# Faculty Resources August 2019

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<tr>
<th>Faculty Teaching Support A-Z</th>
<th>Where to get further information</th>
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<td><strong>Attendance</strong>&lt;br&gt;Take attendance for face-to-face courses in the “Automated Attendance Tool” channel on the Faculty tab of the portal;</td>
<td>Registrar’s Office&lt;br&gt;Video guides on the faculty tab of the portal.</td>
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<td><strong>Blackboard Learn</strong> (Learning Management System)&lt;br&gt;All courses have an online presence in Blackboard <a href="https://concordia.blackboard.com/">https://concordia.blackboard.com/</a></td>
<td>Submit Blackboard Learn help requests for face-to-face courses to the Center for Excellence in Learning and Teaching (CELT) at <a href="mailto:ceeltsupport@cuw.edu">ceeltsupport@cuw.edu</a> or call 262-243-2358. Submit Blackboard Learn help requests for fully online and dual credit courses to the Office of Continuing and Distance Education (OCDE) at <a href="mailto:blackboardsupport@cuw.edu">blackboardsupport@cuw.edu</a> or call 262-243-4327.</td>
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<td><strong>Grades</strong>&lt;br&gt;Post progress report and final grades directly on the portal.&lt;br&gt;Blackboard is not the official repository of final grades.</td>
<td>“How do I post grades in the portal?”&lt;br&gt;Document in the Adjunct Faculty Resources channel on the Faculty Tab of the portal. Contact the Registrar with questions.</td>
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<td><strong>Center for Excellence in Learning and Teaching (CELT)</strong>&lt;br&gt;Can provide access to many resources for teaching and provides Blackboard support for face-to-face and blended teaching.</td>
<td>CELT channel on the portal&lt;br&gt;CELT public website: <a href="http://www.cuw.edu/celt">www.cuw.edu/celt</a>&lt;br&gt;Includes list of current programs.&lt;br&gt;Find current programs, register, and download reminder to your calendar on CUW Faculty Master Calendar on Faculty tab of portal.</td>
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<td><strong>Student Evaluations</strong> are done through CourseEval&lt;br&gt;There is a great document in the channel that explains how to understand the reports you get following each term.</td>
<td>CourseEval channel on the Faculty Tab&lt;br&gt;Contact Registrar’s Office with questions.</td>
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<td><strong>Library: Rincker Memorial (MQ), Zimmerman (CUAA) Services</strong></td>
<td>Library Tab on the portal&lt;br&gt;734-995-7454 (CUAA)&lt;br&gt;262-243-4330(MQ)</td>
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<td><strong>Magna Publications</strong>&lt;br&gt;Access to teaching and learning videos and articles for faculty by faculty. Includes subscriptions to Mentor Commons, Magna Commons, and Teaching Professor newsletter.</td>
<td>No sign in needed when accessing from a computer on the Mequon or Ann Arbor campus: <a href="https://www.magnapubs.com/">https://www.magnapubs.com/</a></td>
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</tbody>
</table>
Qualtrics (online) Survey Tool
Accounts connected to our enterprise license are available to all faculty and staff.

Qualtrics Accounts Channel, Resources tab of the portal
Elizabeth Evans
262-243-4283
Elizabeth.evans@cuw.edu

Faculty Research & Scholarship Support A-Z

CITI (Responsible Conduct of Research Training for Faculty)
All faculty must complete this online training. If you are doing human subjects research, you will also need “Biomedical Research Basic Refresher” or “Social Science and Behavioral Research Basic Refresher”. You will need evidence of passing the latter to submit with IRB proposals.

This is also available for graduate students.

Committee for Scholarship Integrity (CSI)
Link on Research and Scholarship channel on the portal, Faculty tab
Elizabeth Evans has how to for students.

Concordia Intramural Research Grant (CIRG)
Internal grant awards for full-time faculty research projects. These grants are intended to function as seed money in obtaining additional funding from outside sources.

CIRG Grant Committee
Beth Buckley
262-243-2766
Beth.buckley@cuw.edu

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262-243-2766
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Concordia Intramural Teaching Grant (CITG)
Internal grant for full-time faculty innovation in a course taught, including expenses and a faculty stipend. Also supports Scholarship of teaching and Learning (SOTL) projects.

CIRG Grant Committee
Beth Buckley
262-243-2766
Beth.buckley@cuw.edu

Application window December 1 – February 1 for following year.

