
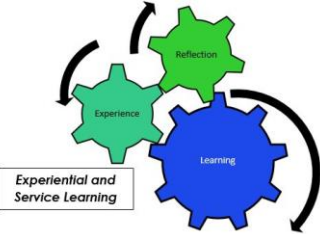



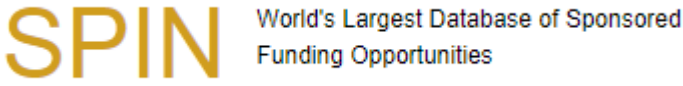
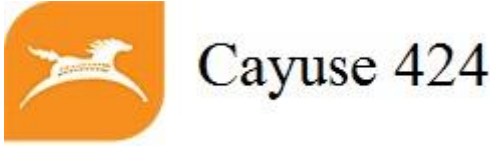



## Faculty Resources January 2021

Faculty Teaching Support A-Z	Where to get further information
<p><b>Academic Resource Center and Accessibility Services</b>  <a href="https://www.cuw.edu/academics/services/student-academic-resources/academic-resource-center/index.html">https://www.cuw.edu/academics/services/student-academic-resources/academic-resource-center/index.html</a></p> <p><a href="https://www.cuaa.edu/academics/services/student-academic-resources/academic-resource-center/index.html">https://www.cuaa.edu/academics/services/student-academic-resources/academic-resource-center/index.html</a></p>	<p>Jan Chapman at Mequon  <a href="mailto:Janis.Chapman@cuw.edu">Janis.Chapman@cuw.edu</a>            262-243-4299</p> <p>Tori Negash at Ann Arbor  <a href="mailto:Tori.Negash@cuaa.edu">Tori.Negash@cuaa.edu</a>            734-995-7582</p>
<p><b>Attendance</b>            Take attendance for face-to-face courses in the “Automated Attendance Tool” channel on the Faculty tab of the portal;</p>	<p>Registrar’s Office            Video guides on the faculty tab of the portal.</p>
<p><b>Blackboard Learn</b> (Learning Management System)            All courses have an online presence (including adding syllabus and student grades) in Blackboard  <a href="https://concordia.blackboard.com/">https://concordia.blackboard.com/</a></p> <p>Blog: <a href="http://celt.cuw.edu">celt.cuw.edu</a> for Information and How-to’s            For Instructors who develop their own content: Four Basic Videos to get you started <a href="http://celt.cuw.edu/four-videos-to-set-up-your-course-in-blackboard/">http://celt.cuw.edu/four-videos-to-set-up-your-course-in-blackboard/</a>            Our Blackboard Tutorials A to Z page: <a href="http://celt.cuw.edu/blackboard-tutorials-a-to-z/">http://celt.cuw.edu/blackboard-tutorials-a-to-z/</a></p> <div style="text-align: center;">  <p><b>Blackboard</b></p> </div>	<p>Submit Blackboard Learn help requests for face-to-face courses (or COVID virtual courses) to the Center for Excellence in Learning and Teaching (CELT) at <a href="mailto:celtsupport@cuw.edu">celtsupport@cuw.edu</a> or call 262-243-2358.</p> <p>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.</p>
<p><b>Grades</b>            Post final grades directly on the portal. Blackboard is not the official repository of these grades.            Look for the Faculty Grading channel on the Faculty tab of the portal. <i>Spring 2021 update: We are no longer required to post mid-term grades in this system.</i></p>	<p>“How do I post grades in the portal?”            Document in the Adjunct Faculty Resources channel on the Faculty Tab of the portal. Contact the Registrar with questions.</p>
<p><b>Center for Excellence in Learning and Teaching (CELT)</b>            Can provide access to many resources for teaching and provides Blackboard support for face-to-face and blended teaching.</p>	<p>CELT channel on the portal</p> <p>CELT public website: <a href="http://www.cuw.edu/celt">www.cuw.edu/celt</a>            Includes list of current programs.</p> <p>Find current programs, register, and download reminder to your calendar on CUW Faculty Master Calendar on Faculty tab of portal.</p>

