculty, staff, or student. The webinars cover a variety of topics that will be valuable for any researcher. Please visit the Researching Computing Services [website](#) for details and to sign up for upcoming sessions. Contact Research Computing Consultant Janet Keener at [423-439-4142](tel:423-439-4142) or janet@etsu.edu for details and assistance with any questions.

[HELP SARA: Child abuse training for health care providers Aug. 7](#)

ETSU College of Nursing HELP SARA Program invites you to join us for child abuse training for health care providers, nurses, social workers, law enforcement, advocates, and child care agencies. The program will analyze underlying behaviors indicative of future physical, emotional, and sexual abuse tendencies. ACCME and ANCC Credits provided. Other credits being sought. This virtual training will be held Friday, Aug. 7, from 9-11:30 a.m and the cost is \$25 per registrant. [Click here](#) to learn more and to register.

[Advertising space available in upcoming East Tennessean Welcome Edition](#)

Let the East Tennessean help you reach the ETSU community! Reserve your space today! The East Tennessean student newspaper is now accepting advertising reservations for the August 20 Special Welcome Edition. Deadline for ad submission is August 17. For more information or to reserve ad space, contact ETads@etsu.edu or [423-439-5363](tel:423-439-5363).

[Security changes for Zoom meetings will be implemented Aug. 15](#)

Zoom had previously announced that all meetings would require a Passcode or Waiting Room enabled beginning July 19. **Zoom has extended this date to September but ETSU will implement this change on Aug. 15** to avoid as much disruption as possible. 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 Aug. 15 ETSU update.

For additional information or to familiarize yourself with the process of creating Passcodes and Waiting Rooms, please reference the [Zoom FAQ](#). If you have questions or need assistance, please contact Academic Technology Services at zoomhelp@etsu.edu or [423-439-8611](tel: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 providing additional services for teaching and learning. In particular, Panopto features automatic closed captioning for videos to ensure accessibility standards are 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 hosted a live training via Zoom on July 6. A recording of this training is available by clicking [here](#). For more resources, guides, tutorials, and more, please reference the [Information Technology Services Help Desk website](#) for Panopto.

[ATS help sessions 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 or [423-439-8611](tel:423-439-8611) for more information.

[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](#).

[Fall 2020 course update](#)

In light of the current COVID-19 climate, we recognize that our new and returning students have questions regarding their schedule for fall 2020 and any potential changes to course formats that may be made prior to the start of the semester. These may include transitioning the class to an online format or providing remote learning options for courses taught in person.

Changes to class formats for fall 2020 are being updated in GoldLink under "Concise Student Schedule." [Click here](#) for instructions.

Students should log into [GoldLink](#) to review their current course schedule. They may choose to make changes to their schedule to enroll in course sections in the formats they prefer (on-ground required, on-ground with remote options, online synchronous, online asynchronous). Use the "Add or Drop Classes" tool in GoldLink to make those changes. If students have questions about their changes or would like to register for different courses than what they are currently enrolled in, they should [contact their academic advisor](#) for help. All course sections will be structured in one of three formats.

Course formats for fall 2020

- **On-ground required:** At least some of the course competencies cannot be taught without some on-ground experience. The student

must be able to be on campus, or at another designated location, for at least part of the semester.

- **On-ground with remote options:** At least some of the course competencies are offered in an on-ground format. While the student is encouraged to take advantage of the on-ground learning opportunities, they are not essential to completing the course competencies
- **Online only:** All course competencies are offered in an online format. The student does not need to come to campus for any of the course
 - **Asynchronous online courses:** Students complete the course online, working on their own schedule within course deadlines. The day and time will NOT appear on the schedule for asynchronous online course
 - **Synchronous online courses:** Students meet online as a class at the specific day and time noted on the class schedule.

Course format information and other updates for fall 2020 are available on the [Bucs Are Back 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: "[How to Improve Employee Engagement During COVID-19.](#)"

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 review 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. **Date: August 10 from 2-3:30 p.m.**

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 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 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](#)

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