Application window is March 1 – June 1 for following academic year

Digital Measures
Tool for tracking faculty activities, accomplishments, and scholarship.

Faculty tab of the portal.
Contact the Registrar with questions.

Faculty Scholarship Week Nov 5-8, 2019
Peer-reviewed presentation and poster opportunities each fall.

- Deadline for Abstract submission is Friday September 13; notifications will occur by September 30. The poster session is Wednesday, Nov 6 in the Terrace Room from 11:30-12:30 on the Mequon campus, at Ann Arbor in the Kreft Arts Recital Hall, posters available all day, snacks provided
- Presentations will take place on Tuesday, Nov 5, Thursday Nov 7, and Friday Nov 8 from Noon to 1:00pm in the Lakeshore Room,
in the Lakeshore Room on the Mequon campus; lunch will be provided.

<table>
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<tr>
<th>Grant Support</th>
<th>Office of Research and Sponsored Programs (ROSP)</th>
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| Grant identification, writing support (pre-award process), post-award support, grant-writing workshops. Contact the OSP for any grant inquiries, as all research grants must be submitted through the OSP. | Julie Dresen  
262-243-2794  
Julie.dresen@cuw.edu |

Grant Forward funding database of grant opportunities from Federal, state, corporate and family foundations, and association sponsors. CUW/CUAA faculty can search this database to locate funding for scientific research, conferences, program funding, faculty development, training or scholarship grants, capital, equipment, and fellowships, or set alerts to track specific opportunities.

Register to get emails when grants open in your areas of interest. Additionally, faculty members are encouraged to upload their CV into the database. Each word in your CV becomes a searchable term that the system will use to match funding based on your area of expertise.

Cayuse 424 Proposal Creation Software

Institutional Review Board (IRB)  
Reviews research proposals involving human subjects

Animal Care and Use Committee (IACUC)  
Reviews research proposals involving animals

Rincker Memorial (MQ) Zimmerman (CUAA) Services  
One-on-one support for online search strategies, InterLibrary loan requests, tools to identify journal metrics and impact, copyright fair use issues, use of citation management tools.

Qualtrics (online) Survey Tool  
Accounts connected to our enterprise license are available to all faculty and staff. Student research assistants can have accounts under the supervision of a Concordia employee.

| Links on “Research and Scholarship” Channel on the portal Faculty tab. |
| Library Tab on the portal  
734-995-7454  
262-243-4330 |
| Qualtrics Accounts Channel, Resources tab of the portal  
Elizabeth Evans, 262-243-4283  
Elizabeth.evans@cuw.edu |
| Research Methodologist | Angela Walmsley  
262-243-2138  
Angela.walmsley@cuw.edu |
|------------------------|-------------------------------------------------|
| Assistance with all aspects of research: developing your question, choosing a method, data analysis and:  
- Brainstorming potential research projects  
- Developing research questions and/or hypotheses  
- Choosing appropriate research methodology techniques to address your research questions  
- Sampling and data collection techniques and set-up  
- Entering data into SPSS and/or how to run output on SPSS  
- Assisting with the proper way to write up statistical results  
- Writing for publication or presentation  
- Supports faculty members only; see below for support for students doing research | Link to more information on the “Research and Scholarship” on the Faculty tab of the portal |
| Scholarship of Teaching and Learning (SoTL) Support | Center for Excellence in Learning and Teaching (CELT)  
www.cuw.edu/celt  
www.cuaa.edu/celt |
| CELT offers programs and books on “how to do” SoTL for faculty.  
SoTL Resources CELT website page at both campuses including journals to which you might submit articles.  
www.cuw.edu/celt  
www.cuaa.edu/celt | Elizabeth Evans  
262-243-4283  
Elizabeth.evans@cuw.edu  
Robert Hill at CUAA  
x7346, Robert.hill1@cuaa.edu |
| SPSS Statistics Program Version 24 | Contact Computer Support  
x2667 with questions. |
| Now available under an enterprise license to all employees with a Concordia computer through the Software Center.  
On your CUW computer, on the start menu in the lower left, enter “Software Center” into the search box. It should come up under the Programs header. Inside that program, you will see “SPSS Statistics 24” listed. Place a checkmark into the box and click Install Selected in the bottom right. The install takes between 5-10 minutes. Once finished, you should be able to go back to the search box and open it from there. |