<p><b>Experiential and Service Learning</b></p> 	<p>Portal channel on the Faculty Tab</p>
<p><b>Instructional Continuity Resources channel</b></p> <p>Up-to-date information on strategies being used in response to COVID-19. Look here for trainings created since March 2020 and updates on Zoom and Blackboard you need to know about. See also the Faculty Schedule channel for your classrooms and the soon to be released COVID Capacity and technology information for your classrooms.</p>	<p>On the Faculty tab of the portal at the top middle</p>
<p><b>Library: Rincker Memorial (Mequon), Zimmerman (Ann Arbor) Services</b></p>	<p>Library Tab on the portal 734-995-7454 (Ann Arbor) 262-243-4330 (Mequon)</p>
<p><b>Magna Publications</b></p> <p>Access to teaching and learning videos and articles for faculty by faculty. Includes subscriptions to Mentor Commons, Magna Commons, and Teaching Professor newsletter.</p> <p>Open to all employees and students.</p>	<p>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> Instructions for setting up an account are on the CELT channel on the faculty tab of the portal. Use the Part Time faculty instructions if not only one set.</p>
 <p><b>Qualtrics (online) Survey Tool</b></p> <p>Accounts connected to our enterprise license are available to all faculty and staff. Senior level undergraduates and graduate students may also use Qualtrics under the direct and close supervision of their instructors for appropriate courses and projects.</p>	<p>Look for the request an account process on the Qualtrics Accounts Channel, Resources tab of the portal. Elizabeth Evans 262-243-4283 <a href="mailto:Elizabeth.evans@cuw.edu">Elizabeth.evans@cuw.edu</a></p>
<p><b>Research Support for Students</b></p> <p>There is a student research assistant available who can help students (both graduate and undergraduate) with statistical analyses and SPSS.</p> <p>Please contact: <a href="mailto:researchassistantsta@cuw.edu">researchassistantsta@cuw.edu</a></p>	<p>Contact Angela Walmsley with questions.</p> <p>Angela Walmsley 262-243-2138 <a href="mailto:Angela.walmsley@cuw.edu">Angela.walmsley@cuw.edu</a></p>

<p><b>Student Evaluations</b> are done through <b>CourseEval</b></p> <p>There is a great document in the channel that explains how to understand the reports you get following each term.</p> 	<p>CoursEval channel on the Faculty Tab</p> <p>Contact Registrar's Office with questions.</p>
<p><b>Syllabus Template and Instructions</b></p> <p><a href="http://celt.cuw.edu/syllabus-template-and-instructions/">http://celt.cuw.edu/syllabus-template-and-instructions/</a></p> <p>Syllabus Cover Sheet is available in the Forms Repository on the Resources tab.</p>	<p>Faculty Resources channel on the Faculty tab of the portal</p> <p>Leah Dvorak or Elizabeth Evans 262-243-4283 <a href="mailto:Elizabeth.evans@cuw.edu">Elizabeth.evans@cuw.edu</a></p>
<p><b>Zoom</b></p> <p>All employees have access to Zoom, and this is recommended for teaching if you are not already using Collaborate inside Blackboard.</p>	<p>See information on the Instructional Continuity Channel. Information is also available on the AV channel.</p>
<p><b>Faculty Research &amp; Scholarship Support A-Z</b></p>	<p><b>Where to get further information</b></p>
<p><b>CITI (Responsible Conduct of Research Training for Faculty)</b></p> <p>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. <i>New: CITI training must be completed every four years.</i></p> <p>This is also available for graduate students when approved by their departments.</p>	<p>Committee for Scholarship Integrity (CSI)</p> <p>Link on Research and Scholarship channel on the portal, Faculty tab</p> <p>Elizabeth Evans has how-to for students.</p>
<p><b>Concordia Intramural Research Grant (CIRG)</b></p> <p>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.</p> <p>Application window December 1 – February 1 for following year.</p>	<p>CIRG Grant Committee</p> <p>Tim Macafee 262-243-2098 <a href="mailto:Timothy.macafee@cuw.edu">Timothy.macafee@cuw.edu</a></p>
<p><b>Concordia Intramural Teaching Grant (CITG)</b></p> <p>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.</p> <p>Application window is March 1 – June 1 for following academic year</p>	<p>Elizabeth Evans, CELT 262-243-4823 <a href="http://www.cuw.edu/celt">www.cuw.edu/celt</a></p> <p>Application in Forms Repository on the portal Resources tab and in CELT channel on portal Faculty tab</p>
<p><b>Digital Measures</b></p>  <p>Tool for tracking faculty activities, accomplishments, and scholarship. Update it as these occur.</p>	<p>Faculty tab of the portal.</p> <p>Leah Dvorak 262 243 4522 <a href="mailto:Leah.dvorak@cuw.edu">Leah.dvorak@cuw.edu</a></p>
<p><b>Faculty Scholarship Week April 19– 23, 2021 via Zoom</b></p> <p>Peer-reviewed presentation/poster opportunity.</p> <p>Abstracts due Feb 1, 2021</p>	<p>Faculty Scholarship Committee and Office of Research and Sponsored Programs</p>

