



EAST TENNESSEE STATE
UNIVERSITY

Weekly Update for Faculty & Staff | November 16, 2020



[Policy posted for comment](#)

The Electronic Signature Policy will be open for public comment on Wednesday, Nov. 18 until Wednesday, Dec. 2. The purpose of this policy is to establish when an electronic signature may replace a written signature to bind the University when conducting official business on behalf of the University. This policy was previously posted for comment on Oct. 15 and is reposted with additional changes to the policy.

To post a comment, [click here](#).

[*NEW LINK* for Suicide Prevention Plan](#)

Please note the link shared in the Nov. 9 Weekly Update was for the 2019-20 Suicide Prevention Plan. **The updated 2020-2021 Suicide Prevention**

Plan is available for download [here](#).

The 2020-2021 suicide prevention plan is reviewed by a committee with representatives from Human Resources, Counseling Center, Student Life, University Counsel, University Compliance, Housing and Residence Life, and University Health.

[Applications accepted for veteran entrepreneurship program - STRIVE](#)

STRIVE - Startup Training Resources Inspiring Veteran Entrepreneurship, is an eight-week cohort led by faculty members in the College of Business and Technology. Participants will engage in online learning, meet one evening per week and be connected with mentors in the community. STRIVE students will receive personalized instruction and assistance relevant to the growth of each business concept.

ETSU's STRIVE cohort will begin in March 2021. Applications are accepted through Dec. 31, 2020 and spots are limited. There is no cost to attend.

Please share this opportunity with friends, family members and colleagues. To learn more about STRIVE, including an outline of the course schedule, or to submit an application, visit etsu.edu/strive. Send questions to STRIVE@etsu.edu or call [423-439-5395](tel:423-439-5395).

[Strong BRAIN Institute Event Nov. 17](#)

A partnership between the university and Ballad Health has resulted in the launching of the ETSU Ballad Health Strong BRAIN Institute. The institute is being led by Dr. Wally Dixon, who is chair of the Department of Psychology. The first in a series of Town Hall Conversations focusing on promoting resilience at ETSU is scheduled for Tuesday, November 17 at 11 a.m. The Town Hall, "Cameras On versus Cameras Off: Conversations on Virtual Resilience," will be held via Zoom. [Click here](#) to register.

PPE Collection Drive now underway

Several student organizations are hosting a PPE donation drive through Nov. 20. Students are collecting hand sanitizer, masks, face shields, gloves, and other PPE/hygiene products in donation bins on campus. The bins are located on the first floor of Sherrod Library and the D.P. Culp Student

Center in the Starbucks common area and near the elevators on the 2nd and 3rd floors. The collection drive is sponsored by CIDA, Allied Health Student Association (AHS), CURE, HOSA, MAPS, and Physician Assistant Student Organization (PASO). Donations will benefit Hermitage Health and Rehabilitation Center. For more information, contact Tatum Gross (grosst@etsu.edu) or Jenna Miller (millerjr4@etsu.edu).

[Safe Zone Training](#)

The coordinators for the Safe Zone initiative at ETSU are hosting training for faculty and staff on **Tuesday, Nov.17**, from noon-3 p.m. To register, visit [here](#).

[Sherrod Library offering self-checkout and extended hours during finals](#)

Sherrod Library will be open 24 hours starting Monday, Nov. 30 through Thursday, Dec. 10. For a complete list of building and service hours, visit <https://libraries.etsu.edu/about/hours>.

Sherrod Library is pleased to announce that self-checkout is now available at the library and also on Apple or Android smartphones. To get started, download the ETSU Library Self-Checkout app for Android or Apple or visit a self-checkout kiosk located on the 2nd, 3rd, and 4th floors of the library.

For more information, click [here](#).

[Deadline Dec. 10 for spring 2021 Research Discovery Work Study Positions](#)

The ETSU Research Discovery Program is designed to give students exposure to research projects and skills in their fields of study. The program allocates undergraduate work-study students (recipients of either Academic Performance Scholarships or Federal Work Study) into **research assistant positions** under the supervision of a campus faculty member.

Some APS and FWS positions are still available for spring 2021. Please apply by Dec. 10, 2020.

Please visit etsu.edu/honors/ug_research/funding/discovery.php to read about the goals and purpose of the program and to complete the application

form.

If you have any questions, please contact Dr. Trena Paulus, director of the Office of Undergraduate Research & Creative Activities at tpaulus@etsu.edu.

[Bucky's Food Pantry Announces Holiday Closures](#)

Bucky's Food Pantry has announced its ETSU holiday closure dates:

Nov. 23–27 (Thanksgiving); the last day to request food is Nov. 18 and the final date for pickup is Nov. 20.

Dec. 24–Jan. 1, 2021 (Winter and New Year's Break); the last day to request food is Dec. 16 and the final pickup date is Dec. 17.

January 18, 2021 (Martin Luther King Jr. Day)

In addition to the closures, the pantry will have limited hours and by appointment only from Dec. 14–Jan. 18, 2021 as students will be on break during this timeframe. Hours of operation will be posted on Bucky's Food Pantry [website](#).

For additional information, please contact Kristi Smith at [423-439-8587](tel:423-439-8587) or Chuck Patton at [423-439-5243](tel:423-439-5243) or visit www.etsu.edu/foodpantry.

[Mentors needed for tnAchieves Class of 2021](#)

TnAchieves is in need of more than 3,400 mentors to support local students in the college-going process. The program serves as the non-profit partnering organization to TN Promise in 90 of the state's 95 counties. Mentors spend about one hour per month reminding students of important deadlines, serving as a trusted college resource, and, most importantly, encouraging students to reach their full potential. Many TN Promise students will be the first in their family to go to college and need just a little extra assistance.

To ensure mentors can remain connected to their students, tnAchieves CONNECT is being made available to mentors statewide. This virtual mentoring platform will allow mentors and students to continue meaningful, impactful discussions throughout the college-going process. It will also ensure mentors can continue serving students from home and on their own schedule.

Please consider applying to serve with the class of 2021. While the time commitment of mentoring is not significant, the opportunity to have a

positive impact on a student's post-secondary prospects certainly is! Mentors will be provided with a comprehensive handbook and training, along with constant support from the tnAchieves team.

Those interested in serving as a mentor can learn more and apply at <https://tnachieves.org/mentors/>, or by contacting Tyler Ford at **309-945-3446** or tyler@tnAchieves.org.

[University Health Center offering flu shots](#)

The ETSU University Health Center is currently providing flu shots for students, staff and faculty members. We recommend getting your flu shot every year, but especially now due to the COVID-19 pandemic since both are upper respiratory diseases. You may schedule your appointment with the University Health Center by calling **423-439-4225**.

Bring your ETSU ID and insurance card with you. If you are uninsured, it will be a \$30 out-of-pocket cost (cash only at flu clinics). Students facing financial hardship that could prevent them from paying this cost can apply for a Buccaneer Student Crisis Fund (BSCF) grant to cover the fee. More information on the BSCF grant, including how to apply, is available [here](#).

[Office of Equity and Inclusion - November newsletter](#)

The Office of Equity and Inclusion invites you to read the latest edition of its newsletter. [Click here](#) to access the November 2020 newsletter.

[Adobe Creative Cloud Online Training](#)

ETSU's Department of Media and Communication is offering courses and testing that lead to the Adobe Certified Associate (ACA) professional credential in Photoshop, InDesign, and Premiere Pro. Course participants will have access to online training materials for 3 weeks (**Nov. 23-Dec. 14**), and will then attend a day-and-a-half of online workshops on Dec. 11. The certification exam will be administered Dec. 14 (retake Dec. 15). Course fees include all course materials, instructor fees, exam fees, and the option for one retake. Full-time ETSU faculty and staff (employed at least 6 months) can take the course and exam for free through the [Education Assistance Fund](#).

Space limited is. [Click here](#) for more information and to register.

[Fall ETSU Zoom Backgrounds Available](#)

Looking for a new ETSU background to display for your Zoom meetings? The Office of University Relations has uploaded a series of fall images that are available for download. To access these images, visit [here](#).

[News from the Curriculum Innovation Center](#)

The Curriculum Innovation Center is working diligently to serve the ETSU community. Recent updates from the center include:

- Expedited forms for Letters of Notification (LON) and New Academic Program Proposals (NAPP) are now available.
- Our Terminology page now includes course number descriptors for program levels.
- Course syllabi are available in Banner for Fall 2019, Spring 2020, and Fall 2020. These will continue to be updated.

We are available to help you with your curriculum proposals regularly through Zoom. Contact us to set up a meeting.

[Upcoming employee training opportunities](#)

Leadership tip of the week: "[Are You Ready to Be Coached?](#)"

[“We Hear You!”—Helping ETSU employees to appropriately navigate the dangerous discussions around today’s “hot button” politically and socially charged issues.](#)

*(DISCLAIMER: We will **NOT** be discussing these political and social issues but will attempt to give you tools to better navigate these conversations in the workplace setting without causing division.)*

This training is for ETSU employees who want to learn how to engage/respond in ways that are aligned with [ETSU’s Core Values](#) to potentially divisive (political and social) topics in the workplace. The first part of the training will cover the Core Values of ETSU and provide some practical methods and tools for navigating workplace conversations around current issues that have potential to divide us. The second part of the

session will consist of a panel of experts sharing their perspectives from Human Resources, Equity and Inclusion, and Psychology (the Human perspective). The last training will be offered [Friday, Nov. 20, 10-11:30 a.m.](#)

Visit the [Human Resources Home Page](#) to find out more information on Supervisor COVID-19 Guidance 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](#)

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