<ul style="list-style-type: none"> <li>• Poster session Wednesday, April 21, 11-1 Central or 3 to 5pm Central; Each will be assigned to a host and an hour</li> <li>• Presentations Monday, April 19 12pm to 1pm Central; Thursday, April 22, 11am to Noon Central; Friday April 23 Noon to 1pm Central/ 1 to 2pm Eastern</li> </ul>	<p>Julie Dresen 262-243-2794 <a href="mailto:Julie.Dresen@cuw.edu">Julie.Dresen@cuw.edu</a></p>
<p><b>Grant Support</b> Grant identification, writing support (pre-award process), post-award support, grant-writing workshops. Contact the ORSP for any grant inquiries, as all research grants must be submitted through the ORSP</p>  <p>SPIN is a 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.</p> <p>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.</p>  <p>Cayuse 424 Proposal Creation Software</p>	<p>Office of Research and Sponsored Programs (ORSP)</p> <p>Julie Dresen, Director 262-243-2794 <a href="mailto:Julie.dresen@cuw.edu">Julie.dresen@cuw.edu</a></p> <p>Rachel Heil, Pre-Award 262-243-2745 <a href="mailto:Rachel.heil@cuw.edu">Rachel.heil@cuw.edu</a></p> <p>Natasha Irish, Financial Specialist <a href="mailto:Natasha.irish@cuw.edu">Natasha.irish@cuw.edu</a></p> <p>See also Office of Research and Sponsored Programs (ORSP) channel on the portal, Faculty Tab or the CUW website</p>
<p><b>Institutional Review Board (IRB)</b> Reviews research proposals involving human subjects</p> <p><b>Animal Care and Use Committee (IACUC)</b> Reviews research proposals involving animals</p>	<p>Links on “Research and Scholarship” Channel on the portal Faculty tab.</p>
<p><b>Rincker Memorial (MQ) Zimmerman (CUAA) Services</b> 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.</p>	<p><i>Library Tab on the portal</i> 734-995-7454 262-243-4330</p>
<p><b>Qualtrics (online) Survey Tool</b> 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.</p>	<p>Qualtrics Accounts Channel, Resources tab of the portal Elizabeth Evans, 262-243-4283 <a href="mailto:Elizabeth.evans@cuw.edu">Elizabeth.evans@cuw.edu</a></p>

	
<p><b>Research Methodologist</b>  Assistance with all aspects of research: developing your question, choosing a method, data analysis and:</p> <ul style="list-style-type: none"> <li>• Brainstorming potential research projects</li> <li>• Developing research questions and/or hypotheses</li> <li>• Choosing appropriate research methodology techniques to address your research questions</li> <li>• Sampling and data collection techniques and set-up</li> <li>• Entering data into SPSS and/or how to run output on SPSS</li> <li>• Assisting with the proper way to write up statistical results</li> <li>• Writing for publication or presentation</li> </ul> <p>• Supports faculty members only; see Teaching above for instructions on Research Support for Students</p>	<p>Angela Walmsley  262-243-2138  <a href="mailto:Angela.walmsley@cuw.edu">Angela.walmsley@cuw.edu</a></p> <p>Link to more information on the “Research and Scholarship” on the Faculty tab of the portal</p>
<p><b>Scholarship of Teaching and Learning (SoTL) Support</b></p> <p>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.</p> <p><a href="https://www.cuw.edu/academics/services/faculty-staff-resources/celt/scholarship-teaching-learning.html">https://www.cuw.edu/academics/services/faculty-staff-resources/celt/scholarship-teaching-learning.html</a></p> <p><a href="https://www.cuaa.edu/academics/services/faculty-staff-resources/celt/scholarship-teaching-learning.html">https://www.cuaa.edu/academics/services/faculty-staff-resources/celt/scholarship-teaching-learning.html</a></p>	<p>Center for Excellence in Learning and Teaching (CELT)  <a href="http://www.cuw.edu/celt">www.cuw.edu/celt</a></p> <p>Elizabeth Evans at Mequon  262-243-4283  <a href="mailto:Elizabeth.evans@cuw.edu">Elizabeth.evans@cuw.edu</a></p> <p>Erin Laverick at Ann Arbor  734 995 7391  <a href="mailto:erin.laverick@cuaa.edu">erin.laverick@cuaa.edu</a></p>
<p><b>SPSS Statistics Program</b> Version 27  Now available under an enterprise license to all employees with a Concordia computer through the Software Center.  On your CUW computer on campus, 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 27” 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.</p>	<p>Contact Computer Support x2667 with questions.</p>